

Permit Application Check List

Please be sure that the following items are included on the application
A permit cannot be issued an incomplete application.

Page 1:

_____ **Section 1:** Name, mailing address and phone numbers of **Applicant**.

_____ **Section 2:** Name, mailing address and phone numbers of **Landowner**.
(Same as Section 1 if landowner is applicant)

_____ **Section 3:** Name, mailing address and phone numbers of **Contractor or Excavator**.
(Person or Entity responsible for earth change activity)

_____ **Section 4:** Township, street address, and tax ID number of project.
(Include Section, Town and Range, subdivision and lot number as appropriate.)

_____ **Section 5:** MDEQ Permit Number if applicable.

_____ **Section 6:** Check type of project and describe work to be completed. **Circle if area is flagged. Project description and drawing must accurately indicate the location of the earth change if area is not flagged.** Show size of earth change in acres or square feet, indicate distance to water body and provide anticipated start and completion dates.

_____ **Section 7:** Name and phone numbers of on-site responsible person.

_____ **Landowners signature or Designated Agent signature with proper authorization is required.**

Page 2:

_____ If engineered plan is provided include plan preparer's name and phone numbers.

_____ Provide clear directions to the site. Include a map if necessary.

_____ Draw or attach **Site Plan** (overhead view) showing all earth change activity including spoil placement and landscape work needed to complete the project and location and distance to water.

_____ **Post permit on site with plan.**