



**Pittsfield Charter Township**  
**Department of Utilities & Municipal Services**  
 6201 West Michigan Avenue, Ann Arbor, MI 48108  
 Phone: (734) 822-3130 Fax: (734) 944-1103  
 Website: www.pittsfield-mi.gov Email: planning@pittsfield-mi.gov

# Soil Erosion and Sedimentation Control Application

Applicant Requirement Checklist
<input type="checkbox"/> <b>Project Fees</b> (must be paid by cash or check when application is submitted) <i>Administrative Fee is non-refundable. Application will not be processed until full payment is received</i> <input type="checkbox"/> Completed <b>Application Form</b> with completed <b>Township SESC Checklist</b> <input type="checkbox"/> Three (3) full size sets of the Soil Erosion and Sedimentation Control <b>Plan</b> <input type="checkbox"/> <b>Written statement</b> from the property owner authorizing Designated Agent to obtain permit in property owner's name <input type="checkbox"/> A CD / USB drive containing the entire plan set

:: OFFICE USE ::
SEC# _____ - _____
Admin Fee \$ _____
Escrow Fee \$ _____
Performance Deposit \$ _____
<b>Total \$</b> _____

Property Information
_____ Or _____ General Location of Site Street Number Street Name Parcel I.D. # L-12 - _____ - _____ - _____ Subdivision: _____

Project Information
Please provide a description of the project: _____ _____
Name of Project: _____
Project Start Date: _____ Project Completion Date: _____
Size of Earth Change (round up to nearest acre): _____ Itemized Cost of Soil Erosion Control (please attach): _____
Name and Distance to nearest lake, stream, or drain: _____
Chronological Sequence and expected time of year for each major phase of earth disruption (attach list if necessary): _____ _____ _____

Performance Deposit (Cash Bond)
A Performance Deposit (Cash Bond) must be submitted with the Permit Application. See attached Fee Schedule.
Amount Required \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Certified Check

Proposed Earth Change
Project Type: <input type="checkbox"/> Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Land Balancing <input type="checkbox"/> Stockpiling _____
<input type="checkbox"/> Other: _____
National Pollutant Discharge Elimination System (NPDES) Permit Required ≥ 5 acres: <input type="checkbox"/> Yes <input type="checkbox"/> No

:: Office Use ::	Time Stamp
Received By: _____ (Initials)	

**Applicant Information**

(Please Print)

Applicant is the:  Property Owner  Designated Agent

Company Name (If Applicable)

Applicant's Name

Address City

State Zip

( ) ( )

Contact Number Fax Number

Email Address

By signing below, the Applicant agrees that they are responsible for replenishing any Escrow Accounts that may become delinquent.

Signature of Applicant

Date

**Property Owner Information**

(Please Print)

Property Owner's Name

( ) Contact Number

Address City

State Zip

Email Address

( ) Fax Number

**Preparer of Soil Erosion and Sedimentation Control Plan**

(Please Print)

Company Name

Contact Name

( ) ( )

Contact Number Fax Number

Email Address

**Parties Responsible for Earth Change**

(Please Print)

Company Name

Name of "On-Site" Responsible Individual

Address City

State Zip

( ) ( )

Contact Number Fax Number

Email Address

**Applicant's Compliance Agreement**

I (we) affirm that the above information is accurate and that I (we) will conduct the above-described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, applicable local ordinances, and the documents accompanying this application. The property owner takes ultimate responsibility for compliance with all permitted activity.

Property Owner's Signature

Property Owner's Name (Please Print)

Date

Designated Agent's Signature

Designated Agent's Name (Please Print)

Date

## Soil Erosion and Sedimentation Control Plan Checklist

### General Requirements

The Soil Erosion and Sedimentation Control (SESC) Plan shall show all proposed improvements on the site to scale, as well as existing and proposed contours at 2-foot intervals. If revisions are deemed necessary, **three (3) copies** of revised SESC plan shall be submitted for each subsequent review until the plan has been given approval by the Township, at which point three (3) copies will be required for permit approval.

