

Permit Application Check List

Please be sure that the following items are included on the application

A complete application is necessary prior to site visit

Page 1: Permit Application for Soil Erosion and Sedimentation Control

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

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

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

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

_____ **Section 5:** Provide the MDEQ Permit Number if applicable or the date you applied for your MDEQ permit.

_____ **Section 6:** Check type of project and describe work to be completed. The area to be disturbed **must** be flagged before site visit will be completed. Indicate the size of area to be disturbed in acres or square feet. Indicate distance to the closest water body or wetland and provide anticipated start and completion dates.

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

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

Page 2: Directions and Site Plan

_____ 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.

Finally: When Your Soil Erosion and Sediment Control Permit is Received

_____ **POST THE PERMIT AT THE CONSTRUCTION SITE WITH PLAN.**