



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

<b>JOB SITE LOCATION</b>
Address: _____
Map Lot No.: _____
Subdivision: _____ Lot: _____
<b>OWNER INFORMATION</b>
Name: _____
Home Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____
<b>24-HOUR EMERGENCY CONTACT</b>
Contact Name: _____
24-hr Phone No.: _____
<b>GENERAL CONTRACTOR</b>
Contact Name: _____
Company: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell: _____
Email: _____ CCB#: _____
<b>EPSC PLAN PREPARATION – IF APPLICABLE</b>
Person Preparing Plan: _____
Company Name: _____
Address: _____
City/State/Zip: _____
Email: _____ Phone: _____

<b>DESCRIPTION OF WORK</b>
Minor Land Disturbing Activity Major Land Disturbing Activity
Lot size (sq. feet): _____
Size of disturbed area (sq. feet): _____
Description: _____
If the disturbed area is subject to one or more of the items below, then the project is considered 'major':
<input type="checkbox"/> Disturbed area is greater than 1 acre
<input type="checkbox"/> Average slopes greater than 5 percent in affected area
<input type="checkbox"/> Slopes greater than 3:1 exceed 6 feet in height
<input type="checkbox"/> Contains stream, creek, river, lake, or wetland
<input type="checkbox"/> Drainage way or swale (collects 1+ acres)
<b>DEPARTMENT USE ONLY</b>
Date Application Received: _____
Date EPSC Plan Reviewed: _____
EPSC Permit No.: _____
PCPI Project Name/No.: _____
Building Permit No.: _____
<b>PERMIT REQUIREMENTS – BEFORE WORK</b>
<input type="checkbox"/> Signed Application by Property Owner
<input type="checkbox"/> Site Plan – With Sediment Controls Shown
<input type="checkbox"/> Approval of EPSC Plans
<input type="checkbox"/> Payment of Permit Fee

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner

## Minor 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.

#### Minor Land Disturbing Activity

- Individual single-family home or duplex construction on existing lots of record, or manufactured home placement on individual lots or in manufactured home parks.
- The affected area is less than one acre in size.
- Average slopes throughout the disturbed area do not exceed 10 percent.
- Slopes greater than 3:1 do not exceed six feet in height.
- Concentrated runoff through the disturbed area does not originate from more than one acre off site.
- The site does not contain sensitive areas

You must submit a completed *Erosion Prevention and Sediment Control* permit application along with your EPSC site plan. Follow the checklist below to create the EPSC site plan.

#### *Start with a copy of your site plan, drawn to scale, showing the following:*

- Property lines, easements (with widths), and north arrow. Show the lengths along property lines. Show the distances to buildings and structures.
- Elevations on the property to indicate the amount of fall and/or grades across the property.
- Contour lines showing the existing and final grades/topography of the site.
- Flow arrows showing existing (light) and proposed (dark) drainage patterns. It is the permit holders responsibility not to alter the flow of surface water to harm neighboring properties.
- Proximity to sensitive areas, if applicable.
- Location of the 100-year flood plain, if applicable.
- Location and size of drainage ways, swales, ditches, etc.
- Location of utilities on the property (sewer, water, etc.).
- All areas of disturbance on the site, including areas that will be cleared, graded, or excavated.
- Location for storage of soils and/or wastes.

#### *Show the location of Erosion Prevention and Sediment Control Measures:*

- Place EPSC measures in accordance with the Best Management Practices shown in the City of Millersburg *Erosion Prevention and Sediment Control Manual*. Examples include:
  - Gravel construction entrance;
  - Sediment fence;
  - Mulch berms and/or wattles of straw or coir;
  - Undisturbed buffer zones (*10-foot minimum width for slopes < 5 percent, fence off with orange construction fencing*).
- Clearly designate a concrete wash-out area for all concrete trucks, mortar, and concrete tools.

#### *Provide a construction schedule showing:*

- Installation date for EPSC measures;
- Commencement date for land disturbing activities;
- Construction completion date;
- Site stabilization date.



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## Minor Land Disturbing Activity – Standard Permit Requirements

### EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)

#### Standard Permit Conditions

1. 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.
2. EPSC measures shown on the plans are minimum requirements for anticipated site conditions. During the construction period, the EPSC measures shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment-laden water does not leave the site.
3. EPSC measures shall be inspected daily by the permit holder and maintained as necessary to ensure their function.
4. 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.
5. EPSC measures shall be kept in place until permanent ground cover is established.
6. Exposed soil must be permanently stabilized against wind and water erosion before the EPSC permit can be closed. Permanent soil stabilization includes landscaping, seeding, or covering exposed soil with a minimum two-inch layer of bark or wood chips.
7. 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

