



Soil Erosion and Sedimentation Control (SESC) Program Guide

Includes:

When a Permit is Required

SESC Fee Schedule

SESC Application

SESC Site Plan Review Checklist of Information

Sample Site Plan

Transfer of Responsibility Form

FAQs and Other Information

This information has been provided by Jackson County Department of Transportation to assist in the application for and development of a Soil Erosion Sedimentation Control plan.



Jackson County Department of Transportation



2400 N Elm Rd • Jackson, MI 49201
Phone (517) 788-4230 • Fax (517) 788-4237
Email: JC DOTpermits@mijackson.org

SOIL EROSION AND SEDIMENTATION CONTROL

(When a permit from the Jackson County Department of Transportation may be required)

- **If your project involves any earth change across an area of one (1) or more acres.** An SESC permit from the Jackson County Department of Transportation will be required.
- **If your project is within 500 feet of any Waters of the State.** An SESC permit from the Jackson County Department of Transportation will be required.
- **If you are building an agricultural/accessory building.** An SESC permit from the Jackson County Department of Transportation will be required.
- **If your construction project is for a permanent dwelling and/or large-scale additions to an existing home.** An SESC permit from the Jackson County Department of Transportation will be required.

Applications for items such as decks, porches, swimming pools, small additions, and small accessory buildings generally do not require an SESC permit. This does not preclude the fact that a site visit may determine that a Soil Erosion and Sedimentation Control permit may be required by the Jackson County Department of Transportation.

JACKSON COUNTY SOIL EROSION AND SEDIMENTATION CONTROL PERMIT FEES

PAYABLE TO: JACKSON COUNTY DEPARTMENT OF TRANSPORTATION OR JCDOT

If construction or earth change is started without a permit or continues without a permit, the total fee will be doubled.

PERMIT REQUIREMENTS:

A land owner or developer who contracts for, allows or engages in an earth change in the County, shall obtain a permit from the Soil Erosion and Sedimentation Control County Enforcing Agency (CEA) prior to commencement of an earth change which disturbs one or more acres of land, or if the earth change occurs within 500 feet of Waters of the State or county drain.

PLAN REVIEW FEE:

At the time of application for a permit, a non-refundable fee shall be charged for plan review.

Less than 1 acre	\$75.00
1 to 5 acres	\$125.00
6 acres or more	\$175.00

Additionally, fees for permits and inspections will be charged according to the following schedule:

PERMIT:

1. **Residential** – Single or Duplex
 - a. New Home \$125.00 **Cash Bond: \$300.00**
 - b. Building addition, improvement, pole Building, garage, septic system, sea walls, or driveway \$75.00 **Cash Bond: \$150.00**

2. **Site Development**

Up to 1 acre	\$150.00	Cash Bond: \$1,500.00
Each additional acre or fraction thereof	\$50.00	

Plat developments, mobile home parks, multiple housing units/apartments, commercial, industrial, cut and fill operations, contiguous family homes erected at the same time, by the same owner, developer and contractor.

3. **Utilities:**

Up to 1 mile	\$100.00	Cash Bond: \$1,500.00
Each additional mile or fraction thereof	\$50.00	

Including, but not limited to, underground cables, conduit, or pipelines.

4. **Gravel/Sand Mining:** (Annual Permits)

	\$200.00 (1-5 acres)
	\$400.00 (6-15 acres)
	\$600.00 (16 + acres)
	\$100.00 (Annual Renewal Fee for Gravel/ Sand Mining**)

**Ongoing operations with substantially the same operations and footprint. Expansion from the original permitted operation would require a new plan review and inspection fees to be charged

5. **Other:** Any projects with descriptions not shown above will be placed into one of the fee schedule areas by the CEA.

INSPECTION FEES

1. Number of inspections determined at one inspection per month until permanent ground cover is established

Residential:	\$50.00
Non-Residential:	\$60.00

Additional inspections may be required by the Soil Erosion Control Agent if the permit holder is found non-compliant, or the permit holder may request additional inspections.

2. Site Evaluation/Consultation
 - a. A single family residential home or accessory structure \$35.00
 - b. All other projects (including 2+ homes) \$75.00

[MORE]

Notes to Applicant:

The applicant (person signing the application) is legally responsible for the final ground cover. If the property is sold, the legal responsibility remains with the applicant unless both the buyer and original applicant complete and sign the SESC Transfer of Responsible Party form. This allows the buyer to take over all responsibility for installing the required final ground cover. A copy of that signed agreement must be transmitted to the Jackson County Soil Erosion and Sedimentation Control program before the permit expires.

