

Erosion Control Permit Application Checklist & Approval Process

Small Project

| Application Checklist | Site Plan Checklist |
|---|---|
| <ul style="list-style-type: none"><input type="checkbox"/> All contact information is filled out<input type="checkbox"/> Project information and activity listed<input type="checkbox"/> Disturbed and site area calculated<input type="checkbox"/> Initial you understand the expectation of waste management and spill response<input type="checkbox"/> Read through required inspections and conditions<input type="checkbox"/> Sign and date the back of the application<input type="checkbox"/> Detailed site plan | <ul style="list-style-type: none"><input type="checkbox"/> Project boundaries and soil disturbance<input type="checkbox"/> Discharge points<input type="checkbox"/> All required BMPs and placement<input type="checkbox"/> Washout and waste disposal locations<input type="checkbox"/> Staging and stockpiling<input type="checkbox"/> Nearby storm inlet locations<input type="checkbox"/> Waterways and wetlands highlighted<input type="checkbox"/> Any temporary and/or permanent stormwater conveyance systems<input type="checkbox"/> Impervious surface after construction<input type="checkbox"/> Final vegetative practices<input type="checkbox"/> Clear labels or a legend |

1. **Submit your completed permit application and site plan to the City.**
 - o Submit at the front desk of City Hall or by emailing it to sethh@keizer.org
2. **Wait!**
 - o Staff will contact you once your erosion control plan is approved or if changes need to be made. Only then can installation of BMPs occur at the site, no other ground disturbance may occur at this time.
3. **Schedule an initial inspection.**
 - o After the approved BMPs are installed, contact City Staff at 503-856-3424 to schedule an initial inspection.
 - o During the initial inspection, City Staff will review your installed BMPs. If approved, a permit will be issued. Once your permit is approved, you may begin ground disturbance activities.
4. **Permit is issued and work can begin.**
 - o After a permit is issued, the site operator is responsible for maintaining all BMPs.
 - o City Staff will routinely inspect for compliance during the permit term.
5. **Inspect your site for compliance:**
 - o Every 4 days during active construction.
 - o Before your site goes into an inactive period to ensure all erosion control BMPs are in place and repairs are done.
 - o When a site is inactive for more than 14 calendar days, inspect every 2 weeks.
6. **Schedule a final inspection**
 - o You must schedule a final inspection to close your permit.
 - o In order to receive your Certificate of Occupancy, final stabilization must be achieved, BMPs removed and all waste disposed of properly.





Erosion Control Permit Application

Small Project

Use this form to apply for permit coverage if your project is between 2,000 and 10,000 ft² or if your project is within 50 ft. of a waterway and over 200 ft² within the City of Keizer.

THIS SECTION IS FOR INTERNAL USE BY CITY OF KEIZER BLDG Permit #: _____ PWK #: _____ EC Permit #: _____

Date Received: _____ Date Reviewed: _____ Fee Amount: \$ _____ Payment Date: _____

Application Status: Approved Conditionally Approved Denied: _____

Applicant Information

| | |
|---|--------|
| Applicant: | |
| Phone #: | Email: |
| Property Owner (if different than applicant): | |
| Phone #: | Email: |

Project Information

| | |
|---|-----------------------|
| Project Address or Tax lot #: | |
| Development name: | |
| Total Lot Area: | Total Disturbed Area: |
| Construction Activity (linear utility, single family, etc): | |
| Project Start: | Project End: |

Required Best Management Practices- Check all BMPs that apply:

| | | | |
|-----------------------------|---|---|---------------------------------|
| Perimeter control: | <input type="checkbox"/> Sediment Fence | <input type="checkbox"/> Straw Waddles | <input type="checkbox"/> Other: |
| Construction entrance/exit: | <input type="checkbox"/> Existing Gravel Driveway | <input type="checkbox"/> Constructed Entrance | <input type="checkbox"/> Other: |
| Inlet protection: | <input type="checkbox"/> Silt Sack/ Insert | <input type="checkbox"/> Bio Bags | <input type="checkbox"/> Other: |
| Temporary stabilization: | <input type="checkbox"/> Natural Fiber Netting | <input type="checkbox"/> Plastic Sheeting | <input type="checkbox"/> Other: |
| Final stabilization: | <input type="checkbox"/> Planting | <input type="checkbox"/> Mulch | <input type="checkbox"/> Other: |