Item No.	Item	Shown	N/A	Comments
1.	Plan at scale of not more than 1"=200', including legal description, location, proximity to lakes, streams, or wetlands, and predominant land features			
2.	A soils survey or a written description of soil types of the exposed land area			
3.	Limits of earth disruption			
4.	Existing vegetation and predominant land surface features			
5.	Description and location of all existing and proposed on-site drainage and dewatering facilities. If dewatering is necessary, a Dewatering Plan must be submitted prior to construction			
6.	Detailed sequence of construction shown on the plans, including a time schedule for the installation of soil erosion and sedimentation control measures			
7.	Description and location of all proposed temporary and permanent soil erosion and sedimentation control measures			
8.	Program proposal for continued maintenance and individual responsible for permanent soil erosion and sedimentation control measures			
9.	Grading Plan submitted			
10.	Itemized Cost Analysis of all temporary and permanent soil erosion and sedimentation control measures			
11.	Description of how to install each control measure			
12.	Potential stockpile areas shown with a note stating "silt fence shall be installed and maintained around perimeter of such stockpile, if stockpile will be large and is expected to be on-site for a period of time."			
13.	Construction mud tracking entrance: minimum depth of 6-inches of 1 x 3-inch limestone, minimum length of 100 feet, width 20 feet			
14.	Silt fence: prominent line type in legend, 6-inch minimum anchor trench, stakes 6-foot maximum spacing, stakes driven into ground 1-foot minimum			
15.	Inlet filters: all storm structures within vicinity of project and road(s) adjacent to project, including maintenance program			
15. a	Silt Sack for all existing and proposed catch basins			
15. b	Beaver dams, in addition to Silt Sack for all curb style catch basins			
16.	Sedimentation basins: should be at least four times long as wide, with the inlet and outlet at opposite ends, and a proposed schedule of cleaning out when 40 to 50 percent filled			

Please Complete Reverse Side →

**Soil Erosion and Sedimentation Control Plan Checklist (Continued)**

Item No.	Item	Shown	N/A	Comments
17.	Detention basins: seed and stabilize immediately upon achieving final grade, and follow Washtenaw County Water Resource Commission (WCWRC) approved specifications			
18.	Swirl chamber: Noted to inspect weekly for sediment accumulation until site is stabilized, and will clean as required			
19.	Potential storm water runoff and soil loss with corresponding calculations			
20.	Soil stabilization:			
20. a	Drainage ditches and slopes steeper than 1:4 (25%) stabilized with erosion control blanket			
20. b	Steep slopes that do not take upon initial seeding must be re-seeded and stabilized with erosion control blankets			
21.	Tree protection fence: standard 48" high snow or construction fence, 6-foot maximum spacing of stakes, fence located outside drip-line			
22.	Landscaping Notes:			
22. a	Stabilization must be started within five (5) days of final grade. Use 4-inches of topsoil, minimum			
22. b	Where excavation has been through lawn areas, the contractor shall restore the disturbed area by placing topsoil and seeding or sodding over the final backfill material			

**Additional Comments**

- 1) When designing SESC plans, please consider the time of year when work is proposed to be conducted. For example, if earthwork will be conducted during the summer months, dust may be an issue and, if so, a Dust Control Plan should be shown on the plans.
- 2) Please add the General Soil Erosion Notes found on pages 6 and 7 of the Soil Erosion and Sedimentation Control Application, to the SESC Plan.
- 3) Please note that a field preconstruction meeting must be held with the SESC Inspector prior to any earth change activity.

**::OFFICE USE ONLY::**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Status:  Approved  Approved as Noted: \_\_\_\_\_

Denied as Noted: \_\_\_\_\_

## **Soil Erosion and Sedimentation Control Notes**

### **General**

- 1) The Contractor shall implement and maintain the soil erosion control measures as shown on the SESC Plans at all times during construction on this project. Any modifications or additions to the soil erosion control measures due to construction or changed conditions, shall be complied with as required or directed by the owner, project engineer, or Pittsfield Charter Township.
- 2) All soil erosion and sedimentation control work shall conform to the permit requirements of Pittsfield Charter Township and the laws of the State of Michigan.
- 3) A NPDES Construction Activity Permit is required for all sites greater than five (5) acres.
- 4) Daily inspections shall be made by the Contractor. Periodic inspections may be made by the Owner/Project Engineer/Township to determine the effectiveness of erosion and sedimentation control measures. Any necessary corrections shall be made without delay by the onsite responsible individual.
- 5) Erosion and sedimentation from work on the site shall be contained on the site and not be allowed to collect on any off-site areas or in waterways.
- 6) All mud/dirt tracked onto roads from the site due to construction, shall be promptly removed by the Contractor.
- 7) Restoration of all disturbed areas, including placement of topsoil, seed, fertilizer and mulch and/or sod shall be completed within five (5) days of the completion of final grade.
- 8) Construction operations shall be scheduled and performed so that preventative soil erosion control measures are in place prior to excavation in critical areas, and temporary stabilization measures are in place immediately following backfilling operations.
- 9) Special precautions will be taken in the use of construction equipment to prevent situations that promote erosion.
- 10) Proper dust control shall be maintained during construction by use of water trucks and/or chloride as required.
- 11) The Contractor shall be responsible for maintaining all temporary soil erosion control measures and removal of some upon authorized completion of project. Completion of project will not be authorized until all site work, home building, road work, and utility construction is complete and all soils are stabilized.
- 12) The Contractor shall not grade in existing wetland or conservation areas to be protected. Silt fence shall be installed and maintained adjacent to existing wetland and conservations areas to prevent grading, erosion, and sedimentation into them.
- 13) Tree protection fencing must remain intact until restoration of the site is complete.

