

EEP PPM Section 8.3.2.2.3		Document No.: IMP.PRO.02.02.03	
Procedure Title: Preparing and Submitting Applications for Erosion and Sediment Control Permits		Rev. No. 1	Page: 1 of 6
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1.0 PURPOSE AND SCOPE

- 1.1 Purpose. The purpose of this procedure is to describe how to obtain an Erosion and Sediment Control permit for an EEP restoration project.
- 1.2 Scope. This procedure applies to any site design for construction of EEP restoration projects. Land disturbing activities of more than one acre must have an erosion and sedimentation control plan approved by the DENR, Division of Land Resources, Land Quality Section.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Project Manager (PM)
 - EEP Review Coordinator (RC)
 - EEP Sediment and Erosion Control (SEC) Engineer
 - EEP Project Control / Research Director (PCRD)
 - EEP Budget Officer
 - DENR Land Quality Section
 - Design Firm

2.0 PROCEDURE STEPS

- 2.1 Request Draft Construction Plan. The EEP Review Coordinator (RC) requests three copies of the draft Construction Plan from the Design Firm.
- 2.2 Distribute Draft Construction Plan. The RC provides one copy each of the draft plan to the EEP Project Manager (PM) and the EEP Sediment and Erosion Control (SEC) Engineer and retains one copy for review.
- 2.3 Review Draft Construction Plan. The SEC Engineer reviews the draft Construction Plan within a two-week review period. The PM and RC simultaneously review the draft plan. The PM may provide comments to the RC. If there are comments, go to next step. If there are no comments, go to Step 2.6.
- 2.4 Send Comments to Design Firm. The RC compiles comments in letter to Design Firm (if applicable).
- 2.5 Address Comments. Design Firm addresses comments to RC (if applicable).
- 2.6 Request Final Construction Plan. The RC requests six electronic copies of the final Construction Plan (2-24" x 36" copies, 4-11" x 17" copies).
- 2.7 Review Final Construction Plan. The SEC Engineer reviews the final Construction Plan. PM and RC simultaneously review final plan for construction specifications only.

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- 2.8 Complete Financial Responsibility/ Ownership Form. SEC Engineer completes the Financial Responsibility/ Ownership Form and submits form to EEP Project Control / Research Director (PCRD) for approval.
- 2.9 Sign Form. The EEP PCRD signs form as signature authority for EEP Director and gets form notarized. [**Note:** The Processing Assistant has a list of notaries.] PCRD returns form to SEC Engineer.
- 2.10 Arrange Permit Fee Payment. SEC Engineer notifies EEP Budget Officer to transfer funds to DENR Land Quality Section for Erosion and Sediment Control permit. [**Note:** The fee is based on the number of acres.] EEP Budget Officer completes Journal Adjustment Code Sheet and sends copy to applicable Land Quality Regional Office. EEP Budget Officer sends copy of paperwork to Land Quality Budget Officer to inform him/her when the transaction has been completed.
- 2.11 Submit Application for Erosion and Sediment Control permit. SEC Engineer submits application for Erosion and Sediment Control permit to DENR Land Quality Section. [**Note:** Submit the application at least 30 days prior to initiating an activity; a Certificate of Plan Approval from the State is required.] The application includes three copies of the final construction plan (two 24" x 36" copies, one 11" x 17" copy), one copy of restoration plan, and a signed copy of Financial Responsibility/Ownership Form. Land Quality has 30-day review period to approve or disapprove.
- 2.12 Land Quality Section sends Letter to EEP. Land Quality Section sends letter of approval or disapproval letter with reasons for disapproval to EEP PCRD, with copy to Design Firm. If approved, go to Step 2.15. If disapproved, go to next step.
- 2.13 Address Comments. Design Firm addresses comments and submits revised Construction Plan to SEC Engineer, if applicable.
- 2.14 Submit Revised Construction Plan for Erosion and Sediment Control permit. SEC Engineer reviews changes and submits revised Construction Plan to Land Quality Section, if applicable. Land Quality has 15-day review period to approve or disapprove.
- 2.15 Notify Interested Parties. EEP PCRD forwards letter of approval to SEC Engineer for file. SEC Engineer notifies RC that Erosion and Sediment Control permit has been approved and provides PM with onsite construction permit. SEC Engineer informs the Land Quality Section Regional Office when construction will begin.

2.16 Post Certificate of Approval. PM provides copy of the approved plan to Design Firm. Design Firm must post the Certificate of Plan Approval at the primary entrance of the job site before construction begins.

