



**ARENAC COUNTY BUILDING DEPARTMENT**  
**SOIL EROSION & SEDIMENT CONTROL**  
P.O. BOX 724 \* 120 NORTH GROVE ST \* STANDISH, MI 48658  
PH. 989-846-9791  
FAX: 989-846-9188

*This institution is an equal opportunity provider.  
e-mail: [permits@arenacounty.mi.gov](mailto:permits@arenacounty.mi.gov)*

# Soil Erosion and Sedimentation Control (SESC) Information and Application Packet

**(PLEASE read carefully as all fields of the application must be completed or it will be returned and likely delay the issuance of your permit)**

- Pages 1-4 -SESC Program Information (Includes permit feeschedule)
- Page 5 - Project information with Signature(s)
- Page 6 – SESC Site Plan Sheet (be sure all 12 items on checklist are included)
- Page 7 – Installation & Construction Schedule
- Page 8 – Plot Plan (aerial view)
- Page 9 - Designated Agent Statement (required if applicant is anyone other than landowner; both the landowner and designated agent MUST sign this form)
- Page 10 - Affidavit for Waiver of SESC permit – (if applicable)
- Page 11 - Application for Permit Extension – (if applicable)

\*Issuance of a Soil Erosion and Sediment Control permit not alleviate the permittee against possible additional permits & violations from outside agencies including but not limited to, Department of Environmental Quality, Army Corps of Engineers, local associations, municipalities and /or townships.

**THIS INFORMATION PACKET HAS BEEN PROVIDED TO ASSIST IN THE APPLICATION FOR A SOIL EROSION AND SEDIMENTATION CONTROL PERMIT. IT IS A GENERAL GUIDANCE DOCUMENT ONLY. COMPLETE PART 91 AND RELATED INFORMATION CAN BE VIEWED AT:**

[www.michigan.gov/soilerosion](http://www.michigan.gov/soilerosion) **Michigan Law states that any earth change within 500' of a lake or stream or any earth change of one or more acres in size requires a Soil Erosion and Sedimentation Control (SESC) permit.**

### **SESC Program**

The Arenac County Soil Erosion and Sedimentation Control Program is established under Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act 1994 PA 451, as amended.

**Counties are mandated by statute to administer and enforce Part 91.** The program is regulated by a County Ordinance with oversight from the Michigan Department of Environmental Quality. The County Enforcing Agency (CEA) is responsible for implementing and enforcing an effective Part 91 program. The SESC permit requires that acceptable SESC measures are used and maintained to effectively reduce accelerated soil erosion and off-site sedimentation.

### **SESC Permit**

Landowners are required to submit a permit application that includes a customer information and signature sheet, a site plan, a project schedule and attachments that, among other requirements, illustrates both the temporary and permanent erosion control measures that they will implement during the earth change project to control erosion and resulting sedimentation. The County Enforcing Agency (CEA) reviews the plan and application then visits the site, and if all criteria are met, issues the permit. The CEA has 30 days to review a completed application and complete a determination. However, the permit is typically issued in 3- 10 days depending on completeness of the application.

**The site plan and the construction schedule are part of the information required by Part 91 and must be filled out completely and submitted as part of the application.** An SESC permit must be extended if a site cannot be stabilized before its permit expires. If a permit is not extended and the site is not permanently stabilized, the coverage will terminate when the permit expires and the site will be in violation of Part 91. Permits can be extended for 12 months. **Part 91 requires the SESC permit AND site plan to be posted on site until the site is fully stabilized.**

**Common Activities NOT requiring and SESC permit (see Part 91 for all others).** An individual residential property owner may conduct the following activities on their individual residential property owned and occupied by him/her and is not required to obtain a permit under Part 91 if the earth change activities do not result in or contribute to soil erosion or sedimentation of the waters of the State or a discharge of sediment off-site. The property owner although exempt from obtaining a Part 91 permit is not exempt from the laws and regulation of Part 91. The County Enforcing Agency (CEA) has the right and responsibility to take enforcement actions(s) upon any site that results in soil erosion and/or sedimentation leaving the site and/or enters waters of the state. These activities are:

Gardening: all residential gardens, unless the natural elevation is raised. (Raised box gardens where fill dirt would be brought in.)

