



Erosion & Sediment Control Guidance

Do you need an Erosion & Sediment Control (ESC) Permit?

Guidance for Individual Residential or Commercial Units

Answer all questions to find out which permit(s) you must obtain and how to quickly get your ESC permit with the City of Chubbuck.

Do you need a Federal Construction General Permit (CGP)?

1. Will your project disturb more than 1 acre of ground or is it part of a larger common plan of development that was initially 1 acre or larger in size? YES NO
- If NO, skip to question 2. You do **NOT** need a Federal CGP.
 - If YES, You **MUST get a Federal CGP** and meet its requirements, as follows (*You must meet these requirements before submitting for a City of Chubbuck building/excavation/grading Permit*):
 - Develop your Federal Storm Water Pollution Prevention Plan (SWPPP)
 - File for your Notice Of Intent (NOI)
You must attach a copy of your NOI and tracking number to your City of Chubbuck building/grading/excavation permit application. Do NOT attach a copy of your SWPPP

Do you need a City of Chubbuck Erosion and Sediment Control (ESC) Permit?

2. Are you exempt from municipal permit requirements (*See Exemption List*)? YES NO
- If YES, you do **NOT** need an ESC permit.
Sign the front page of this form at the bottom and request your building/grading/excavation permit; no ESC permit is required.
 - If NO, you **MUST get an ESC Permit**.
This permit requires that when you submit your application for a grading/excavation/building permit, you must provide additional information regarding your project, including a site drawing and narrative description. (*See attached sample drawing and narrative*).

Erosion and Sediment Control Plan Exemption List

All construction projects MUST control sediment and dust.

However, an Erosion and Sediment Control (ESC) plan is NOT required for the following activities (*Review the City's Erosion and Sediment Control Ordinance or contact City of Chubbuck staff for additional guidance on these exemptions*):

RESIDENTIAL PROPERTY:

- Minor land disturbance** activities performed by property owner or their employee on a single lot (*such as minor landscaping activities*). Activities must disturb no more than 10 cubic yards or $\frac{1}{4}$ acre.
- Utility Work** on a residential lot in which no sediment leaves the property.
- Post and pole installation** (less than 2 cubic yards excavation at any 1 location)
- Parking lot and driveway repair** (less than $\frac{1}{4}$ acre disturbed and no sediment leaves the property)

COMMERCIAL PROPERTY:

- Minor land disturbance** activities performed by property owner or their employee on a single lot (*such as minor landscaping activities*). Activities must disturb no more than 10 cubic yards or $\frac{1}{4}$ acre.
- Post and pole installation** (less than 2 cubic yards excavation at any 1 location)
- Utility repair work** (less than 2 cubic yards of excavation at any 1 location)
- Parking lot and driveway repair** (less than $\frac{1}{4}$ acre disturbed and no sediment leaves the property)

CITY/COUNTY PROPERTY:

- Utility repair Work** (less than 2 cubic yards of excavation at any 1 location)
- Post and pole installation** (less than 2 cubic yards excavation at any 1 location)

If your project is NOT exempt, use the City's Erosion and Sediment Control (ESC) Guidance documents to develop your ESC Plans.

How do I create an Erosion and Sediment Control (ESC) Plan?

*Guidance for Individual Residential or Commercial Units, 1 acre or less
(including sites in a common plan of development or sale)*

Questions to keep in mind while preparing the Erosion and Sediment Control Plan.

1. For whom is the plan being written?
2. How and by whom (responsible party) will the plan be implemented?
3. When will the plan be implemented and inspected?
4. Where will Best Management Practices (BMP's) be installed?
5. Why is the plan being developed?
6. What has been developed?