3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

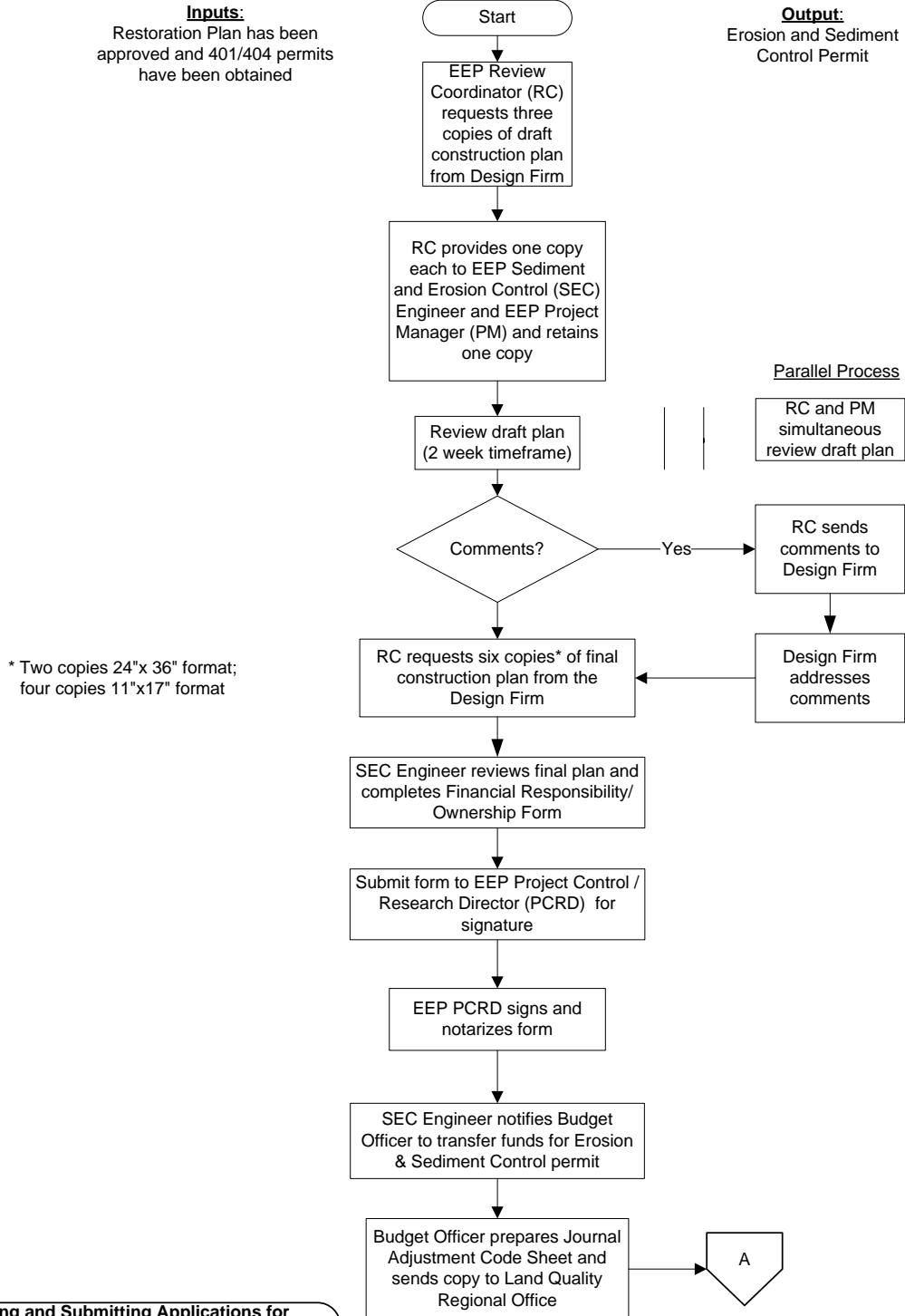
Table 1. Responsibilities and Authorities