Stump and Root Removal: if tree and shrub stump removal does not exceed 100 sq. ft.

Post Hole Digging: for fencing, decks, utility posts, mail boxes or a similar application – **if no additional grading is done.**

An earth change minor in nature that is stabilized within 24 hours including but not limited to:

- Plant trees, shrubs, or other similar plants.
- Seed or reseed lawns of less than one acre if the seeded area is at least 100 feet from the waters of the State.
- Temporarily stockpile of soil, sand, or gravel not greater than a total of 10 cubic yards on the property if the stockpiling occurs at least 100 ft. from the waters of the State
- Seawall maintenance that does not exceed 100 squarefeet.

Other Exemptions:

Farming: plowing or tilling of land for the purpose of crop production or harvesting of crops. (this does NOT include grading or tiling)

Some logging and mining operations: some logging and mining activities are exempt. Access roads to the logging and mining sites and ancillary activities associated with logging and mining operation are not exempt. The removal of clay, gravel, sand, peat or topsoil is not considered “mining” and therefore requires a permit. Earth changes associated with well locations: surface facilities, flow lines, or access roads related to oil or gas exploration and development regulated under Part 615 of the NREPA.

Beach nourishment projects: requires a DEQ permit under Part 325 of Act No. 451. 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.

### **Inspections**

The County Enforcing Agency (CEA) inspects the site prior to issuing the permit and then inspects the site periodically to ensure compliance throughout the construction phase(s) of the project. A final inspection will be conducted when the project is completed and the site is stabilized. ***The CEA inspects the entire site to ensure, among other things, that ALL SESC measures are installed per plan and functioning, that sediment “dirt” is not being discharged offsite or to waters of the State, that all Part 91 laws and regulations are being followed and the permit is posted.***

### **Permit Closeout**

**The owner or contractor should call this office to ask for a final inspection** when they believe that all temporary SESC measures have been removed and all permanent measures are in place and the site is stabilized (proper covering of soil that ensures its resistance to soil erosion, sliding, or other earth movement.) Rule 1709 of Part 91 states that “disturbed land areas must be stabilized within five calendar days of achieving final grade or the final earth change has been completed.”

### **“On Site” Responsible Party**

Even though a contractor or other party is listed on the permit as the “on site” responsible person, it is ultimately the property owners’ responsibility that the Part 91 rules are followed. The “on site” responsible person should be someone who will be on the project for its duration. If the onsite person changes during the project it is important to notify the CEA with the name and contact information of the new “on site” responsible person. In order for someone other than the property owner to obtain an SESC permit they must have a letter from the property owner authorizing them as the designated agent.

### **Property transfers and the SESC Permit**

When a property with an active SESC permit all or in part changes ownership, a “permit transfer” or a “transfer of permit obligations” “notification of Existing Soil Erosion and Sedimentation Control Permit” form needs to be filed with the Arenac county SESC Program prior to the transfer. The current owner and new owner sign a written agreement transferring the remaining permit obligations, including any current violations, to the new owner. Both forms are available from our office.

**Is an SESC permit required if I obtained a permit from the DEQ for a land/water interface activity.** Yes, if the project involves earth work within 500 feet of a lake or stream or disturbs one or more acres of land. A common example is a seawall that’s permitted through the DEQ still requires an SESC Part 91 permit.

### **Silt Fence**

Silt fence is one of the most commonly used controls to remove sediments from construction site water runoff. It is intended to remove sediments by slowing runoff and causing sediments to drop out of suspension as the water passes through the fence. Silt fence is commonly used along the limits of earthwork and around soil stockpiles. Proper installation is important. The flap of the fence must be trenched in or pea stone can be used to anchor the fence flap during frozen ground conditions. Silt fence is not always required if there is a sufficient width of established grass to act as a sediment filter. Silt fence is especially important for projects required to go through the winter in an un-stabilized state (insufficient grass growth). Even well drained soils can experience significant runoff during thaw events when frozen. See silt fence installation page included in this packet for details.

