

**Schoolcraft Conservation District  
Soil Erosion and Sedimentation Control (SESC)  
Permit Application and Fee Schedule**

**Pursuant to Part 91, Soil Erosion and Sedimentation Control,  
Act 451 of the Public Acts of 1994, as amended.**

(Fees effective 5/15/2014)

A Soil Erosion and Sedimentation Control Permit shall be obtained from the Schoolcraft Conservation District for all earth changes within Schoolcraft County that disturb one or more acres of land or are within five hundred (500) feet of a lake or stream.

<b><u>Residential (e.g. homeowners):</u></b> 500 feet or less from a water body	Up to one acre.	\$125.00
<b><u>Commercial/Industrial/Forestry:</u></b> Land-clearing any purpose; Multiple housing units; industrial and commercial developments; service facilities; businesses; recreational facilities; parks & campgrounds; subdivisions – plat development; mobile home parks; apartment/housing projects; churches; parking lots; warehouses; motor-sport tracks; stockpile yards; golf courses; landfills; topsoil removal; etc.	First acre.  each additional acre or fraction thereof	\$325.00  \$100.00
<b><u>Pits or Topsoil</u></b> Pits - Sand, gravel, peat, clay, marl	First acre.  each additional acre or fraction thereof	\$450.00  \$100.00
<b><u>Transportation/Utilities;</u></b> <b>Access Road/Public Roads &amp; Streets.</b> <b>Utilities (electric, phone, cable, etc.)</b>	First acre.  each additional acre or fraction thereof	\$400.00  \$100.00

- **Permits are valid for two (2) years from date of issue, except pit and topsoil removal permits, which are valid for five (5) years.**
- **Permit fees will be doubled if work starts without a permit being in place.**
- **Fee for cancelled projects: one-half of permit fee will be refunded, upon request.**
- **Inspections resulting from violations: each inspection - \$50.00**
- **Where earthwork is in progress without a valid Part 91 permit, a notice of violation will be issued and a fine of up to \$2,500.00 may be levied.**
- **Bonding: A performance bond maybe required for all projects that excavate or fill over 1000 cubic yards (27,000 cubic feet). The amount of the performance bond can be up to \$1000.00 per acre of disturbance.**
- **1 acre = 43,560 square feet. To figure out your acreage, take the total square feet (length in feet X width in feet) that will be disturbed, and divide it by 43,560.**

## General Information

A Soil Erosion Control Permit is required for earth changes that are located within 500 feet of a lake or stream and/or for earth changes that are one acre (43,560 square feet) or more in surface area, regardless of the location.

Earth Change: A human made change in the existing ground surface cover, including but not limited to excavating, filling, stockpiling, grading, clearing, grubbing and stumping.

Stream: “A natural or artificial river, creek, or other surface watercourse, which may or may not be serving as a drain (as defined in Act No. 40 of the Public Acts of 1956, as amended, being section 280.1 et seq. of the Michigan Compiled Laws) and which has definite banks, a bed, and visible evidence of the continued flow or continued occurrence of water, including the connecting waters of the Great Lakes.” This includes a ditch, gully, ravine, etc. that is serving as a river, stream, or creek.

Lake: “All natural and artificial inland lakes or impoundments that have definite banks, a bed, visible evidence of a continued occurrence of water, and a surface area of water that is equal to or greater than one acre.” “Lake” does not include sediment basins constructed for the sole purpose of storm water retention, cooling water, or treating polluted water.

There are a few types of earth change activities that do not need permits. The exempted activities are beach nourishment projects under Part 325, minor earth changes, normal road and driveway maintenance, changes of less than 225 square feet, plowing/tilling for crop production, mining, and logging. The exemption for mining does not apply to the removal of topsoil, sand, gravel, peat, clay, or marl. The exemption for mining and logging does not apply to ancillary or support facilities such as access roads, staging areas, processing facilities, and stockpiles that are outside of the “harvest” or “mining” area. The exemptions listed above do not apply if the activity is a phase of site preparation for another land use activity that requires a permit.

Beach Nourishment Project: Project permitted by MDEQ under Part 325 of PA 451.

Minor Earth Change: An earth change of a minor nature that is stabilized (rip-rap, seed/mulch, sod, gravel, etc.) within 24 hours of the initial earth disturbance and that will not contribute sediment to lakes or streams.

Normal Road and Driveway Maintenance: 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.

225 Square Foot Exemption: A permit waiver may be granted for an earth change after receiving a signed affidavit from the landowner stating that the earth change will disturb less than 225 square feet and that the earth change will not contribute sediment to lakes or streams.

