



Department of Public Works

5151 Marsh Road, Okemos, Michigan 48864
Phone 517.853.4440; Email DPW@meridian.mi.us

SESC PERMIT

PROCEDURE

When getting a building permit making an earth change in any way, you need to see if a SESC permit or waiver is required.

First, check the SESC **Non-Permit** form. If your work is covered under this form:

1. Fill out and sign this form and attach a site plan for the work.
2. Return the permit with attachments to the Department of Public Works.
3. A copy will be given to you for your records and a copy to go with your building permit.

If the earth change does not fall into one of the categories for a non-permit, an SESC permit or waiver is required.

A permit **Waiver** can be granted for projects involving earth disturbance of less than 225 square feet, if the earth change will not contribute sediment to lakes or streams:

1. Fill out an "Affidavit for Waiver From SESC Permit" and attach a site plan.
2. Return permit with attachments to the Department of Public Works
3. Note a "Letter of Authorization" also needs to be filled out if the applicant is not the owner.
4. After the Chief Engineer approves the "Soil Erosion Permit Waiver", a pink copy will be given to you to be posted at the site, and copies will be given to you for your file, and for the building permit.

For all other projects, a **SESC Permit** is required.

1. Fill out the SESC Permit Application and attach all required paperwork, including a site plan.
2. Return the application with attachments and payment to the Department of Public Works.
3. Note a "Letter of Authorization" also needs to be filled out if the applicant is not the owner.
4. After the Chief Engineer approves the "Soil Erosion Permit", a pink copy will be given to you to be posted at the site, and copies will be given to you for your file, and for the building permit.

Physical signatures must be originals; digital signatures are acceptable.

The Township only takes cash or checks for permits.



Property Address: _____

Project: _____

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SOIL EROSION & SEDIMENTATION CONTROL
NON-PERMIT

Applicant: _____	
Address: _____	
Phone: _____	Email: _____
Work Location: _____	

The purpose of the Soil Erosion & Sedimentation (SESC) ordinance is to prevent soil erosion and off-site sedimentation from occurring as a result of earth change activities within the Township by requiring proper provisions for water disposal and the protection of soil surfaces during and after construction in order to promote the safety, public health, convenience, and general welfare of the community; and to protect the waters of the state from sedimentation under Part 91 of the Soil Erosion and Sedimentation Control, Natural Resources and Environmental Protection Act, Act 451 of Public Acts of 1994, MCL 324.9101 et seq (as amended) and Charter Township of Meridian Ordinance No. 2010-01.

I do not need a SESC permit or waiver as the project for which I am applying for a building permit is:

1. Residential or Earth Change Activities. A residential property owner who causes the following activities to be conducted on individual residential property owned and occupied by such owner is not required to obtain a permit under this Ordinance if the earth change activities do not result in or contribute to soil erosion or sedimentation of the waters of the State of Michigan or a discharge of sediment off-site:
 - A) An earth change of a minor nature that is stabilized within twenty-four (24) hours of the initial earth disturbance. Description: _____
 - B) Gardening, if the natural elevation of the area is not raised. "Gardening" means activities necessary to the growing of plants for person use, consumption or enjoyment.
 - C) Post holes for fencing, decks, utility posts, mailboxes, or similar applications, if no additional grading or earth change occurs for use of the posthole.
 - D) Removal of tree stumps, shrub stumps, or roots resulting in an earth change not to exceed one hundred (100) square feet.
 - E) All of the following activities, if soil erosion and sedimentation controls are implemented, the earth change is stabilized within twenty-four (24) hours of the initial earth disturbance, and soil erosion or sedimentation to adjacent properties or the waters of the State has not or will not reasonably occur:
 - i. Planting of trees, shrubs or similar plants;
 - ii. Seeding or reseeded of lawns or less than one (1) acre if the seeded area is at least 100 feet from the waters of the State;
 - iii. Seeding or reseeded of lawns closer to 100 feet of the water of the State if the area to be seeded or reseeded does not exceed 100 square feet;
 - iv. Temporary stockpiling of soil, sand or gravel not greater than a total of ten (10) cubic yards on the property, if the stockpiling occurs at least 100 feet from the waters of the State.

Property Address: _____

Project: _____

- 2. A person engaged in the logging industry, the mining industry, or the plowing or tilling of land for the purpose of crop production or the harvesting of crops This, however, does not include the access road from the site where active mining or logging is taking place; Ancillary activities associated with logging and mining; and removal of clay, gravel, sand, peat, or topsoil.
- 3. A metallic mineral mining activity that is regulated under a mining and reclamation plan that contains soil erosion and sedimentation control provisions and is approved by the MDEQ under part 631 of the Act.
- 4. Earth changes associated with well locations, surface facilities, flowlines, or access roads relating to oil or gas exploration and development activities regulated under Part 615 of the act.
- 5. An earth change of a minor nature that is stabilized within twenty-four (24) hours of the initial earth disturbance and that will not contribute sediment to lakes or streams.
- 6. Normal road and driveway maintenance such as grading or leveling that does not increase the width or length of the road or driveway and that will not contribute sediment to lakes or streams.