### **Sequence of Construction**

- 1) Install sediment fence and tree protection fencing prior to any grading operation.
- 2) Install mud tracking pad.
- 3) Construct temporary sediment/detention basin.
- 4) Place topsoil, fertilizer, seed, and mulch over the entire detention basin area.
- 5) Rough grade site, stockpile topsoil, and begin building construction.
- 6) Install storm drainage system, including riprap and parking lot inlet filters and detention basin standpipe.
- 7) Maintain erosion and sedimentation control measures, as required.
- 8) Install sanitary sewer and water systems.
- 9) Bring pavement areas to sub-base grade, place sub-base and bituminous pavement.
- 10) Install franchised utilities.
- 11) Finish grade, redistribute topsoil, seed and mulch all disturbed areas.
- 12) Remove any accumulated sediment within the detention basin and replace clean washed stone around standpipe.
- 13) Complete construction of site.
- 14) Ensure all soil is stabilized. Remove all temporary soil erosion control measures.

**Please See Next Page** →

## Soil Erosion and Sedimentation Control Notes (Continued)

### Seeding/Sod

- 1) Seed or sod in accordance with project specifications.
- 2) All areas of disturbed earth that are not to be paved or sodded shall have 4 inches of topsoil, seed, fertilizer and mulch.
- 3) Immediately after seeding, mulch all seeded areas with unweathered small grain straw (preferably wheat) or hay spread. Spread uniformly at the rate of 1-1/2 to 2 tons or 100 pounds (2 to 3 bales) per 1,000 square foot. This mulch should be anchored with a disc-type mulch-anchoring tool.
- 4) Any disturbed area not paved, seeded or mulched, sodded or built upon on or after November 15th, is to be mulched in the manner as specified above, in order to provide soil erosion protection during the winter and early spring.
- 5) All erosion and sedimentation control prevention procedures and structures are to comply with the Standards and Specifications for Soil Erosion and Sedimentation Control of the Washtenaw County Soil Conservation District.

### Catch Basin/Manhole Protection

- 1) Protect storm sewer catch basins with the following product or approved equal:
  - a. Regular Flow Siltsack (for areas of low to moderate precipitation and run-off).
  - b. Hi-Flow Siltsack (for areas of moderate to heavy precipitation and run-off).
  - c. Oil-Absorbant Siltsack (for areas where there is a concern for oil run-off or spills).

### Roads

- 1) During construction, all roads shall be protected from unvegetated areas washing onto road surfaces by placement of silt fence behind curb or a 10-foot wide straw mulch bank behind the curb or other approved method and/or as shown on the plans.
- 2) During construction of any portion of the project, roads shall be maintained free of dirt, silt, and construction debris.