All sites where 5 acres of ground area are disturbed with direct discharge to waters of the state must have a licensed storm water operator and are required to obtain a Notice of Coverage under the National Pollution Discharge Elimination System (NPDES). A copy of the NPDES acknowledgement letter must be provided to this office within ten (10) business days of issuance of coverage. Obtain the Notice of Coverage from the State of Michigan Department of Environment, Great Lakes and Energy (EGLE).

If you have any questions, contact JCDOT at (517) 788-4230.

**JACKSON COUNTY DEPARTMENT OF TRANSPORTATION
 PERMIT APPLICATION FOR PART 91
 SOIL EROSION AND SEDIMENTATION CONTROL**

1. APPLICANT (Please check if applicant is the landowner or designated agent*)							
Name:					Landowner	Designated Agent	
Address:							
City:		State:		Zip:		Phone:	
Email:					Fax:		

2. LOCATION							
Section		Town	N / S	Range	E / W	Township	
Tax ID #:				Lot #		Subdivision	
Street Address:							

3. PROPOSED EARTH CHANGE					
Circle Project Type:	Residential	Multi-Family	Commercial	Industrial	Land Balancing
Describe project:			Size of Earth Change: (acres or square feet)		
			Project Start: ___ / ___ / 20___ Finish: ___ / ___ / 20___		
Name to Nearest Surface Water:					

4. SOIL EROSION AND SEDIMENTATION CONTROL PLAN (Refer to Rule 323.1703) See Note Below	
Estimated Cost of Erosion and Sediment Control: \$	
Plan Preparer's Name and Telephone Number:	

5. PARTIES RESPONSIBLE FOR EARTH CHANGE							
Name of Landowner:				Address:			
City:		State:		Zip:		Phone:	
Email:					Fax:		
Name of ON-SITE Indv. Responsible for Earth Change:							
Name of Company:			Address:				
City:		State:		Zip:		Phone:	
Email:					Fax:		

NOTE (1) ONE COMPLETE SET OF PLANS SHALL BE ATTACHED FOR RESIDENTIAL APPLICATIONS.
 (2) TWO COMPLETE SETS OF PLANS SHALL BE ATTACHED FOR COMMERCIAL APPLICATIONS.

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.

6. SIGNATURES		
Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

*Designated agent must have a written statement from landowner authorizing them to secure a permit in the landowner's name.



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Please include this page with SESC plans.

Have	Need	N/A	SITE PLAN CHECKLIST FOR SOIL EROSION PERMITS
			Drawing must be to scale (map scale: 1" = 200' or less)
			Site location map showing nearest road intersection
			Legal description of property (i.e. T35N, R25W, Section 17, NW1/4, NE1/4)
			Location and size of each proposed earth change (clearly defined ON DRAWING)
			Location and size of all temporary soil stockpiles
			Major geographic and vegetative features
			Location and size of all existing building and structures
			Location of all tree lines and forested areas
			Soils information (on drawing or in written form)
			Distance to nearest water body for each proposed earth change (lake, stream, river, county drain, wetland, etc.)
			Location of all existing and proposed drainage and dewatering facilities
			Slope information or topography
			Location and detailed description of all temporary erosion and sedimentation control measures (shown on drawing)
			Location and detailed description of all permanent erosion and sedimentation control measures (shown on drawing)
			Maintenance program for erosion and sedimentation control measures (including persons responsible)
			Timing and sequence of construction (construction schedule)

Type of Earth Change

- | | |
|---|--|
| <input type="checkbox"/> single family residence (new construction) | <input type="checkbox"/> single family residence (addition/alteration) |
| <input type="checkbox"/> garage (addition or detached) | <input type="checkbox"/> pole barn |
| <input type="checkbox"/> pool (in ground) | <input type="checkbox"/> pond |
| <input type="checkbox"/> commercial/industrial (new) | <input type="checkbox"/> residential development (subdivision, multi-family) |
| <input type="checkbox"/> commercial/industrial (add/alter) | <input type="checkbox"/> residential development |
| <input type="checkbox"/> recreation development | <input type="checkbox"/> golf course |
| <input type="checkbox"/> wetland mitigation | <input type="checkbox"/> road |
| <input type="checkbox"/> pipeline | <input type="checkbox"/> utility |
| <input type="checkbox"/> school/church | <input type="checkbox"/> hospital |
| <input type="checkbox"/> other | |