A scalable site plan needs to be attached, showing the work to be done in reference to the lot and buildings. If it is a porch or deck the postholes must be shown. It also needs to state whether there are any wetlands, or the distance to the waters of the state. (If applicable, state not within 500 feet of the waters of the state.).

Exemptions provided in this section, Part 91, and the rules promulgated thereunder shall not be construed as exemptions from enforcement procedures under this Ordinance, Part 91 or said rules if the exempted activities cause or result in a violation of this Ordinance, Part 91 or the rules.

As Applicant, I am the Owner of the property, or acting for the Owner of the property with the Owner's permission, and state the above marked reasons for not needing a Soil Erosion and Sedimentation Control Permit or Waiver from Meridian Township; and that I will abide by all the rules of the Soil Erosion and Sedimentation Control, Natural Resources and Environmental Protection Act, Act 451 of Public Acts of 1994, MCL 324.9101 et seq (as amended), and the Charter Township of Meridian Ordinance No. 2010- 01, and understand I must carry out the proposed work in accordance with these Ordinances. If conditions change, I will obtain a SESC Permit.

Name (Printed)

Name (Signature)

Date: _____

Company Name: _____

Phone: _____

Company Address: _____

Email: _____

Accepted by: _____
Employee

Dated: _____

NP# _____



Property Address: _____

Waiver #: _____

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**AFFIDAVIT FOR WAIVER FROM SESC PERMIT
UNDER RULE 1705**

I affirm that the earth change that will occur on my land will disturb less than 225 square feet and will not contribute sediment to the waters of the state. Further, I acknowledge that this waiver does not exempt me from enforcement under Part 91 if a violation of requirements of Part 91 or the rules occurs as a result of this earth disturbance.

Landowner (Printed)

Landowner (Signature)

Date: _____

Applicant _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____

Owner _____ Phone _____
Address _____ City _____ State _____ Zip _____

Project Address _____
Parcel No. _____
Project Description _____



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LETTER OF AUTHORIZATION

To secure a Soil Erosion and Sedimentation Control Permit

Date: _____

I, landowner of the property with Parcel Number _____, and
Address _____,
authorize _____ to
(Print Designated Agent's Name)
secure a Soil Erosion and Sedimentation Control Permit for the earth disturbance on my property.

Landowner's Name: _____

Owner Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

Email: _____

Landowner (Printed)

Landowner (Signature)

Designated Agent's Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____

Email: _____

Designated Agent (Printed)

Designated Agent (Signature)



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**Soil Erosion & Sedimentation Control Program
FEE SCHEDULE**

Approved by Township Board March 2, 2010

Residential Projects (Single Family Homes)

Application review, permit issuance, and inspection

(Due upon submittal of application)

6-month duration.....	\$180.00
12-month duration	\$240.00
One renewal of 6 months permitted.....	\$90.00
Permit for minor disturbance (225 – 500 SF).....	\$40.00
Transfer of permit.....	\$25.00

Commercial, Industrial & Multi-Family Projects

Application review and site visit, permit issuance, and permit closeout site review

(Due upon submittal of application) (Permit is valid for one year from date of issuance)

First acre	\$420.00
Each additional acre or fraction thereof.....	\$42.00
Permit for minor disturbance (225 – 500 SF).....	\$250.00
Renewal of permit.....	Half-rate based on current fee schedule
Transfer of permit.....	\$90.00

Inspection Fees (Escrow Deposit)

(Due prior to issuance of permit)

Less than 1/2 acre	\$500.00
1/2 up to 1 acre	\$1,550.00
1 acre up to 5 acres.....	\$3,000.00
5 acres up to 10 acres.....	\$5,000.00
Each additional 10 acres or fraction thereof.....	\$2,500.00

Waiver NO FEE

A Waiver is issued for projects that do not require a Soil Erosion and Sedimentation Permit. The Waiver must be presented to the Meridian Township Building Department to verify compliance with Act 451 Part 91.

Financial Guarantee Requirement

A bond, irrevocable letter of credit, or cash deposit is required in the amount of the estimated total cost of all temporary and permanent soil erosion and sedimentation control measures, and an amount sufficient to insure installation and completion of corrective measures. The financial guarantee must be submitted to the Township before an SESC permit will be issued.

Other Fees

Violation Notice follow-up inspection	\$250.00
Cease & Desist Order follow-up inspection.....	\$250.00

Penalties

Projects by licensed builders, contractors, and developers that commence without the appropriate approvals and/or permits from the Department of Public Works will be required to pay double the normal fees.