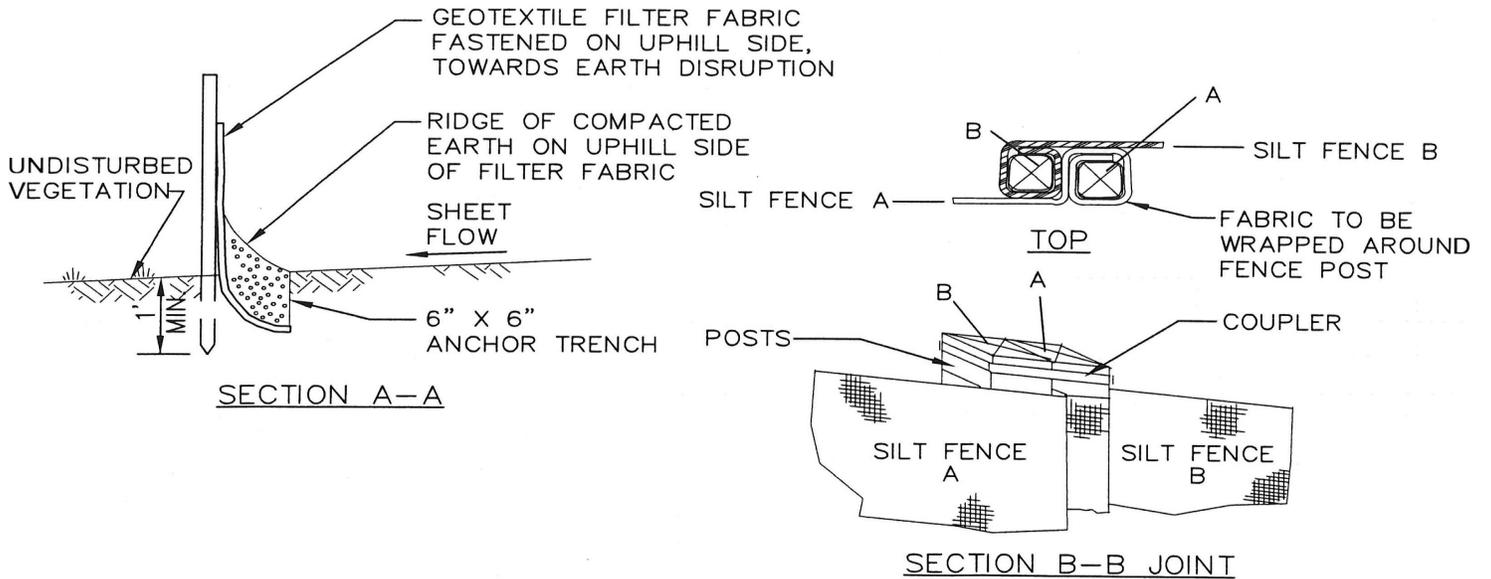
## Soil Erosion and Sedimentation Control Fee Schedule

Combined fees for the Soil Erosion Control Permit are as follows:

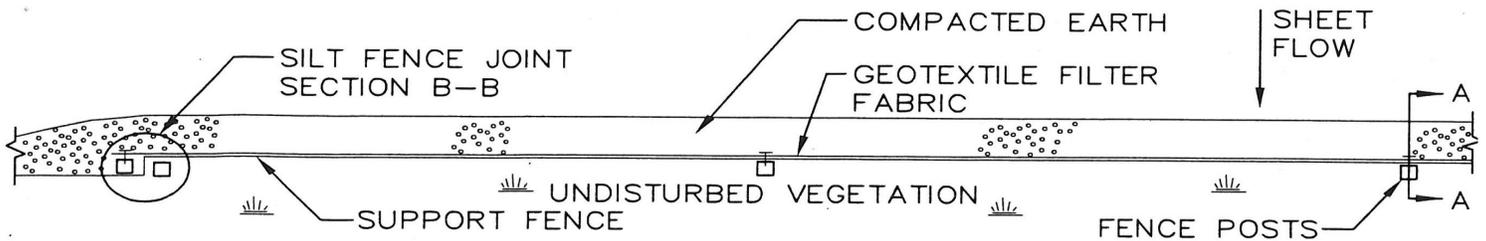
- 1) A non-refundable **Administrative Fee** of **\$300**.
- 2) An **Escrow Deposit** of **\$5,000** for **minor** projects and **\$10,000** for **major** projects. A **minor** project will be a project no more than five (5) acres in size of disruption, and a **major** project will be a project larger than five (5) acres in size of disruption. The Escrow Account will be evaluated by Pittsfield Charter Township when there is approximately 30% remaining in the account. If deemed necessary by Pittsfield Charter Township, the account will require a deposit in the amount of half of the original Escrow amount (\$2,500 or \$5,000) to remain active. If the Escrow Account becomes inactive, then an additional \$300 Administrative Fee will be charged to re-activate the account. Remaining funds in the Escrow Account will be released when the project is complete, all permanent measures are installed and functioning, temporary measures are removed, and a final inspection has been approved.
- 3) A **Performance Deposit (Cash Bond)** will be required to be submitted with the Permit Application. Funds will be released when the project is complete, all permanent measures are installed and functioning, temporary measures are removed, and a final inspection has been approved. The Performance Deposit (Cash Bond) shall be **\$500** per acre disturbed, with a minimum of **\$2,000** per project.
- 4) If a minor project consists of earth changes for a proposed or already existing single private residence, landscaping activities that require a Soil Erosion and Sedimentation Control Permit, or agricultural practices other than the plowing and tilling of fields for crop reduction, then the Administrative Fee, the Escrow Account Deposit, and the Performance Deposit (Cash Bond) will be half the amount stated above.

