

LIVINGSTON COUNTY DRAIN COMMISSIONER'S
Residential Single-Family Soil Erosion Control Permit
APPLICATION PROCESS

APPLICATION OVERVIEW:

- Fill out the application entirely. Do not leave any blanks.
- #2 is a map to the site from a major crossroad. (To aid the LCDC inspector in finding your site.)
- #11 has *two* blanks, which must be filled in. "Proposed Improvement" means the footprint of the building to be erected. "Excavated Area" (or disturbed area) means the area of the building *plus* any other areas being disturbed.
- #16 "Soil Type Information": This can be filled in with something as simple as "sand," "sandy loam," "clay," etc.
- The Responsible Person must be a principal or the building contractor or an owner of the property.
- **Two** signatures are required on page 4 of the application. If applicant is owner, *both* lines *must* be signed by the same party. If owner is different from applicant, **owner's signature must be obtained** before the application can be processed.
- The application can be faxed to the LCDC office, **but** original signatures must be then mailed or delivered. LCDC can proceed with the application/ inspection process without the original signatures, but they **must** be in the LCDC office before the final Residential Soil Erosion Control Permit is issued.

Site Plan:

- "Sample Site Plan" on third page of application lists seven (7) items, which must be depicted on your site plan.

Land Use Permit:

- A copy of the township or village's "Land Use Permit" must accompany application. Exceptions: Green Oak Township, Brighton Township, Unadilla Township, the City of Brighton, and the City of Howell do not issue Land Use Permits.

Fees:

- A **\$165.00** fee must accompany each residential application. Checks can be made out to "L.C.D.C." Cash and MasterCard or Visa are accepted.
- Projects like a pole barn, attached/detached garages, sheds, porches or projects that are less than 600 square feet are considered a minor project. The minor project fee is **\$120.00**.
- A **\$65.00** re-inspection fee is levied for **each failed** inspection.
- The Fee(s) can be mailed but must be received in the LCDC office *before* the Residential Single-Family Soil Erosion Control Permit will be issued.

Procedure:

- The completed application, site plan, Land Use Permit (if applicable), and fee are received in the Drain Commissioner's Office.
- The LCDC office issues a "Tentative Permit Number." This number (which will become the permanent permit number) **must** be referred to from this point on in **any** communication with this office.
- In most cases, silt fence must be erected on the building site to protect surface waters and paved streets.
- Coarse stone tracking mat material is required at all sites on paved roads or streets.
- Applicant informs LCDC when the site is ready for an initial inspection. This can be at the time of application submission or at a later date.
- An initial inspection is performed on the work day following the day LCDC is informed that the site is ready for inspection.
- The day of the inspection, LCDC can be telephoned after 3:30 p.m. to check if the site has passed the inspection.
- If the site fails the inspection, a **\$65.00** re-inspection fee is incurred at this time. LCDC must be informed as to when the site is again ready for inspection.
- When the site passes the initial inspection, all appropriate signatures have been obtained, and all fees have been paid, the actual "Residential Single-Family Soil Erosion Control Permit" can be picked up from LCDC. Hours 8 – 5, M-F.
- **You must pick up the Residential Single-Family Soil Erosion Control Permit.**
- **The State Law requires that the permit must be posted at the site before any excavation begins and must stay posted until the site has been re-stabilized following construction.**
- Interim inspections of the soil erosion control measures will be performed periodically during the course of the construction. If, at any time during construction, the site fails an inspection, a **\$65** re-inspection fee will be levied.
- A final inspection is required. Permittee is obligated to contact the LCDC office for a final inspection within seven days after site stabilization (and prior to the Permit expiration). Expiration date on the permit is two years after date of issuance. No extensions.