## Arenac County Fee Schedule for SESC Part 91 Permits

|   |          |
|---|----------|
| <b>RESIDENTIAL STRUCTURES (located on up to 1 acre)</b>   |          |
| HOUSE, GARAGE, ACCESSORY BLDG, ETC. (site inspection, plan review & permit fee) .....                   | \$90.00  |
| EACH ADDT'L ACRE OR FRACTION THEREOF.....   | \$40.00  |
| <br>  |          |
| RESIDENTIAL DECKS (within 500ft of water & post holes not re-established within 24 hours) .....         | \$45.00  |
| <br>  |          |
| PONDS (each, up to 1 acre), SOIL STRIPPING, TOP SOIL REMOVAL, MINING (includes sand, up to 1 acre)..... | \$90.00  |
| ADDT'L ACRE OR FRACTION THEREOF.....  | \$40.00  |
| <br>  |          |
| SHORELINE PROTECTION / STABILIZATION , DREDGING, CLEAN RIP ROCK   |          |
| SEAWALLS UP TO 100' .....   | \$75.00  |
| EACH ADDT'L 10' .....   | \$10.00  |
| BOAT SLIP UP TO 300' .....  | \$75.00  |
| EACH ADDT'L 100' .....  | \$20.00  |
| <br>  |          |
| <b>COMMERCIAL, INDUSTRIAL PROJECTS</b>  |          |
| (i.e. subdivisions, mobile home parks, multiple housing units, recreational & service facilities) ..... |          |
| EACH ADDT'L ACRE OR FRACTION THEREOF.....   | \$250.00 |
| EACH ADDT'L ACRE OR FRACTION THEREOF.....   | \$70.00  |
| <br>  |          |
| UTILITIES (underground pipelines, cables, water mains & sewers) up to ½ mile.....                       | \$175.00 |
| EACH ADDT'L MILE OR FRACTION THEREOF .....  | \$70.00  |
| <br>  |          |
| TRANSPORTATION FACILITIES (railroads, airports & trails) (up to ½ mile).....                            | \$175.00 |
| EACH ADDT'L MILE OR FRACTION THEREOF.....   | \$70.00  |

MAKE CHECKS PAYABLE TO "ARENAC COUNTY BUILDING DEPARTMENT"

The application, site plan, construction schedule, letter of authorization, etc. and applicable permit fee can be mailed, e-mailed or delivered to the address below.

Arenac County Building Department  
 Soil Erosion & Sediment Control 120 N.  
 Grove St.  
 P.O. Box 724  
 Standish, MI 48658

E-mail: [permits@arenaccountymi.gov](mailto:permits@arenaccountymi.gov)

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|                  |
|------------------|
| PERMIT NUMBER:   |
| DATE ISSUED:     |
| EXPIRATION DATE: |
| FILE NUMBER:     |

**PERMIT APPLICATION FOR Part 91 SOIL EROSION AND SEDIMENT CONTROL**  
**ALL PERSONS SHALL OBTAIN A PERMIT BEFORE COMMENCING AN EARTH CHANGE WHICH DISTURBS ONE OR MORE ACRES OF LAND AND /OR WHICH IS WITHIN 500 FT OF ANY BODY OF WATER.**

1) APPLICANT

(Please indicate if applicant is the landowner or designated agent – designated agent must submit attached statement)

|         |           |                  |                            |
|---------|-----------|------------------|----------------------------|
| Name:   | Landowner | Designated Agent |                            |
| Address |           |                  |                            |
| City    | State     | Zip Code         | Area Code/Telephone Number |