**Soil Erosion and Sedimentation Control Standard Details**

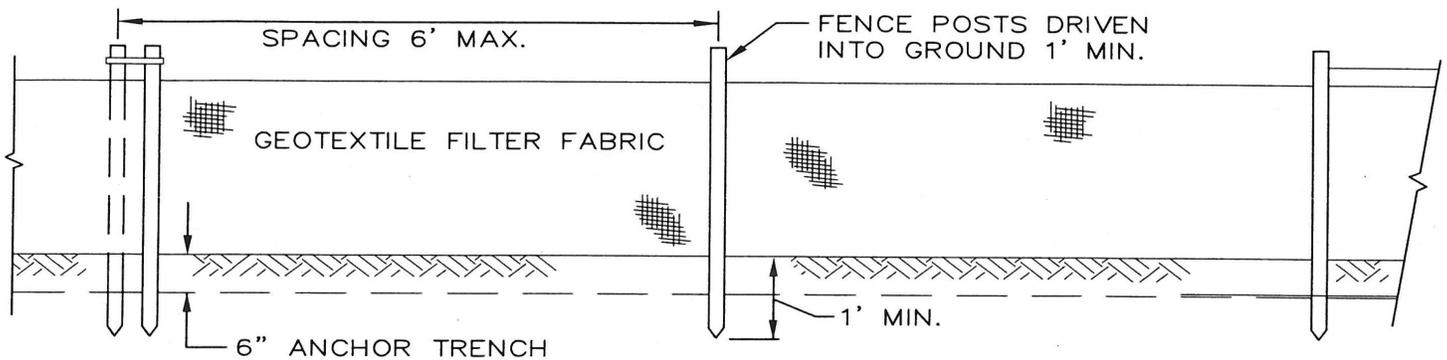
SILT FENCE



PLAN VIEW



FRONT VIEW

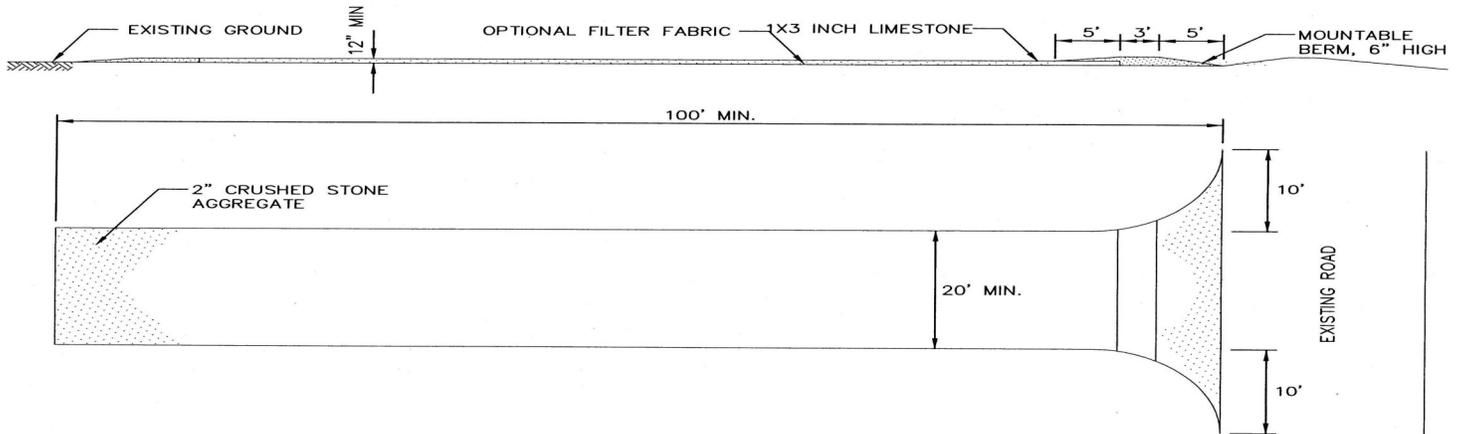


**Pittsfield Charter Township**  
**Department of Utilities & Municipal Services**

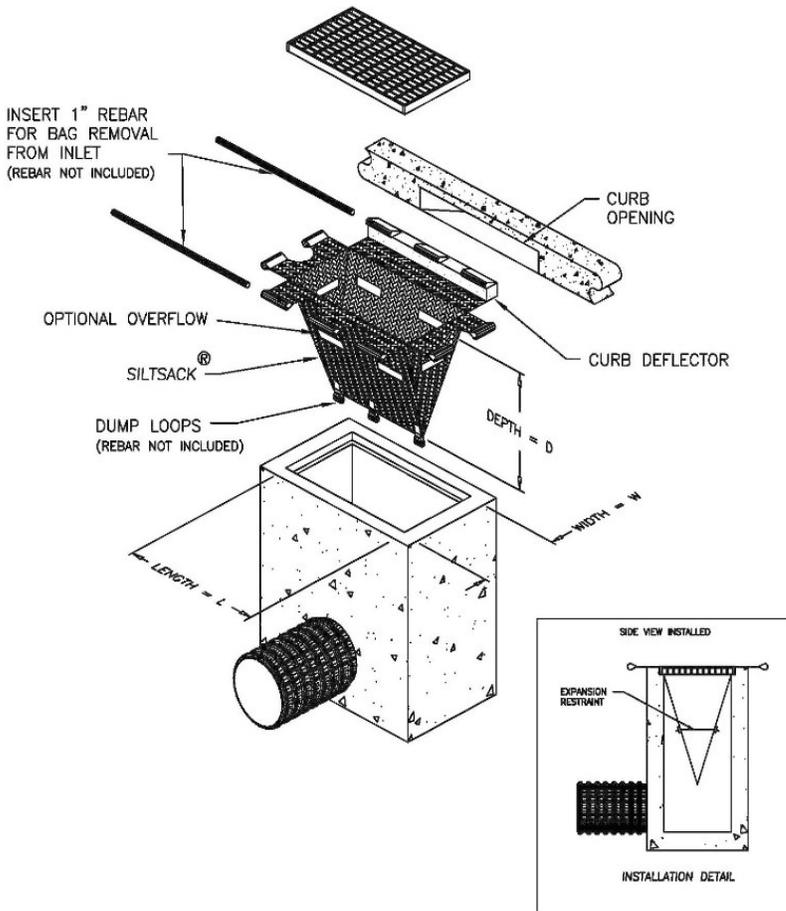
6201 West Michigan Avenue, Ann Arbor, MI 48108  
 Phone: (734) 822-3130 Fax: (734) 944-1103  
 Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov) Email: [planning@pittsfield-mi.gov](mailto:planning@pittsfield-mi.gov)

