

How to Complete an Alternate Erosion and Sediment Control Plan for a Building Permit

This guidance document is provided to assist an applicant in the process to complete an ESC plan. The County may request additional information to complete the review. In all cases, this guide does not replace the County Ordinance requirements.

Effective January 18th 2005, building permits for Principal and Accessory Structures within the unincorporated areas of Scott County require an approved Alternate ESC Plan and an ESC/Landscaping escrow account.

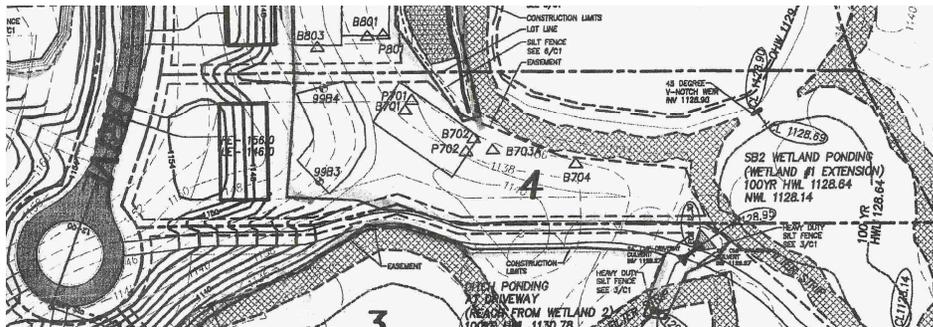
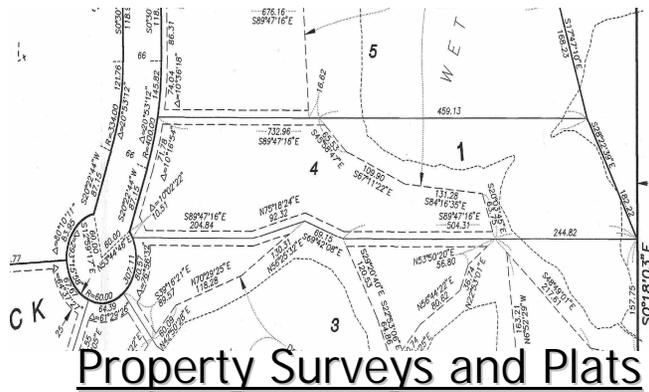
An ESC Plan and escrow is not required for repair and maintenance permits such as roofing, windows, sun decks, etc.



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Scott County Soil & Water Division
January 2007

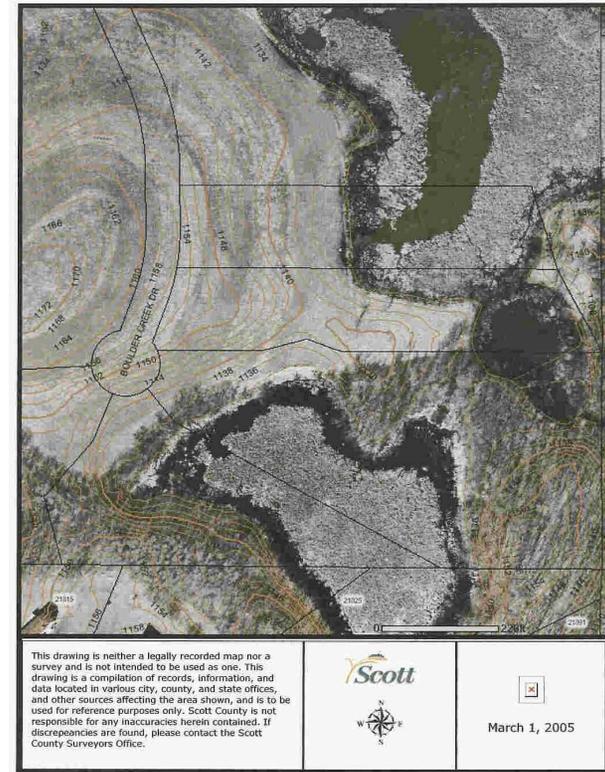
Step #1- Find available information for the project site

The permit application requires that you provide some specific information about the project site. You may need to research several sources to find the information.



Development Engineering Drawings

Contact the Developer or Project Engineer for copies of the engineering drawings.