Site Plan Checklist continued:

Additional Earth Change Information

- | | | |
|--|------------------------------|--|
| Has earth-moving activity started? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Is the earth-moving activity over 1 acre? | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, contact EGLE |
| Will work be occurring in a wetland? | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, contact EGLE |
| Will de-watering occur? | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, special requirements may apply |
| Will work be occurring in a waterway/floodplain? | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, contact EGLE |
| Will a designated county drain be affected? | YES <input type="checkbox"/> | NO <input type="checkbox"/> If yes, contact county drain office |
| Will fill be brought on-site? | YES <input type="checkbox"/> | NO <input type="checkbox"/> Amount in cubic yards: |
| Will material be removed from the site? | YES <input type="checkbox"/> | NO <input type="checkbox"/> Amount in cubic yards: |

Approximate Project Timing

Month	Year	For MINOR PROJECTS
		Temporary Erosion Control Measures Installed
		Gravel Drive/Entrance Installed
		Land Cleared or Excavation Started
		Final Grading/Seeding
		Permanent Erosion Control Measures in Place
		Temporary Erosion Control Measures Removed

Month	Year	For MAJOR PROJECTS
		Temporary Erosion Control Measures Installed
		Gravel Drive/Entrance Installed
		Land Cleared or Excavation Started
		Detention/Retention/Sediment Ponds Installed
		Road Constructed
		Utilities Installed
		Final Grading/Seeding
		Catch Basins/Ponds Cleaned
		Permanent Erosion Control Measures in Place
		Temporary Erosion Control Measures Removed



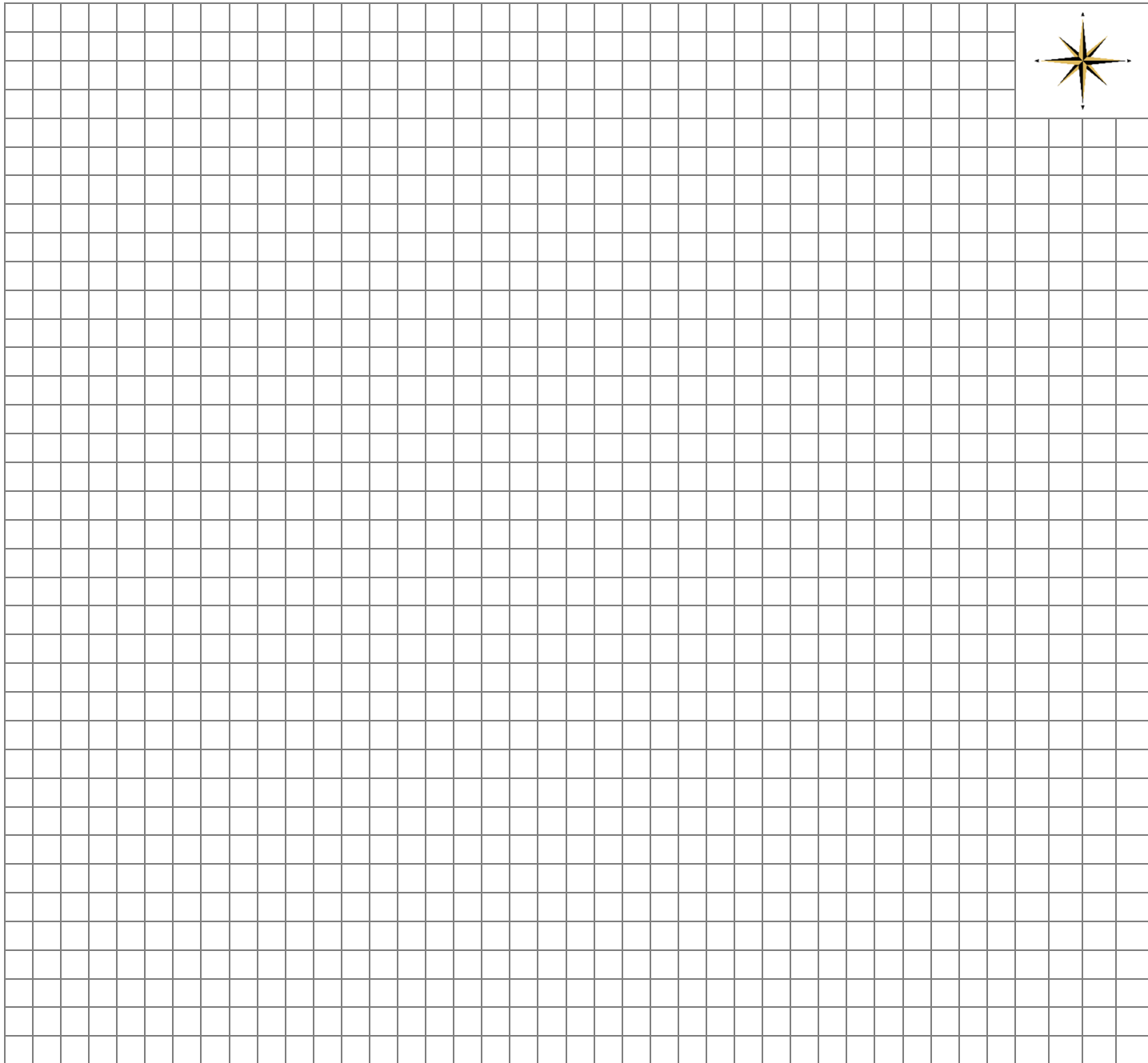
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SESC Site Plan Map - see next page for example