2: LOCATION

|         |      |       |          |               |        |
|---------|------|-------|----------|---------------|--------|
| Section | Town | Range | Township | City/ Village | County |
|---------|------|-------|----------|---------------|--------|

|             |         |   |                |
|-------------|---------|---|----------------|
| Subdivision | Lot No. | Parcel Tax Identification # (*required) | Street Address |
|-------------|---------|---|----------------|

|                          |               |                                      |   |   |
|--------------------------|---------------|--------------------------------------|---|---|
| 3. 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"/> County Drain Project (s) |

|   |   |                              |
|---|---|------------------------------|
| DESCRIBE PROJECT  | Size of earth change (acres or square feet) |                              |
| Name of nearest lake, stream or drain <b>AND</b> the distance to it from your project | Date project to start                       | Date project to be completed |

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703 SEE ATTACHED CONTROL PLAN REQUIREMENTS)

|   |   |
|---|---|
| Note: 1 complete set of plans must be attached. | Plan preparer's name and telephone number |
|---|---|

5. PARTIES RESPONSIBLE FOR EARTHCHANGE

|   |                                 |              |
|---|---------------------------------|--------------|
| Name of landowner   | Address, City, State & Zip Code | Phone number |
| Name of individual "on site" responsible for earth change | Address, City, State & Zip Code | Phone number |

6. SIGNATURE

|   |
|---|
| LANDOWNER OR DESIGNATED AGENT SIGNATURE <b><i>(If designated agent signs, the attached DESIGNATED AGENT STATEMENT must be submitted with application:</i></b><br>_____<br>DATE: _____ |
|---|

## SESC SITE PLAN SHEET

**THE FOLLOWING ITEMS ARE REQUIRED BY PART 91 OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT 451 of 1994, as amended, PRIOR TO OBTAINING A PERMIT**

**CHECK OFF TO INDICATE ITEM IS ON DRAWING, SITE PLAN OR CONSTRUCTION SCHEDULE**

- : 1) Site location sketch (showing the site and immediate surrounding roads)
- : 2) Plan drawing scaled down to no more than 200 feet per inch or list exact distances and dimensions.
- : 3) Distance from the earth changes in feet to nearest lake, stream or water way.
- : 4) Land and features (show hills, ditches, etc.).
- : 5) Contour intervals and slope direction with arrows unless completely flat.
- : 6) Full physical limits of proposed earth work / grading changes- not just buildings
- : 7) Soils information / written description  
**CHECK ONE OR MORE:**      SAND ----- CLAY ----- LOAM ----- OTHER -----
- : 8) Description and the location of all existing and proposed drainage facilities (culvert, etc.)
- : 9) Earthwork schedule (use the attached "SESC installation & construction schedule form")
- : 10) Description and location for installing and removing all proposed temporary SESC measures (silt fence, mulch blanket, etc.)
- : 11) Description and location of all proposed permanent SESC measures (seeding, rip-rap, etc.)
- : 12) A written maintenance program (watering of seed, etc.) and the person responsible for the continued maintenance. (use the attached "SESC installation & construction schedule").

**LEGEND**

Slope direction

Silt fence

Limits of earthwork

Soil & / or spoils pile

Water well location

Property Boundary

Indicate N,S,E,W

Scale:  
 1 inch can equal no more than 200 feet.  
 [-----]

Directions to the site:

## INSTALLATION AND CONSTRUCTION SCHEDULE

An SESC measure is a method used to control erosion and any resulting sedimentation. Examples of both temporary and permanent measures below.