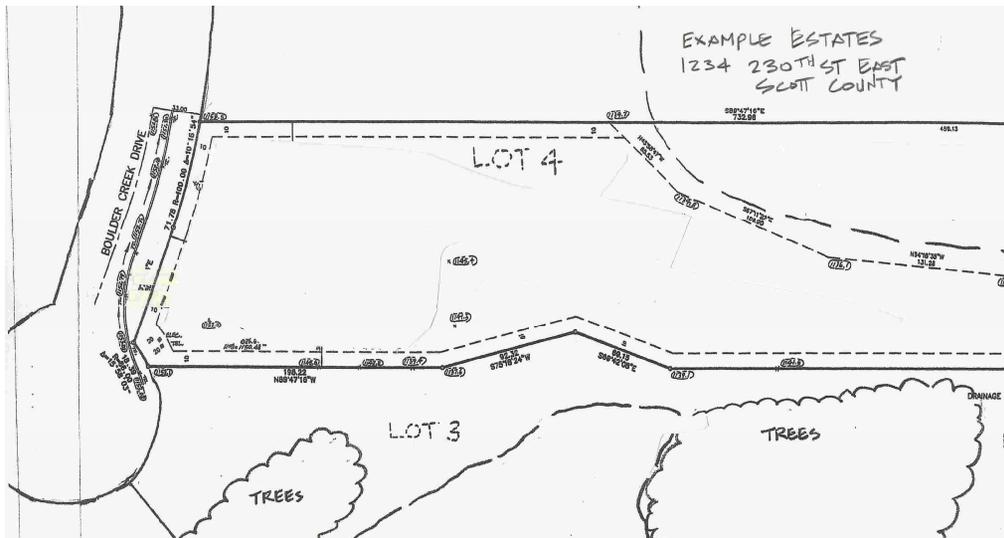
County GIS Maps

Free aerial photography, contours and drainage pattern information is available on the GIS Quick Map Tool on the Scott County Website at www.co.scott.mn.us

Step #2 - Create a site plan of the project area.

Using the information obtained in Step #1, create a project site plan. The plan must be legible. (At least 1"=50' scale on 11" x 17" paper is recommended)

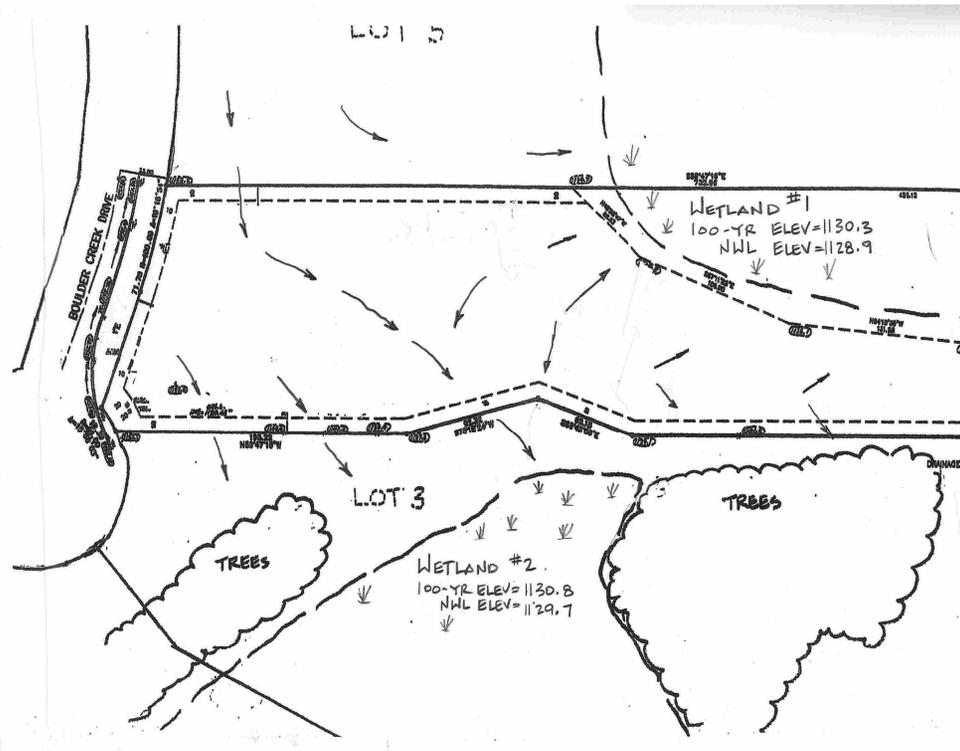
Make sure the plan shows the:



Project Site Plan

- Project Address and Lot Block information.
- Property Lines and Easements
- Existing surface features such as roads, trees and other buildings in the area.
- Identify all utility information such as culverts, drain tiles, gas and electric lines.
- Identify all other site features that may be impacted by the project.

Step #3 - Add drainage information onto the site plan.