Owner:		Address:	
Contact #:		Township:	
		Scale:	1 square = feet



SESC Application - Sample Site Plan Map

EROSION CONTROL PLAN LEGEND

(Use key below to place needed objects on plan, use a scale or ruler to draw home location and locate any other trees or buildings on your property. Please label roads. You only need to show the area that will be disturbed and the access drive.)

Property Line - - - - -

Existing Drainage - - - - -

Temp. Diversion → TD →

Finished Drainage →

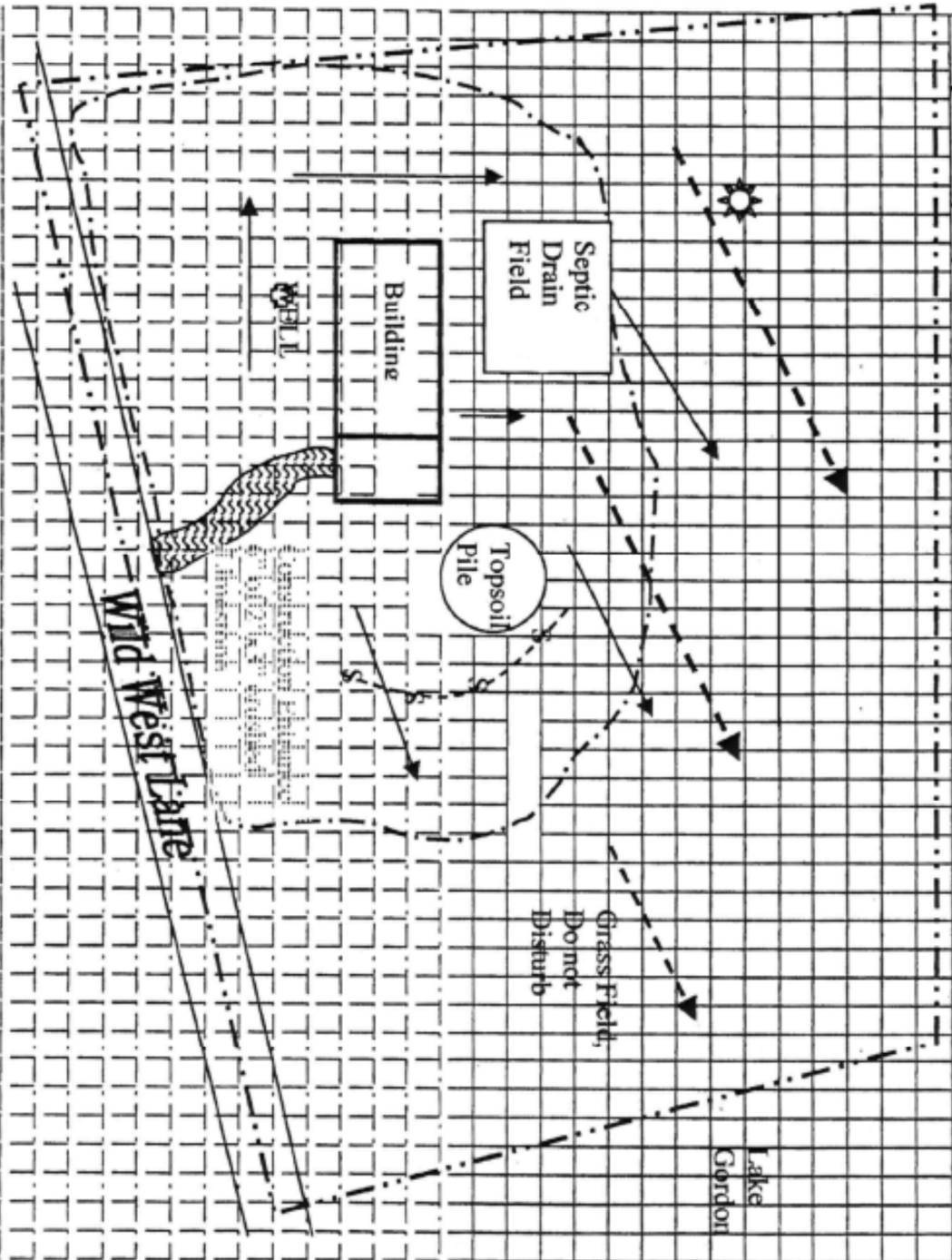
Limits of Grading - - - - -

Silt Fence -- S - - - - - S -

Show Stone Access Drive, Tree preservation and Temporary Soil Stockpile.

Owner: James West
Telephone: (517) 487-1212

Scale 1 inch = 60 feet



Address or location of Project 1234 Wild West Lane, Ardlwils twp



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Designated Agent Assignment Form

Date _____

I, as the property owner, authorize _____ to act as my representative in regards to Soil Erosion and Sedimentation Control at my property located at

In doing so, I agree to ensure that all specified requirements on the Soil Erosion and Sedimentation Control Permit for this property are duly carried out. I understand that I, as the property owner, am ultimately responsible for the Soil Erosion and Sedimentation Control Permit requirements.

Signature

Phone number of Property Owner



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Please complete this form to transfer the Responsible Party for the Soil Erosion and Sediment Control (SESC)

Permit #: SE - _____ - _____ **Address:** _____

Parcel ID #: _____ **Township:** _____

Current Responsible Party

Name: _____ **Phone Number:** _____

Mailing Address: _____
Address City State Zip code

New Responsible Party:

Name: _____ **Phone Number:** _____

Mailing Address: _____
Address City State Zip code

By signing this form, I (we) affirm that the above information is accurate and that I (we) will maintain and take over the responsibility of cash bond, inspection fees and described earth changes 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 the permit referenced above.

Signature of New Responsible Party

Date

*** Please include any Cash Bond fees with this form.**

Once cash bond is received from the New Responsible Party, the County Enforcing Agency will process the return of the cash bond to the Current Responsible Party.

Frequently Asked Questions and Other Information About Soil Erosion Permits

