

CITY OF Millersburg 4222 NE Old Salem Road Millersburg, OR 97321 Phone: 458-233-6300

PERMIT APPLICATION

EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)

- □ New Erosion and Sediment Control Permit
- □ Permit Transfer Ownership Transfer

JOB SITE LOCATION	DESCRIPTION OF WORK
Address:	Minor Land Disturbing Activity
	Major Land Disturbing Activity
Map Lot No.:	Lot size (sq. feet):
Subdivision: Lot:	Size of disturbed area (sq. feet):
OWNER INFORMATION	Description:
Name:	
Home Address:	
City/State/Zip:	If the disturbed area is subject to one or more of the
Phone: Cell:	items below, then the project is considered 'major':
Email:	Disturbed area is greater than 1 acre
24-HOUR EMERGENCY CONTACT	□ Average slopes greater than 5 percent in affected area
Contact Name:	□ Slopes greater than 3:1 exceed 6 feet in height
24-hr Phone No.:	Contains stream, creek, river, lake, or wetland
GENERAL CONTRACTOR	□ Drainage way or swale (collects 1+ acres)
Contact Name:	DEPARTMENT USE ONLY
Company:	Date Application Received:
Address:	Date EPSC Plan Reviewed:
City/State/Zip:	EPSC Permit No.:
Phone: Cell:	PCPI Project Name/No <u>.:</u>
Email: CCB#:	Building Permit No.:
EPSC PLAN PREPARATION – IF APPLICABLE	PERMIT REQUIREMENTS – BEFORE WORK
Person Preparing Plan:	Signed Application by Property Owner
Company Name:	□ Site Plan – With Sediment Controls Shown
Address:	Approval of EPSC Plans
City/State/Zip:	Payment of Permit Fee
Email: Phone:	

By my signature below I swear or affirm that the information provided above is true and correct to the best of my knowledge and belief. I understand that failure to comply, on the part of myself or any other persons or entities performing work under this permit, with the requirements of the City of Millersburg EPSC program, this and any other applicable permit, the Millersburg Municipal Code, and any other applicable laws, codes, and covenants, can cause delays in the permitting process, result in a stoppage of work, and/or incur fines and other penalties. I understand that I assume full legal and financial responsibility for all activities performed under this permit which cause damages to rights-of-way, storm drains, swales, drainage ways, wetlands, and/or Waters of the State. I understand that a Certificate of Occupancy will not be issued for any new construction until the site has been completely stabilized and this permit has been closed or transferred.

Signature of Property Owner

Major Land Disturbing Activity - Plan Submittal Requirements

EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)

An EPSC permit is required for all land-disturbing activities affecting an area of ten thousand square feet or greater, cumulatively.

MAJOR LAND DISTURBING ACTIVITY

Major land disturbing activities are those that meet the requirements for an EPSC permit above, and the affected area meets the following conditions:

- Affect an area over an acre in size; or
- Contains average slopes throughout the disturbed area exceed 10 percent; or
- Contains slopes greater than 3:1 exceed six feet in height; or
- Features concentrated runoff through the disturbed area originates from more than one acre off-site; or
- The site contains sensitive areas.

Submit a completed EPSC application form. Submit one set of the EPSC plan, drawn to scale, showing the following:

- □ Vicinity map, property address, and property owner's name and address.
- □ Locations, types, and applicable dimensions of erosion control measures.
- □ Applicable details of erosion control measures showing full dimensions of construction information.
- □ Existing and proposed ground contours, including a minimum of the first 50 feet of abutting property.
- Arrows to indicate existing and final flow patterns of surface water. It is the permit holder's responsibility not to alter the flow of surface water to harm neighboring properties.
- □ Locations and sizes of existing and proposed channels and drainage pipes (labeled as such and with arrows indicating flow direction) on and immediately upstream and downstream of the site.
- Location of the 100-year flood plain, if applicable.
- □ Site entrances/exits (as approved by the City).
- Applicable standard erosion control notes from Appendix, with additions or changes as required.
- □ Other notes including references to timing of placement and removal of erosion control measures, and erosion measure specifications such that types and quantities of materials necessary for the installation of the erosion control measures are fully detailed.
- □ Stamp or signature of the person preparing the plan, licensed as a professional civil or environmental engineer, landscape architect, geologist, or certified professional in erosion and sediment control.

Submit a construction schedule showing the following:

- □ Construction start and completion dates.
- Dates when erosion control measures will be in place.
- Timing of site clearing and grading; placement of fills and excavations.
- Projected date of removal of erosion control measures (after landscaping is established or after establishment of a healthy grass stand or other approved vegetation).

Submit a copy of any applicable 1200-C permit issued by ODEQ. If application has been made to ODEQ but a permit has not yet been issued, provide a copy of the completed application filed with ODEQ. Provide a copy of the NPDES 1200-C permit when it is issued.



City of Millersburg Erosion Prevention & Sediment Control 4222 NE Old Salem Road 458-233-6306

EROSION PREVENTION AND SEDIMENT CONTROL

Standard Permit Conditions:

- 1. Prior to any ground disturbing activity on the site, an initial inspection by City staff is required. EPSC measures must be in place prior to the inspector arriving. Call 458-233-6300 to schedule your inspection.
- 2. EPSC measures must be installed in such a manner as to ensure that sediment and sediment-laden water does not enter upon adjacent properties or rights-of-way, the stormwater system, wetlands, or Waters of the State.
- 3. EPSC measures shown on the plans are <u>minimum requirements</u> for anticipated site conditions. During the construction period, the EPSC measures shall be upgraded as needed for changing conditions and to ensure that sediment and sediment-laden water does not leave the site.
- 4. EPSC measures shall be inspected daily by the permit holder and maintained as necessary to ensure their function.
- 5. Stabilized gravel construction entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.
- 6. EPSC measures shall be kept in place until permanent ground cover is established.
- 7. Exposed soil must be permanently stabilized against wind and water erosion before the EPSC permit can be closed. Once the site is stabilized, schedule a final inspection by calling 458-233-6300. Permanent soil stabilization includes landscaping, seeding, or covering exposed soil with a minimum two-inch layer of bark or wood chips.
- 8. It is the property owner's responsibility to ensure that any proposed grading, fill, excavation, or other site work does not negatively impact drainage patterns to or from adjacent properties.

Wet Weather Permit Conditions

- 1. Wet weather erosion prevention measures will be in effect from October 1 through April 30.
- 2. Soil exposed for more than two days shall be covered with plastic sheeting, matting, or a two-inch layer of mulch, bark, wood chips, sawdust, or straw to minimize erosion potential.
- 3. Exposed soils shall be seeded no later than September 1 to allow time for proper germination and growth before the wet weather season.

Where can I get assistance?

We are here to help you. Staff is typically available from 8:00 a.m. to 5:00 p.m. weekdays to answer your questions by phone at 458-233-6300, and at the front counter in City Hall, 4222 NE Old Salem Road. We encourage you to call and make arrangements for a free on-site consultation.