If you have any questions or would like any assistance with your application, please contact us for help.

Please note that data entered into this fillable PDF form may not coincide with lines provided, and this is acceptable.

<-FOR OFFICE USE ONLY ->

Area:

RSI:

**SCHOOLCRAFT COUNTY  
SOIL EROSION APPLICATION**

Schoolcraft Conservation District  
P.O. Box 250  
Manistique, MI 49854  
Phone (906) 286-2890

**Make checks payable to:  
Schoolcraft Conservation District  
(or SCD)**  
[Physical address is 100 N. Cedar Street]

Receipt #: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Permit fee: \$ \_\_\_\_\_

Permit Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

GPS Coord's: \_\_\_\_\_  
                  <sup>0</sup>N, -                   <sup>0</sup>W

**CURRENT FEE SCHEDULE**

- ◆ Fees vary depending on earth change activity
- ◆ Fee Range: \$125.00/ac - \$450.00/ac, plus extra for additional acreage
- ◆ See cover page for fee schedule

**Section 1. Applicant Information** *(Permit is always issued in the landowner's name or recorded easement holder)*

Applicant Name: \_\_\_\_\_ Applicant Type: Landowner    Designated Agent

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Landowner Name *(if being submitted by Designated Agent)* \_\_\_\_\_

**Section 2. PROJECT LOCATION and Information**

Property Tax ID

Number (if known): \_\_\_\_\_ Township Name: \_\_\_\_\_

Legal Twp-Range-Section: Township: \_\_\_\_\_ N    Range: \_\_\_\_\_ W    Section(s): \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Type: Residential      Commercial/Industrial/Forestry      Pits      Transportation/Utilities  
                   Other    (Describe if Other: \_\_\_\_\_)

Detailed Directions to the site:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

GPS Coordinates if known: \_\_\_\_\_

Water body(ies) and type (if earth change is within 500 feet):

Lake    Name: \_\_\_\_\_      Distance from earth change (feet) \_\_\_\_\_

Stream    Name: \_\_\_\_\_      Distance from earth change (feet) \_\_\_\_\_

**Section 3. Brief description of Earth Change:** Footings, roadwork, septic system, shoreline stabilization, etc.

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**On page 3 and 4, please list the timeline and details of your soil erosion control plan.**

**On page 5 (Site Plan Scaled Drawing), please include a drawing of the site for this application.**

**Earth change Area:** \_\_\_\_\_ **Units (check one):**  **ft<sup>2</sup>**  **acres**

(Please note: Earth change area includes the TOTAL area affected by the work, including soil being added, removed, placed or altered, in addition to any building footprint.)

**Section 4. Signatures**

**Person Responsible for Project Work During Construction:**  
Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**(we) affirm the information presented in this application is accurate and I (we) will conduct the above- described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resource and Environmental Protection Act 1994, PA 451, as amended, and any applicable local ordinances; and the documents accompanying this application.**

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Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

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Designated Agent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

Any changes to the proposed earth change activities made to the project after submission of this permit application must be presented to and approved by the soil erosion control officer before the changes have been started.

Obtaining a soil erosion control permit does not preclude the need for additional local, state or federal permits. It is the landowner's responsibility to ensure that all permits are secured.

The project must be staked before the soil erosion control officer can inspect the proposed earth change activities and issue the soil erosion control permit. The soil erosion control officer has 30 days to review the submitted application, but typically the permit can be issued within 10 business days of when the application and payment are received.

# SOIL EROSION CONTROL PLAN

As required by law: R323.1703

- A. **Site Plan -- List details on this page under C below, and next two pages!**
- B. **Soils Information: Please check all applicable soil types that exist on the site and any fill that will be brought in:**
- Sand     Gravel     Clay     Loam     Topsoil

- C. **Check off the temporary erosion control measures (and draw/label on map) that you will use during the project to prevent any soil from getting into a lake, stream, storm drain inlet, ditch, wetlands or onto other property.**

\*If close to a lake/stream then silt fencing and/or a 1' trench is required along entire edge\*

- Berm     Mulch     Silt Fence     Trench     Hay Bales     Sediment Trap
- Filter Fabric over inlet     None     Other: \_\_\_\_\_

\*Draw and label on the map the chosen items.

- D. Check off the permanent erosion control measures (and draw/label on map) that you will use to restore disturbed areas when the project is completed: SEE GENERAL STANDARDS FOR RESTORATION REQUIREMENTS.