Meridian Charter Township Soil Erosion & Sedimentation Control

GENERAL GUIDELINES

1. Any earth changes shall be conducted in such a manner so as to effectively reduce accelerated soil erosion and resulting sedimentation.
2. All earth changes shall be designed, constructed and completed such that the time which an area of disturbed land is exposed shall be as limited as possible.
3. Sediment caused by accelerated soil erosion shall be removed from runoff water before it leaves the site of the earth change.
 - a. Any sediment caused by accelerated soil erosion which is deposited on any lands not specifically covered by an authorized Permit or deposited in any waterway shall be promptly removed by and at the sole expense of the permittee.
 - b. Any restoration and/or stabilization measures required due to said sediment removal shall also be installed by and at the sole expense of the permittee.
4. Any temporary or permanent facility designed and constructed for the conveyance of water around, through or from the earth change area shall be designed to limit the water flow to a non-erosive velocity.
5. Temporary soil erosion and sedimentation control facilities shall be removed and earth change areas graded and stabilized with permanent soil erosion control measures prior to release of the requirement Bond, Irrevocable Letter of Credit or cash deposit.
6. Permanent soil erosion control measures for all slopes, channels, ditches or any disturbed land area shall be implemented within five (5) calendar days after final grading or the final earth change has been completed. Where significant earth change ceases, temporary soil erosion control measures shall be implemented within five (5) calendar days. All temporary soil erosion control measures shall be maintained until permanent soil erosion control measures are implemented.
7. The requirements of the Permit shall run with the land and no transfer of the land prior to completion of the work and termination of the Permit shall relieve the permittee and property owner of the obligations enumerated in this Ordinance.

RESPONSIBILITY OF PERMITTEE & LANDOWNER

During earth change operations and until completion, the permittee and the owner of the property to which the Permit pertains shall be responsible for:

1. The prevention of damage to any public utilities or services within the limits of the permitted work along any routes of travel of the equipment;
2. The prevention of damage and/or repair damage caused to adjacent property. No person shall engage in grading or earth change on land so close to the property line as to endanger any adjoining public street, sidewalk, alley or any public or private property without supporting and protecting such property from settling, cracking or other damage which might result.
3. Carrying out the proposed work in accordance with all the requirements of the permit and this Ordinance.
4. The prompt removal of all soil, miscellaneous debris, or other materials applied, dumped or otherwise deposited on streets, highways, sidewalks, or other thoroughfares, either public or private, during transit to and from the construction site.



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SOIL EROSION PERMIT REQUIREMENTS

Site plan to include the following:

- 1) Map with scale of 1" = 40' or less for residential sites and 1" = 60' or less for commercial sites.
- 2) Footprint of the proposed structure(s) or earth changes, including cut and fill locations.
- 3) Street names(s), north designation, property boundaries, slope description and easements.
- 4) Legal description of property and property tax I.D. number. (Contact township or municipality for property tax I.D. number.)
- 5) Site location sketch that includes proximity of proposed earth change to waters of the state and predominant land features. (Show site location on a plat map or county map.)
- 6) A soils survey or written description of soil types. (May be taken from Ingham County Soil Survey or soil borings).
- 7) Description and location of physical limits of earth change. (Draw boundary of limits on plan.)
- 8) Description and location of all existing and proposed drainage facilities. (Show drainage arrows to indicate where water will flow off site and location of catch basins within 50 feet of site. Driveways must be at least 10 feet away from catch basins.)
- 9) Timing and sequence of proposed earth change. (Include on site plan the dates of the excavation, rough grade & final grade, and permanent stabilization - permanent stabilization must occur within 5 days of final grade.)
- 10) Floodplain information (when applicable).
- 11) Predominant land features, such as ponds, creeks, wetlands, steep slopes, county drains, detention ponds, and inlet structures which connect to storm sewer systems.
- 12) In subdivisions, also include: USGS elevations, include proposed elevation for the top of the basement wall, and existing and final grade elevations. Final grade elevations must follow the master grading plan of the subdivision.
- 13) Temporary and permanent SESC measures (such as silt fence, seeding/sodding, or inlet protection) with a maintenance program for each measure. Inspector may add measures or amend maintenance program when reviewing application.

Complete questions below (or include information from questions below on site plan):

- 1) Soil type: _____
- 2) Grade description: _____% slope
- 3) Excavated soils will be: Exported Used As Fill On Site Leveled On-Site
- 4) Sump pump and/or footing drain tile outlet to:
 Outlet To Lowland Outlet to Natural Water Body Outlet to Storm Drain N/A
- 5) Sequence and timing of project:
Excavation _____ Rough Grade _____ Final Grade _____
- 6) Permanent Site stabilization to be completed by: Builder Property Owner Other
(Complete permanent soil erosion control measures for all slopes, channels, ditches, or any disturbed land area within 5 calendar days after final grading or the final earth change has been completed.)
- 7) Basement will include which of the following:
 Walk-Out Basement Day Light Windows Egress Windows Standard Windows N/A