Waste Management- Initial below to certify that you understand the following:

- _____ I agree to install, use, and maintain a concrete washout for all concrete wastes generated on-site.
- _____ I understand it is unlawful to accumulate solid waste that is hazardous to public health and safety or any waste not stored within an approved solid waste receptacle. I understand that it is unlawful to bury any solid, liquid, or hazardous wastes on site.
- _____ I understand that portable toilets must be regularly maintained and securely located behind the curb and not in a public/private street, alley or other trafficked pathway.
- _____ I understand that it is my responsibility to prevent and clean spills to the best of my abilities and to immediately report spills over 5 gallons and/or toxic or hazardous spills of any amount to the City of Keizer.

A complete site plan must be attached and include:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> All BMPs drawn and labeled | <input type="checkbox"/> Portable toilets | <input type="checkbox"/> Inlets | <input type="checkbox"/> Staging / Stockpile |
| <input type="checkbox"/> Disturbed area | <input type="checkbox"/> Waste disposal areas | <input type="checkbox"/> Spill supply location | <input type="checkbox"/> Stormwater facilities |
| <input type="checkbox"/> Property lines | <input type="checkbox"/> Concrete wash | <input type="checkbox"/> Waterways / Wetlands | <input type="checkbox"/> Impervious structures after construction |

Required Site Inspections:

- ▶ Permittee must inspect all BMPs as follows:
 - During active construction periods: inspect daily (wet weather) or weekly (dry weather)
When site is inaccessible, inspect at an accessible discharge point or downstream location.
 - During in-active construction periods: inspect every two weeks
After 14 days of inactivity, soil must be covered with mulch, straw or compost (minimum 2 in). After 30 days of inactivity, soil must be stabilized with seeding or heavy mulch (minimum 4 in).
- ▶ A copy of the ESCP¹ must be kept on site at all times. Records must be kept of all site inspections as well as a log of any actions taken to correct deficiencies.

Required BMP Maintenance:

The control measures identified are a minimum requirement for anticipated site conditions. Upgrade BMPs and control measures as needed to comply with the permit and City of Keizer Code Chapter 18 Article IV- Erosion Control.

- ▶ All BMPs must be implemented, installed and maintained by the permittee or their designee.
- ▶ BMPs must be serviced per manufacturer’s guidelines.
- ▶ The project site must be stabilized at the end of each workday to ensure no soil leaves the site.
- ▶ Loose soil and material are to be contained on site at all times. 0.5 Cubic foot or more of material that leaves the site is a direct violation of the permit.

Permitting Procedures:

- ▶ BMPs may only be installed once the City approves your application.
- ▶ The permit applicant must call for an initial inspection when all BMPs are properly installed.
- ▶ Upon successful initial inspection applicant will receive an Erosion Control Permit.
- ▶ Permit closure is required at the completion of the project. The final Certificate of Occupancy shall be withheld until the permit closure is completed.

All ground disturbing activity is subject to the conditions and penalties described in the City of Keizer Code Chapter 18 Article IV- Erosion Control.

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE

I certify that I am the owner of the subject property or I am a legally authorized agent. The information contained in this application is true and correct to the best of my knowledge and belief. I agree to pay all permit fees required by the City of Keizer’s Erosion Control Fee Schedule. I affirm with my signature that I have read this application, I am aware of, and agree to adhere to, the conditions of the Erosion Control Ordinance and permit (if issued) for all work done on this site:

Applicant Signature: _____ Date : _____

¹ ESCP also refers to the CSPPP

