

Erosion & Sediment Control General Requirements for Building Permits

(Staple these requirements to the Building Permit)

Property address/description: _____

Type of Structure proposed: _____ Approx. Land Disturbance (ac or ft²) _____

Property Owner: _____ Phone: _____

Person Responsible for Providing Erosion & Sediment Control Inspections and Maintenance is:

Name: _____ Company: _____

Phone: _____ Cell: _____

General

1. No land disturbing activity shall occur until a Building Permit has been issued.
2. If disturbing over 1 acre of land, or less than one acre if part of a common plan of development or subdivision, **the applicant is responsible for obtaining a state NPDES Permit.** The applicant shall submit the SWPPP to the City for review.
3. All Erosion & Sediment Control work shall comply with the Otsego City Code - Chapter 4, Section 4, NPDES regulations, and all other applicable requirements. The notes below are not a complete list of requirements, but are the most common requirements for a building permit. The applicant is still responsible to know and comply with all applicable requirements.
4. An ESC Plan review fee, ESC Escrow, and ESC security are required for all Building Permits issued for principal structures or new commercial buildings, or for proposed land disturbances of 10,000 square feet or more, in accordance with the City's fee Schedule.

Erosion Control Requirements

5. Indicate boundaries of the land disturbance limits on the plans.
6. Does your site discharge to impaired or special waters, as defined in Appendix A of the NPDES permit?
 Yes - *all disturbed soil must be stabilized within 7 days of actively being worked.*
 No - *All disturbed slopes steeper than 3:1 must be stabilized within 7 days, all other slopes must be stabilized within 14 days.*
7. Stabilization methods include seed and straw mulch, erosion control blankets, sod, or hydro-seed applications.
8. Ditch bottoms and side slopes of temporary or permanent drainage ditches shall be stabilized within 200 feet from the property edge or point of discharge within 24 hours. The preferred practice is erosion control blankets and flow velocity ditch checks.

Sediment Control Requirements

9. A rock construction entrance (or equivalent) must be shown on the plan and installed prior to land disturbing activities. If tracking occurs onto paved surfaces, street sweeping, and/or adding rock to entrance must be completed within 24 hours of notification by the City.
10. Prior to land disturbances, perimeter sediment control (silt fence or equivalent) is required on all down gradient perimeters of all areas disturbed by construction and surrounding temporary or permanent stockpiles. Proposed locations of perimeter controls must be shown on the plan. Silt fences must be anchored 6" into soil surface and "J" hooked up construction entrance. Sediment control shall be maintained or replaced when found to be non-functional, and/or as soon as sediment reaches 1/3 height of the perimeter control within 24 hours of discovery.
11. Storm drain inlets (culverts, surface inlets, curb inlets, etc) shall be protected within 200' of the project site.

Miscellaneous Site Management and Critical Area Requirements

12. Wetland buffer widths shall comply with the Section 20-16-9 of the Zoning Ordinance and shall be indicated on plans and protected in the field prior to construction. Unauthorized wetland impacts are prohibited.
13. Septic sites must be fenced to prohibit construction traffic from disturbing the proposed septic sites.

14. Dewatering of any kind that may potentially discharge turbid or sediment laden water, shall be discharged to a temporary or permanent sediment basin or treated prior to entering surface waters, energy dissipation will be provided at all discharge points. Dewatering or basin draining activities shall not cause nuisance conditions to downstream properties, channels or impact wetlands.
15. External washing of concrete trucks and other construction vehicles shall be limited to a designated area where the runoff material from washing operations can be contained and disposed properly.
16. Solid Waste materials such as construction debris shall be picked up and disposed of properly on a daily basis.

ESC Plan Checklist

- Proposed land disturbance limits are shown on plan.
- Rock construction entrance (or equivalent) is shown on plan.
- Perimeter controls (i.e. silt fence, silt bags) are shown on the plans
- Inlet protection is shown on the plan / or is not required.
- Wetland buffers are shown on the plan.

Use of ESC/Landscaping Escrow Account

17. The escrow account shall be billed to cover the costs incurred by the City that are directly related to the administration, City inspections and enforcement of the issued permit.
18. If the initial escrow is determined to have insufficient funds to cover costs incurred by the City, the applicant shall pay, and be responsible for any additional costs incurred by the City above and beyond the initial ESC escrow.
19. ESC inspection and escrow shall remain in effect until permanent site stabilization is achieved regardless of a transfer of property ownership, the issuance of a Certificate of Occupancy, or any other circumstances where site stabilization has been delayed
20. Upon review and approval by the City, any remaining escrow balance shall be returned when permanent site stabilization has been achieved by establishing a uniform perennial vegetation with a density of at least 70% on all exposed soils.
21. Following written notice of its intent to do so, this agreement grants the City and its agents the right to enter upon the subject property and to construct such measures or do such other work as may be necessary to protect public health, safety or welfare and to prevent damages and/or to remedy any ESC compliance violations. These actions may be taken by City personnel, or the City may elect to hire an independent contractor to bring the property into compliance. All costs incurred, including re-inspections and legal actions, will be deducted from the ESC escrow account.

AGREEMENT

All land clearing, construction, and/or development involving the movement of earth shall be in accordance with Erosion Control Plan and a contractor with appropriate erosion and sediment control training shall be on-site on all days where construction or grading activity takes place.

I have read and understand the above statements and terms. I understand the City may use the escrow funds for site inspections, on-site or off-site clean-up and repair of damages and/or pursue legal actions to enforce all applicable regulations. I accept full responsibility to provide effective ESC measures and further agree the escrow shall not be deemed to create or assign my liability to the City for any failure, lack of installation, or damages alleged to result from or be caused by lack of ESC measures or failure of ESC measures, or by erosion or sedimentation associated with the construction activity authorized by the permit.

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____

NOTICE: THE APPLICANT IS RESPONSIBLE TO INFORM ALL CONCERNED PARTIES OF THE TERMS AND REQUIREMENTS OF THIS AGREEMENT, AND THE APPROVED ESC PLANS, AND NOTES.