**Temporary:** during earthwork, like silt fence and stone entrance drives installed prior to & during construction.

**Permanent:** seed, mulch, mulch blanket, stone, landscaping, sod installation

| SESC Measures  | Enter a date or N/A                |
|--|------------------------------------|
| Install Temporary SESC measures  |                                    |
| 1) Perimeter silt fence  |                                    |
| 2) <u>Other (Describe)</u>   |                                    |
| Land cleared if necessary  |                                    |
| Foundation Excavation & Site work  |                                    |
| Construct Structure(s)   |                                    |
| Final Grade  |                                    |
| Spread topsoil   |                                    |
| Install Permanent SESC measures: (Sod, Stone, Seed, Mulch, etc.) List Below      |                                    |
| 1)   |                                    |
| 2)   |                                    |
| Remove temporary SESC measure after site is stabilized (remove silt fence, etc.) |                                    |
| Who is responsible for the re-vegetation of the site?                            | Circle one:<br>Owner or Contractor |
| Any additional steps not listed above but pertinent to the project               |                                    |

Provide a written description of your proposed maintenance plan for all permanent SESC measures for your project site and who will maintain them until the site is stabilized. A residential project example could be "the owner will water the seed and mulch until it reaches full growth". (Attach separate sheet if necessary)

**FOR APPLICANT USE- SITE OR PLOT PLAN- - SKETCH AN AERIAL VIEW OF THE SITE INCLUDING ROAD FRONTAGE, EXISTING BUILDINGS, DRIVEWAYS, TREE LINES, DITCHES, AND ANY OTHER WATERWAYS, AS WELL AS DIMENSIONS AND DISTANCES TO ONE ANOTHER.**



A large grid of 20 columns and 30 rows, intended for sketching an aerial view of the site.





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**DESIGNATED AGENT STATEMENT**

The State of Michigan requires each Authorized Agent applying for a Soil Erosion and Sediment Control Permit on behalf of another person to include a statement authorizing him/her to secure such a permit.

Please have the landowner complete this "Letter of Authorization" to be submitted with the Application Form.

\_\_\_\_\_ Is authorized to secure a Soil Erosion Permit in my name (name of Designated Agent)

for a project requiring said permit at \_\_\_\_\_  
(address of Project Location)

located in \_\_\_\_\_  
(Township, City or Village)

I understand that I am responsible for all earth changes related to this project and understand that Act 451, Part 91 may be enforced against me in the event of any violation of that Act.

Print Name of Landowner \_\_\_\_\_

Signature of Landowner \_\_\_\_\_

Date \_\_\_\_\_



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**AFFIDAVIT FOR WAIVER OF SOIL EROSION AND SEDIMENTATION CONTROL PERMIT**

Pursuant to Rule 323.1705(2) of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 Public Act 451, as amended. (The property owner although exempt from obtaining a Part 91 permit, is not exempt from the laws and regulations of Part 91.)

Landowner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Legal Description: Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_ Township \_\_\_\_\_

Description of Earth Change/Project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_ as the landowner, do hereby certify that the earth change at the above referenced property will disturb less than 1 acre inclusive of all disturbed earth (i.e., but not limited to ruts, soil stockpiles, etc.) and the earth change will not contribute sediment to lakes, streams or waterways.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- Agency Use Only -----

This request for a Soil Erosion and Sedimentation Control permit waiver has been reviewed by the Arenac County Enforcing Agency, and is hereby issued in accordance with Rule 1705(2) of Part 91.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



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**APPLICATION FOR AN EXTENSION OF AN SESC PERMIT**

If a permittee is unable to complete the permitted SESC work within the permits' specified time, he/she may apply in writing to the County Enforcing Agent for an extension at least ten (10) days prior to the expiration date of the permit. This permit extension application is for a 12 (twelve) month period.

**LANDOWNER NAME:** \_\_\_\_\_ **PERMIT #** \_\_\_\_\_

**Applicant name and address:**

**Job site location:**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Describe the portion(s) of project not completed and the schedule for completion** (examples; grass growth to be complete by October 15<sup>th</sup> landscaping to be completed May 30<sup>th</sup> etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who is the "onsite" individual responsible for the remainder of the earth changes?**

**Name:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print/type name:** \_\_\_\_\_

----- Agency Use Only -----

This request for a Soil Erosion and Sedimentation Control permit extension has been reviewed by the Arenac County Enforcing Agency, and is hereby issued in accordance with Rule 1705(2) of Part 91.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_