Erosion control plans shall include but not limited to the following:

1. Erosion control narrative which discusses, with supporting technical documentation, the strategy of the proposed erosion control plan, and including significant details of the BMPs which will be utilized. Maps, diagrams, and figures, except computer printouts, shall be clearly labeled. The narrative shall contain an introduction, analysis, timetable, and conclusion.
2. Site drawing of existing and proposed conditions, including:
 - a. Property boundaries and lot lines.
 - b. North arrow, scale and date.
 - c. Excavations, grades, paved areas (adjacent roadways labeled), pond elevations, structures, utilities, etc.
 - d. Drainage easements.
 - e. Benchmark.
 - f. Surface water and wetland, drainage patterns and watershed boundaries, proposed and existing.
 - g. Location of vegetative cover and re-vegetation or stabilization in disturbed areas.
 - h. Location of BMPs.
3. Topographic survey showing drainage and irrigation water conveyance systems and finished grade contours at two foot intervals. Sites less than one acre, with less than two percent cross grades, may submit grade spot elevations of the property line and other required points in lieu of the topographic study.
4. Plan of new or modified drainage systems, including system dimensions.
5. Sites located in areas which are sensitive, having slopes in excess of 15%, erodible soils, or otherwise designated as sensitive by City, state or federal regulations shall have all erodible soils designated and classified using the Unified Soil Classification System (USCS). An engineering geology or geotechnical report, prepared by a registered geologist or geotechnical engineer, and providing recommendations for erosion control, is required for all preliminary plats with additional information required in more complex geotechnic settings.
6. Location and schedule of soil disturbance.
7. BMP's inspection and maintenance schedule (consistent with Federal NPDES requirements).
8. Final vegetation, landscape, and permanent stabilization measures. Plant species for grasses, forbs and shrubs shall be selected from the City of Chubbuck "Re-vegetation Guide" available from the Permit Counter, for all areas other than commercial or residential lawns.
9. Name, title, address, and telephone number of the land owner or owner's representative.
10. Any other information used to prepare the erosion control plan, such as geologic reports prepared by a registered geologist, maps and geotechnical engineering reports prepared by a registered engineer, and soil surveys. Photographs should be included and appropriately labeled.

Sample Erosion and Sediment Control Plan Narrative

(Development under one acre, including sites in a common plan of development or sale)

Visit the site, develop and complete a Storm Water Pollution Prevention Plan (SWPPP) or sign on to the Developer's SWPPP (either way an Erosion and Sediment Control Plan will be prepared for our project). File an e-NOI with the Environmental Protection Agency (EPA), no work will be done in the field until the e-NOI status is active.

A pre-construction conference will take place on site near April 15 with the General Contractor, Owner, and Certified Erosion and Sediment Control Individual. Before the pre-construction conference, the project surveyor will stake out the lot, drainage ways, and Best Management Practices (BMP's). Lot boundary and limits of grading areas will also be clearly marked. The General Contractor is charged with installing and maintaining all BMP's such as, but not limited to silt fences, seeding, erosion matting and aggregate construction entrance/exit. If construction goes longer than planned the erosion and sediment control measures shall remain functional and be maintained throughout the winter months. In the pre-construction meeting it will be mentioned to all responsible the failure to adequately maintain erosion and sediment control measures constitute a violation of the e-NOI and the issued building or other permit.

A final list of all project contacts, phone numbers, e-mail addresses, etc. will be provided to all parties at the preconstruction conference.

The timing and sequence of construction is scheduled as follows (see attached map):

1. Construction is scheduled to begin near May 1.
2. Gravel construction entrance/exit will be installed. If debris is tracked off site or on to the roadway, cleanup measures will be taken promptly.
3. BMP's will be installed as shown on the plan map and downstream storm water inlet will be protected.
4. The Concrete washout area will double as the temporary sediment basin during construction. Drainage paths will be provided to ensure positive drainage away from all structures is maintained and a check dam with a small pond area incorporated in the landscaping will be placed as the permanent storm water management device after development is complete.
5. Topsoil stripping and rough grading will follow. Material will be located as shown on the map. Stockpile will be used for final landscaping with the remainder hauled off.
6. A frost free hydrant will be temporarily installed and a water meter requested for dust control measures until the home's hose bib is completed.
7. Construction of the structure continues.
8. After 95% construction status of the structure is completed, the topsoil will be reapplied and the landscaper will complete irrigation, seeding/fertilizing and install erosion control matting as needed.
9. All BMP's and inlet protection will be removed, sediment levels checked in the storm water basins (sediment accumulation cleaned out if needed).
10. Request the Certificate of Occupancy.