Goal

The purpose of the Soil Erosion and Sedimentation Control Program is to serve the public by protecting property and the Waters of the State of Michigan to ensure clean water for drinking, swimming, fish and wildlife habitat.

Do I need a Soil Erosion Sedimentation Control permit?

Soil erosion permits are required for all projects involving earth moving activities that occur within 500 feet of lakes or streams or disturb one or more acres. Soil Erosion exemptions may be allowed for those projects that:

- Disturb less than 225 square feet and are stabilized within 24 hours
- Include only post holes for decks
- Include only borings and percolation tests when stabilized within 24 hours of the initial earth change and disturb less than 225 square feet
- Include only shrub and tree removal when no vegetation is disturbed
- Include only the plowing and tilling of fields for crop production

What is the definition of Waters of the State?

Waters of the State refers to the Great Lakes and their connecting waters, inland lakes and streams as defined in rules promulgated under this part, and wetlands regulated under Part 303. A lake is defined as the Great Lakes and all natural and artificial inland lakes or impounds that have definite banks, a bed, visible evidence of continued water, and a surface area of water that is equal to, or greater than 1 acre. A stream means a 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 281.1 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.

How do I complete the timing sequence?

The timing sequence gives us a general idea of when your project will begin and when it will be finished. It also lays out a sequence of steps to follow for erosion control. Temporary measures, such as silt fence, check dams, or vegetative buffers should be installed at the beginning of the project. A stone aggregate drive should also be installed at the start of construction. Permanent measures, such as grass, shrubs, pavement or other vegetation should be installed as soon as possible after final grading. Removal of temporary measures should be done after the site is completely stabilized. For major projects please note in determining a timing sequence, detention/retention/sediment pond installation should occur at the beginning of a project and that catch basin covers should be cleaned at least once a month until permanent measures are functioning.