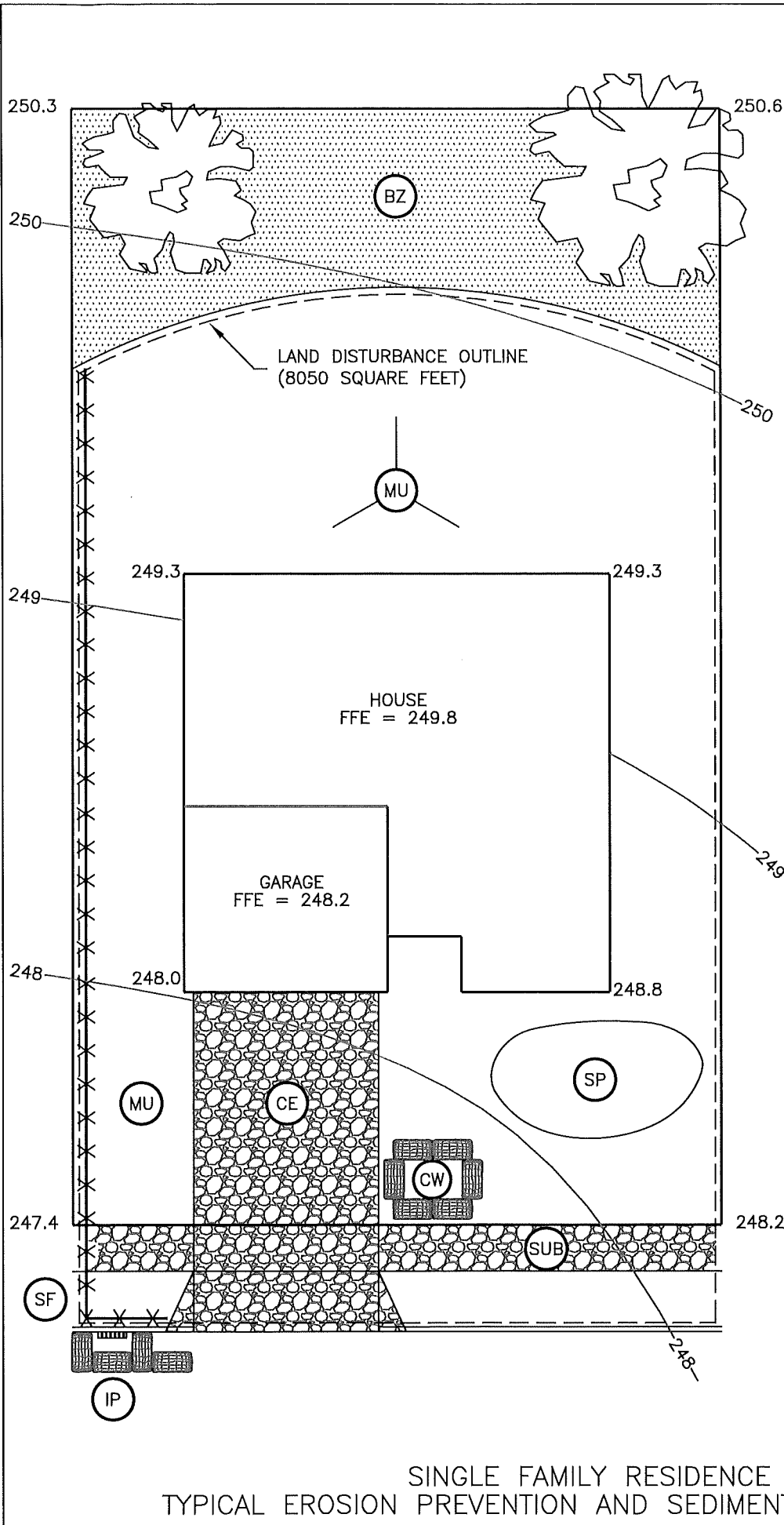
1. Wet weather erosion prevention measures will be in effect from October 1 through April 30.
2. Soil exposed for more than two days shall be covered with plastic sheeting, matting, or a two-inch layer of mulch, bark, wood chips, sawdust, or straw to minimize erosion potential.
3. Exposed soils shall 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.

The City's GIS mapping service is available at: <http://infohub.cityofalbany.net/infohub/>.  
Floodplain data can be obtained from FEMA at:  
<http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>

**NOTICE:** Projects may also require an NPDES 1200-c permit through Oregon Department of Environmental Quality (Oregon DEQ)



- (CE) GRAVEL CONSTRUCTION ENTRANCE
- (SF) SEDIMENT FENCE (OR EQUIV.)
- (SUB) SIDEWALK SUBGRADE GRAVEL BARRIER
- (IP) INLET PROTECTION
- (BZ) BUFFER ZONE—DO NOT DISTURB
- (MU) MULCH—ESTABLISH GRASS
- (SP) SOIL STOCKPILE
- (CW) CONCRETE WASHOUT

EROSION CONTROL NOTES:

1. AREAS DELINEATED ON THE PLAN AS A "BUFFER ZONE" SHALL BE CLEARLY MARKED IN THE FIELD WITH ORANGE CONSTRUCTION FENCING PRIOR TO THE START OF ANY GROUND DISTURBING ACTIVITIES.
2. A STABILIZED GRAVEL CONSTRUCTION ENTRANCE SHALL BE INSTALLED AS FIRST SITE ACTIVITY.
3. EROSION CONTROL MEASURES SHALL BE INSPECTED DAILY AND MAINTAINED AS NECESSARY TO ENSURE THEIR FUNCTION.
4. EROSION CONTROL MEASURES SHALL BE KEPT IN PLACE UNTIL PERMANENT GROUND COVER IS ESTABLISHED.

WET WEATHER EROSION NOTES:

1. DURING WET WEATHER SEASON (OCTOBER 1 – APRIL 30) ALL SOILS EXPOSED FOR MORE THAN 2 DAYS SHALL BE COVERED WITH PLASTIC SHEETING, OR A 2-INCH LAYER OF MULCH, BARK, WOOD CHIPS, SAWDUST, OR STRAW TO MINIMIZE EROSION POTENTIAL.
2. EXPOSED SOILS SHALL BE SEEDED NO LATER THAN SEPTEMBER 1.

SINGLE FAMILY RESIDENCE  
TYPICAL EROSION PREVENTION AND SEDIMENT CONTROL PLAN