- Sod     Seed/Mulch     Gravel     Pavement     Bark, Pine Needle, or Leaf Mulch
- Rock Rip-Rap     Other \_\_\_\_\_

**CONSTRUCTION AND SESC MEASURES INSTALLATION SCHEDULE**

Estimates are fine: Significant changes to dates can be made by contacting SCD

Project Starting Date: \_\_\_\_\_ Planned Project Ending Date: \_\_\_\_\_

Date by which Buffer Areas will be protected: \_\_\_\_\_ Date Protected: \_\_\_\_\_

(Area between project and water that is not affected by construction activities)

**Planned Dates of Temporary SESC Measures Installation** – If the item below isn't for your project, please place an N/A on the Date line

**SESC Measures such as perimeter silt fence, undisturbed vegetative buffer, berms, etc.:**

- a. Perimeter Silt Fence Installation Date: \_\_\_\_\_
- b. \_\_\_\_\_ Installation Date: \_\_\_\_\_
- c. \_\_\_\_\_ Installation Date: \_\_\_\_\_

Strip and Protect Topsoil: Start Date: \_\_\_\_\_

Rough Grade (Excavation Start): Date: \_\_\_\_\_

Excavate and Construct Footings: Date: \_\_\_\_\_

Construct Foundation/Superstructure: Date: \_\_\_\_\_

Final Grade (Excavation End): Date: \_\_\_\_\_

**Install Permanent SESC Measures**

Spread:

- a. Topsoil, Seed and Mulch, Landscaping or Sod Date: \_\_\_\_\_
- b. \_\_\_\_\_ Date: \_\_\_\_\_
- c. \_\_\_\_\_ Date: \_\_\_\_\_

**Remove Temporary SESC Measures** Date: \_\_\_\_\_

(After site is stabilized and permanent control measures are in place)

**Provide a written description of your proposed maintenance plan for all permanent SESC measures for your project site and identify who is responsible to complete that maintenance.**

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**IF POSSIBLE, Please include GPS Coordinates and/or a GOOGLE EARTH (or Similar) aerial view of the Property to Aid in Site Location/Identification and Access!**

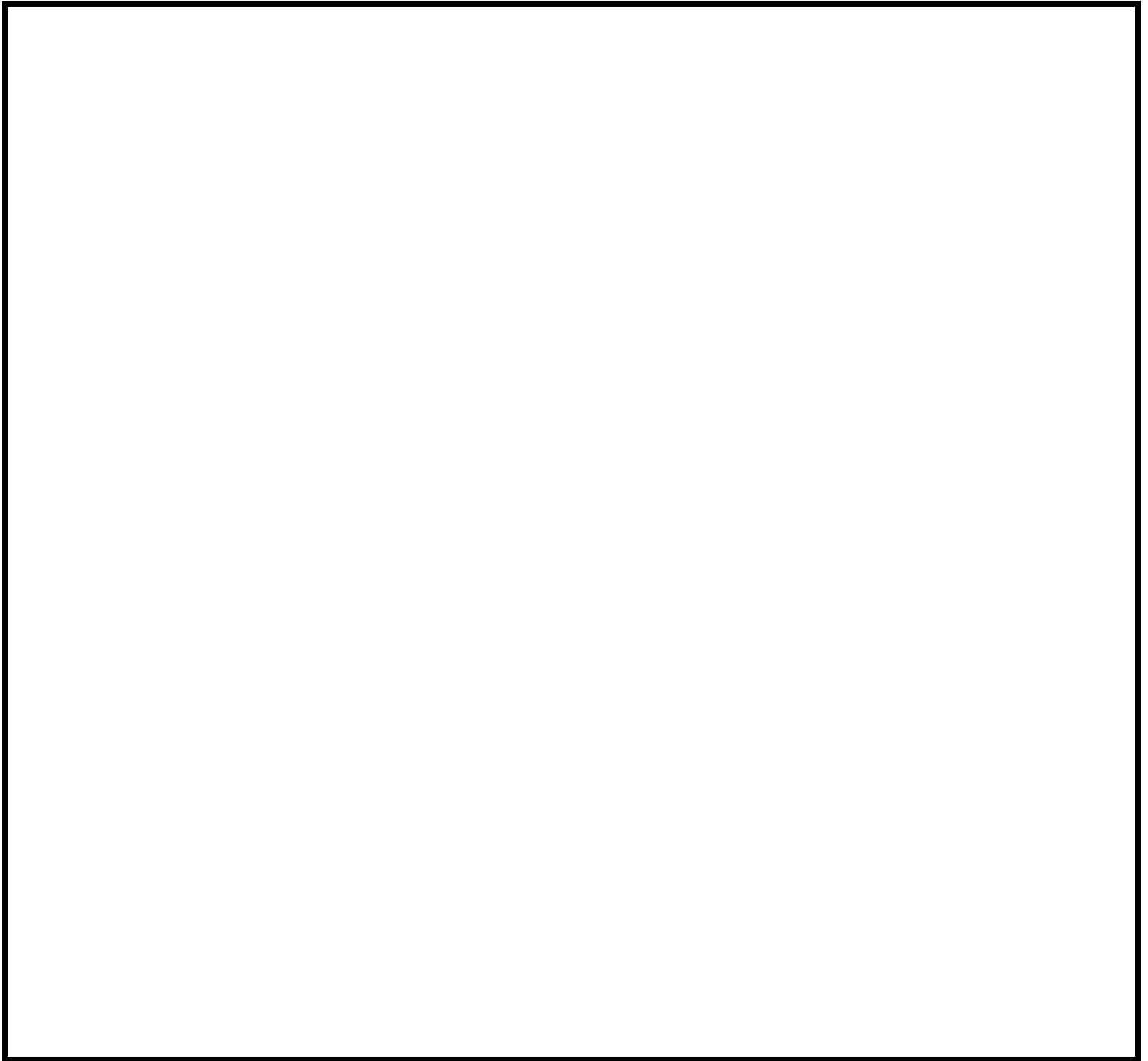
**Site Plan Scaled Drawing**  
(Scale not more than 200' to the inch)