# Soil Erosion and Sedimentation Control Standard Details

## MUD TRACKING ROAD (MUD MAT) DETAIL

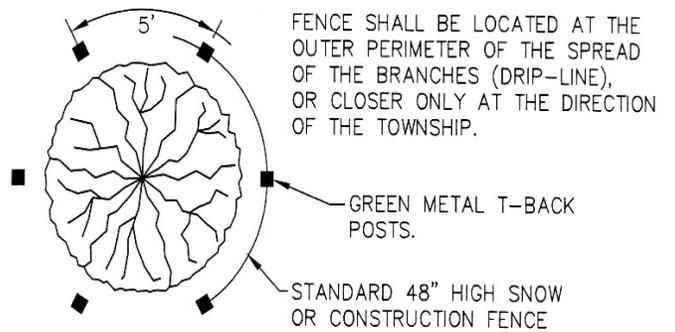


## SILTSACK® SPECIFICATIONS



## TREE PROTECTION FENCE DETAIL

NOT TO SCALE



### NOTES:

1. ALL TREES TO BE REMOVED WILL BE IDENTIFIED BY RED FLAGGING.
2. TREE PROTECTION FENCING IS TO BE ERECTED PRIOR TO ANY EARTHWORK OR CONSTRUCTION AND IS TO REMAIN IN PLACE UNTIL CONSTRUCTION AND GRADING IS COMPLETE.
3. ALL DEBRIS, FILL, EQUIPMENT OR MATERIAL IS TO BE KEPT CLEAR OF AREA WITHIN PROTECTIVE FENCE. NO CLEANING OF EQUIPMENT OR MATERIAL OR STORAGE OR DISPOSAL OF ANY MATERIAL WITHIN THE DRIP LINE OF ANY TREES TO BE SAVED.

