APPLICATION FOR SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

CHAPTER 29, ARTICLE II OF THE NOVI CODE

CITY OF NOVI

COMMUNITY DEVELOPMENT DEPARTMENT

45175 Ten Mile Rd.

Novi, Michigan 48375

(248) 347-0415 www.cityofnovi.org

Soil erosion permit #: PSE Site plan number: JSP

Read the application carefully and fill out completely.
If information is missing the permit will not be logged in and routed for review until it is provided.

Permit is not valid until the plan is approved, the inspection fees and financial guarantee are paid and the permit is picked up at the Community Development Department.

A. PROJECT INFORMATION				
Project Address		Project Name:		
City	Zip Code	Sidwell # 50-22-		
Will the project be phased? Yes ◯ No ◯		Phase #		
If a project will be phased a separate Soil Erosion permit may be required for each phase				
B. IDENTIFICATION				
LANDOWNER OR LESSEE				
Company Name		Contact Name		
Address		City	State	Zip Code
E-mail address		Office Number		Cell Phone Number
OWNER'S AUTHORIZED REPRESENTATIVE (If applicable, include letter for authorizing owner's representative)				
Company Name		Contact Name		
Address		City	State	Zip Code
E-mail address		Office Number		Cell Phone Number
ON-SITE RESPONSIBLE PERSON (This information must be provided prior to permit issuance)				
Company Name		Contact Name		
Address		City	State	Zip Code
E-mail address		Office Number		Cell Phone Number

C. PROJECT DESCRIPTION - CHECK BOX AND PROVIDE SCOPE OF WORK

◯ Commerical ◯ Residential - Single-family Project ◯ Residential - Multi-family/Attached Project

D. PROJECT INFORMATION

1. Will the project include the use of Sedimentation/Detention/Mitigation Basin(s)? ◯ Yes ◯ No

2. Area of parcel (in acres) _____

3. Area of Earth Disruption (in acres) _____

If the earth disruption (Item 3) is five (5) acres or greater, a NPDES (National Pollution Discharge Elimination System) permit will be required from EGLE (Michigan Environment, Great Lakes and Energy).

4. Certified Storm Water Operator: **(If required, this information must be provided prior to permit issuance)**

Name: _____ Certification Number: _____

Expiration date: _____ Company name: _____

Cell Phone Number: _____ Email Address: _____

5. Linear distance (in feet) from site to nearest lake, stream or wetland: _____

6. Will project include any work or disruption within a floodplain? ◯ Yes ◯ No
(Placement of fill, structure installations, etc.)
If yes, has a permit application been submitted to the Building Division? ◯ Yes ◯ No

7. Will project include any work or disruption within a lake, stream or wetland? ◯ Yes ◯ No
(Dredging, stream relocation, wetland fill, etc.)
If yes, has a site plan been submitted to the Planning Division? ◯ Yes ◯ No

A permit from EGLE may be required

8. Number of wetland / watercourse crossings on the property _____

9. Anticipated starting date: _____

10. Anticipated completion date: _____

11. Total estimated time of earth disruption (weeks): _____

Permit is valid for one year (52 weeks) unless otherwise noted

12. Plan Review Fees:
The following fees shall be submitted with the application form and complete soil erosion package. The permit will not be logged in or routed for review until this payment is received.

Acreage (to nearest acre) from Number 3 x $40/acre (there is a $300 minimum) _____

Each stream, wetland or watercourse crossing from Number 8 x $100 each _____

15% City Administrative fee _____

Total Plan Review Fee (Due at the time of application) $ _____

If additional plan reviews are required then additional plan review fees may be required.

13. Performance guarantee requirement pursuant to Chapter 26.5.
Cash, a certified check or irrevocable bank letter of credit made out to the City of Novi in the amount of 1.2 times the estimated total cost of all temporary and permanent soil erosion and sedimention control measures (topsoil, seed, mulch, etc.) included on the approved plan will be required on all projects. The financial guarantee amount must be approved by the Engineering Division and shall be paid once plans are approved.

No earthwork is allowed on site until all necessary approvals are obtained.

ALL APPLICATIONS FOR SOIL EROSION PERMITS MUST INCLUDE THE FOLLOWING:

- ☐ Reading the application carefully and filling out completely.
- ☐ One (1) set of soil erosion and sedimentation control plans. If the project is not currently under site plan review with the Planning Division one full set of engineering plans, including related detail sheets, is also required. If the project is under site plan review it is not necessary to provide the entire set of plans.

  Note - Once the plans are approved, a total of five (5) copies of the approved plan shall be necessary for final distribution upon permit issuance.
- ☐ "Timing and Sequence of Construction" indicated on the erosion control plan stating how project is to progress and at what point the respective erosion and sedimentation control measures will be implemented and maintained. The applicant should also request and review the Soil Erosion and Sedimentation Control Plan checklist prior to submitting the plan for review. This may be obtained from the Engineering Division (248-347-0454).
- ☐ A construction cost estimate, which shall include an itemized cost of temporary or permanent soil erosion measures (filter fabric, stone filters, seed and mulch, sod, etc.).
- ☐ Permit fee for plan review, **check payable to the City of Novi**. The application and plans will not be reviewed until this fee is paid.

If items mentioned above are not provided then it will delay the full plan review process.

ENFORCEMENT

Inspections will be performed on your project by the City of Novi or its' agent in accordance with the risk classification and inspection frequency assigned to your site during the review process.

Upon completion of inspection, if the site is found **not** in compliance with the City of Novi's Soil Erosion and Sedimentation Control Ordinance, then the **Permit Holder** will be issued a "Notice of Erosion Control Deficiency" letter that will include all current and pertinent non-compliance items. The site and/or development will have a pre-determined amount of time, from the date of the notice to rectify these items.

If **all** of the items have not been addressed after the elapsed time specified, the **Permit Holder** will receive a non-compliance letter, which will include a "Notice to Show Cause."

Upon receipt of the non-compliance letter and "Notice to Show Cause," the **Permit Holder** will attend a Show Cause Hearing and the cost for additional inspections, hearings and report follow-up will be paid on an hourly basis from the inspection fee escrow. The above mentioned activities must take place within 72 hours upon receipt of the letter. If the site remains in non-compliance after 72 hours, the project/development may be issued a "Stop Work" order.

Any amount paid out of the escrow for additional inspections, hearings and reports as a result of a non-compliance violation may require the deposit of additional funds in the inspection fee escrow account.

Signature of Landowner or Authorized Representative

Date

Printed Name

Revision date - 3/2/2020