How big is an acre?

One acre is 43,560 square feet, or 208' x 208' if square. Determine from your plans the areas where earthwork will occur and measure the areas length and width. Remember to include area for utilities, well, septic, fill brought in, lot grading, building structures and driveways.

What are impervious surfaces?

Impervious surfaces are areas that do not absorb rainfall, such as areas covered by pavement or structures. Pervious surfaces are areas that do absorb rainfall such as vegetated ground, woodlots and grasslands.

Who is the party responsible for ongoing maintenance of permanent erosion control measures?

The responsible party is the property owner and/or homeowners association for commonly held properties. Examples of permanent erosion control measures that may require maintenance are vegetation strips and storm water detention/retention areas.

Why is Soil Erosion and Sedimentation Control Important?

Economic Reasons:

- Excess sediment can increase the cost of treating drinking water and negatively affect the equipment used in the treatment process.
- Sites developed with sound erosion control avoid the costs of removing sediment from storm water structures. Clean sites are also more appealing to potential buyers.

Health & Safety Reasons:

- Eroded soils enter water bodies and channels, raising water levels and blocking culverts, flooding surrounding land.
- Sediment can be deposited onto streets and roads by vehicles leaving the site or by storm water runoff. These sediments can make roadways dangerous.
- Soil particles carry pollutants such as pesticides, oil and herbicides, that enter water bodies along with the soil, creating unhealthy conditions for wading and swimming, and affecting water quality.

Environmental Reasons:

- Sediment in water bodies can cover the eggs of fish and other organisms, preventing them from hatching.
- Excess sediment that is suspended in streams and rivers acts like sandpaper on fish and other organisms and can clog their gills, making breathing difficult.
- Sediment reduces light penetration, making photosynthesis more difficult for water plants.
- Soil particles absorb heat, raising the temperature of the water and driving off desirable fish populations.

Aesthetic & Recreational Reasons:

- Clear water is more desirable for swimming, boating, canoeing and fishing than muddy water.
- Excess sediment builds up in lakes and rivers. This raises the water level but reduces water depth, which decreases canoeing and fishing opportunities.

Soil Erosion Control Requirements

- Earth moving activity cannot begin without a Soil Erosion Permit. The Soil Erosion Permit must be posted and be clearly visible from the road.
- Soil erosion and sedimentation control measures as designated on plans and/or as required must be installed prior to any earth moving activities.
- Earth changes to a property must not adversely affect drainage to surrounding areas.
- Detention/retention/sedimentation ponds must be constructed and stabilized prior to other earth moving activities.
- Outlets of detention/retention/sedimentation ponds shall be designed and constructed to reduce the water flow to a non-erosive velocity. Rip-Rap must be installed on all storm water outlets.
- All earth moving shall be designed, constructed and completed in such a manner that limits the exposed area of any disturbed land for the shortest possible period of time. The site must be stabilized within 5 calendar days after final grading or earth moving activity has been completed.
- Stone access drives, if required, must be installed prior to construction for purposes of mud tracking.
- Soil, sediment, and miscellaneous debris must be kept off streets and out of drainage ditches and catch basins throughout the duration of the project.

- Silt fencing, if required, must be trenched in and backfilled. Fencing may be toed-in with pea gravel if installed in winter.
- Stockpiling of any excavated material must be kept clear of sensitive areas. Adequate controls must be in place to ensure this requirement.
- Erosion control blankets are required on slopes of 4:1 or steeper.
- All permanent erosion control measures shall be permanently maintained by the owner or homeowner association.

Soil Erosion and Sedimentation Control Measures:

CATCH BASIN FILTER – Geotextile filter fabric placed inside a catch basin (storm drain) to filter suspended sediment from water. Must have regular maintenance after storm or snowmelt events to function properly.

CHECK DAM – Temporary measure consisting of a line of 4-8” stone piled a maximum of 2 feet high that slows the flow of water in ditches, swales or natural drainage areas. Check dams should be built so that the center of the wall is lower than the outside edges, and should be spaced so that the top of the down slope check dam is level with the bottom of the upslope check dam.

DETENTION/RETENTION BASIN – Drainage basins or ponds designed to hold and filter water draining from developed sites so as to prevent flooding and filter suspended sediment from water. Required for most major projects.