(This page will likely need to be printed, drawn by hand, then scanned and attached to your submission.)

**Must Include:** (where applicable; check off as items are drawn)

- |  |  |
|--|--|
| <input type="checkbox"/> Existing/proposed buildings                 | <input type="checkbox"/> Stockpile location(s)         |
| <input type="checkbox"/> Distance earth change is from surface water | <input type="checkbox"/> Slope and contour information |
| <input type="checkbox"/> Dimensions of proposed earth change(s)      | <input type="checkbox"/> Driveway/well/septic location |
| <input type="checkbox"/> Location of all erosion control measures    | <input type="checkbox"/> <b>North arrow</b>            |
| <input type="checkbox"/> On site drainage: existing and proposed     | <input type="checkbox"/> Distance to property lines    |

**Differentiate earth change with cross hatch, dashed line, or bold lines –etc., and provide a Legend for same.**



## Designated Agent - Letter of Authorization

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

I hereby authorize \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Name of Company)

to apply for and sign as the agent on all necessary forms to obtain a permit for my project  
in \_\_\_\_\_ Township. Any questions should be directed  
to \_\_\_\_\_, phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Thank you,

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(Signature of property owner/lessee)

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(Printed name of property owner/lessee)

Send form to:  
Schoolcraft Conservation District  
P.O. Box 250  
Manistique, MI 49854

Or email it to:  
[schoolcraftcd@macd.org](mailto:schoolcraftcd@macd.org)



## **Soil Erosion and Sedimentation Control Permit Application Review, Issuance and Follow-up Timetable**

### **\*PLEASE READ BEFORE SUBMISSION\***

The landowner or designated agent submits the completed application form, SESC plans (per Rule 1703) and appropriate fees.

The Conservation District office reviews the application and SESC plans for completeness. A site visit is done before the permit is issued. For complex projects there may be one or more meetings with the applicant or their representative. Based on assessment of the SESC plan, the Conservation District may require information or modification to plans.

**When the information on the application is complete and accurate, and a site visit is made, the permit – with appropriate conditions – is issued within 30 days (but usually much less).**

A copy of the approved SESC plan becomes an attachment to the permit and must be available with the permit at the site of the project.

**\*The permit must be posted with other permits at  
the construction site\***

#### **Site Inspections:**

**By signing and submitting this permit application, you approve that Conservation District personnel may visit the site without notice:**

- Immediately (within one week) after the earth change commences to confirm that permit conditions are understood and are being followed.
- As appropriate during the life of the project (visits are required at varying time intervals ranging from a few days to every 10 weeks).
- When a follow-up visit is required due to non-compliance with the provisions of the permit, a fee will be assessed.
- Before closing the permit or at the permit expiration date. If the site is not stabilized the permit must be extended or a new permit issued.

#### **Close Out of Project:**

Upon completion of the project, Conservation District personnel will visit the site to ensure that the site is stabilized, and all permanent SESC control measures are in place. The landowner will be notified in-person or by letter, phone call or email when the project is considered closed by the Conservation District.