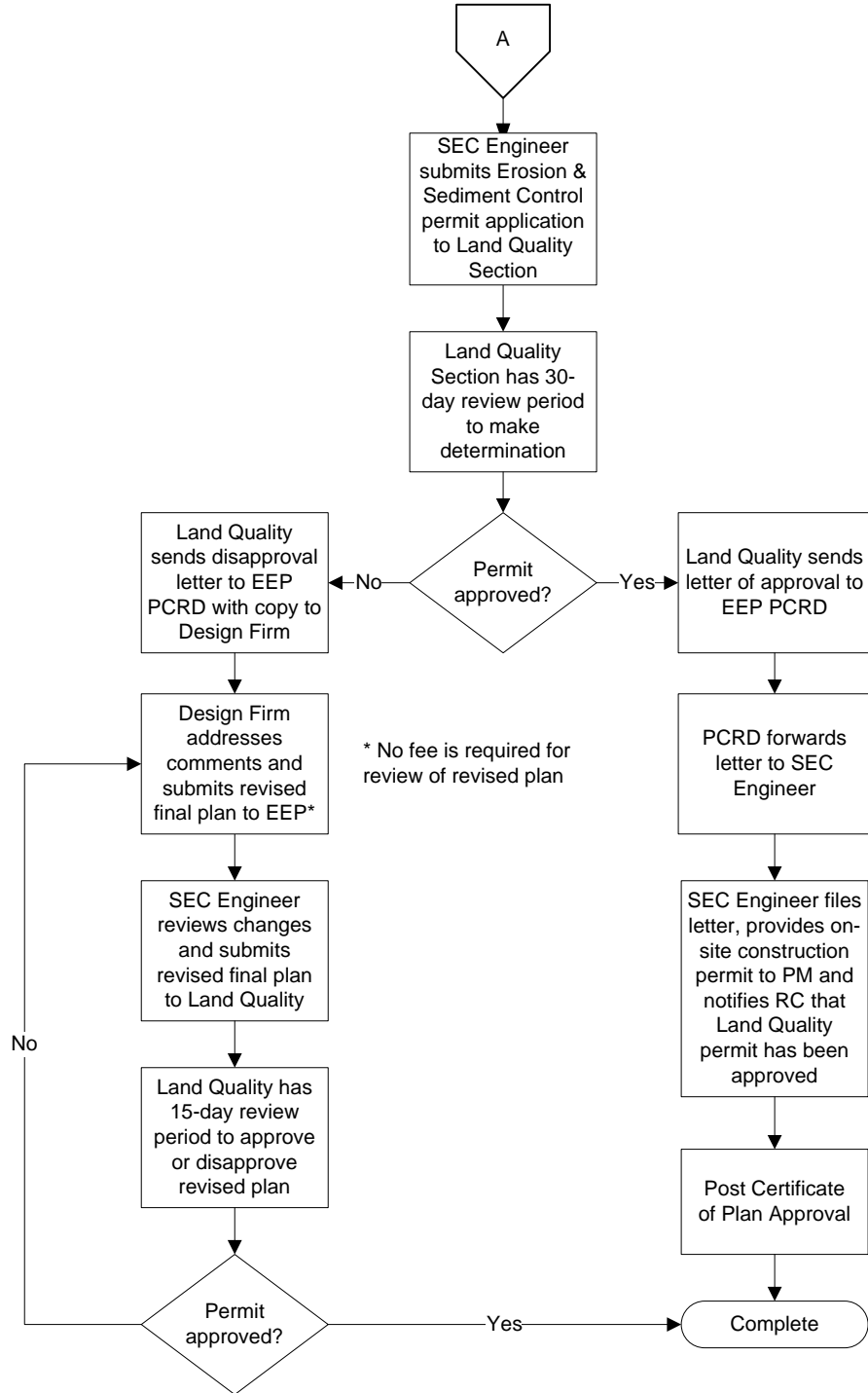
Step #	Procedure Step	EEP Project Manager	Review Coordinator	Sediment and Erosion Control Engineer	EEP Project Control / Research Director (PCRD)	EEP Budget Officer	DENR Land Quality Section	Design Firm
1	Request draft construction plan		P					N
2	Distribute draft construction plan		P					
3	Review draft construction plan	RI	RI	RI				
4	Send comments to Design Firm		P					
5	Address comments							P
6	Request final construction plan		P					N
7	Review final construction plan	RI	RI	RI				
8	Complete Financial Responsibility/ Ownership Form			P				
9	Sign form				RA			
10	Arrange permit fee payment			A		P		
11	Submit application for Erosion and Sediment Control permit			P			RA	
12	Land Quality sends letter to EEP				N		P	N
13	Address comments, if applicable							P
14	Submit revised Construction Plan for Erosion and Sediment Control permit, if applicable			P			RA	
15	Notify interested parties	N	N	N	N		P	
16	Post Certificate of Approval	A						P

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

4.0 PROCEDURE FLOW DIAGRAM





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5.0 REFERENCES

Erosion and Sediment Control Field Manual
Sediment Pollution Control Act of 1973

6.0 FORMS

[Financial Responsibility/Ownership Form](#)