EROSION CONTROL BLANKET – A blanket composed of a mesh of biodegradable material, usually interlaced with straw mulch, and sometimes containing grass seed, used for controlling erosion on steep down slopes. Erosion Control Blankets must be staked in, trenched in at the top and flat against the ground.

RIP-RAP – Rock-type material (usually 6-8” stone) placed on the edges of culverts or drainage outlets to slow water to a non-erosive velocity, preventing erosion. Stone should be arranged in a half-circle around the end of the outlet.

SILT FENCING – Temporary measure consisting of wooden fence posts, support system, and a geotextile filter fabric (usually nylon) used to keep suspended soil particles from leaving the site. Required to be trenched in to a depth of 6”.

VEGETATIVE BUFFER – A strip of area of vegetation used to filter sediment and pollutants from runoff. The minimum width for a filter strip is usually 25’.

Methods of Acceptable Stabilization of Disturbed Soils

The best way to avoid soil erosion is to disturb the least possible amount of soil during grading and construction. If erosion control measures are not functioning properly, causing erosion to occur on the site, the site will not be considered stabilized.

MAINTENANCE IS THE KEY TO PROPER SOIL EROSION CONTROL!

Temporary Stabilization – These measures will temporarily prevent soil erosion.

1. **Mulch** – This typically is the form of straw, spread heavily over a disturbed area to protect the exposed soil from rain and wind erosion. For proper stabilization, the soil must **not** be visible through the mulch. Mulch should be used: **In flat areas with a low amount of water runoff, and/or in areas with adequate protection from high winds.** High velocities of run-off will wash away mulch on moderate to steep slopes. High winds can also carry mulch away. Spreading seed prior to mulching greatly aids in the permanent stabilization of the site.

2. **Erosion Blankets** – Consist of straw, coconut fiber or excelsior fiber packed in web netting. Erosion control blankets are suitable for moderate slopes and steep slopes on sites with soil that is susceptible to erosion. The blankets are laid at right angles over a disturbed area, staked in place, and toed in at the top of the slope, with a **6-inch overlap** of all edges. Blankets are also available with seed in them to enhance permanent stabilization of the slope. If rills (narrow-bands) and gullies (wide-bands) are eroding underneath the blankets, the soil will not be considered stabilized.
3. **Hydroseed** – Hydroseed may be used as temporary stabilization on relatively flat areas with low volume of runoff. Hydroseed can wash away easily in heavy rains. It is recommended that hydroseed with a high content of mulch be used to provide a better barrier between the weather and the soil. If cared for properly, hydroseed will grow, stabilize the site, and provide permanent stabilization.
4. **Tarps** – These are plastic sheets used to cover stockpiles or small disturbances. They may not be used for large disturbances.

Permanent Stabilization – These measures will permanently prevent soil erosion when they are functioning properly. When all exposed soil at a site is permanently stabilized, the project will receive final approval from the Soil Erosion and Sedimentation Control Program.

1. **Established Vegetative Cover** – Any form of vegetation that provides a root base in the soil and a barrier between the soil and the weather can be considered permanent stabilization. Forms of acceptable vegetative cover when properly installed and maintained are sod, grass, native trees, shrubs and ground cover.
2. **Wood Chips** – As part of landscaping a thick layer of wood chips or other “permanent” mulch is acceptable in non-sloped areas.
3. **Stone** – A thick layer of stone is considered permanent stabilization on all areas except steep slopes. This includes gravel drives, stone gardens, and pavers used for foot traffic. Geotextile fabric placed underneath stone in swales and drives is advisable.
4. **Pavement** – Roads or driveways are considered permanent stabilization.

It is important to remember that none of the above methods guarantee stabilization. Proper maintenance is the key to good stabilization. The members of the Jackson County Department of Transportation SESC Program staff are happy to answer any questions. Contact us at (517) 788-4230.

Tips for locating required information

Site location map	County Plat Book, USGS Quadrangles, Jackson County Map, Internet Mapping Sites (Map quest, www.gis.mijackson.org/ , www.topozone.com , www.michigan.gov/dnr)
Soils Information	Soils Conservation Office, Library, Local Health Department, Engineering Firms
Site Contours	USGS Quadrangles, Engineering Firms, Internet Mapping Sites, Jackson County Parcel Viewer
EGLE Contact	www.michigan.gov/egle/about/organization/water-resources/soil-erosion