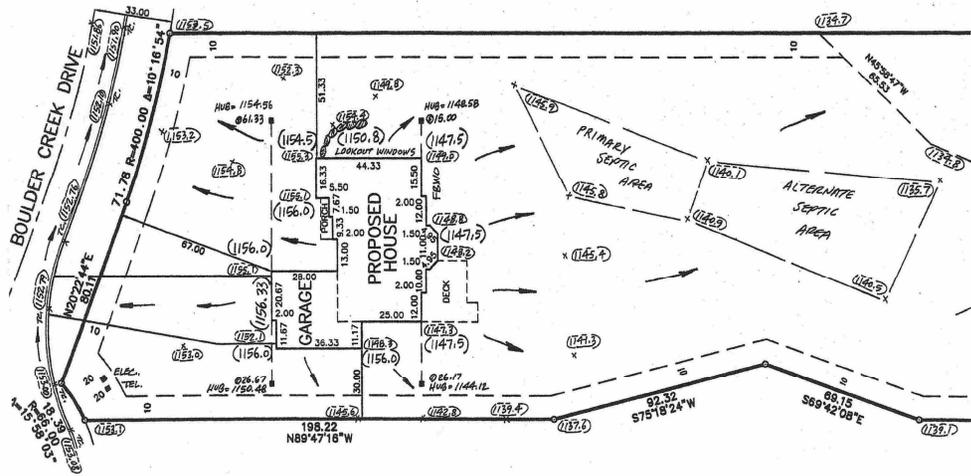


Project Site Plan with drainage information

Add this information to the site plan:

- Identify drainage features such as ponds, wetlands, infiltration areas, ditches and drainage ways.
- Identify all steep slopes, ravines and top of bluffs.
- Show delineated wetlands.
- List the normal water level and the 100-year flood elevation of wetlands, flood plains and water bodies. Identify landlocked or poorly draining areas, if any.
- Draw flow arrows wherever water flows onto, across and off of the project site.

Step #4 - Add the new construction onto the site plan.



Project Site Plan with new construction

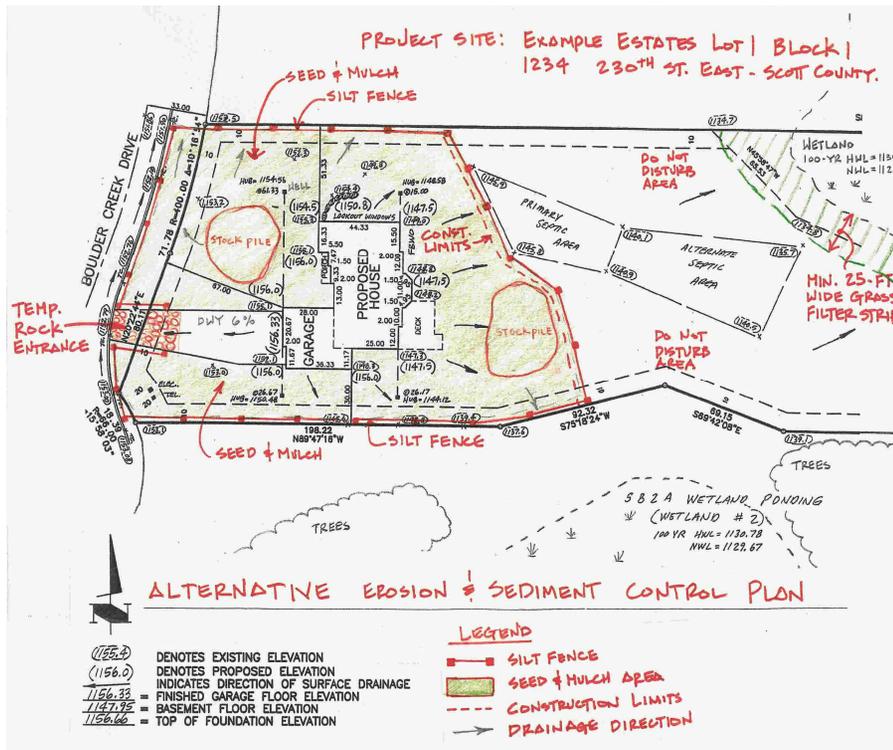
Accurately draw everything to be built:

- New driveway and building locations. List the building floor elevations. Indicate the lowest floor elevations of the proposed structure
- Show the locations and elevations of all proposed (or future) accessory structures such as walls, pools and sheds. Indicate the lowest floor elevations of the proposed structure
- Draw slope arrows to show the site grading and drainage patterns.
- Identify ditch grades and culvert information.
- Show special grading needed to coordinate drainage and elevations with adjacent properties.
- Show all new culverts, ditches and drainage facilities such as ponds or infiltration areas.
- Show ISTS and well locations.

Step #5 - Add the ESC measures onto the site plan.

In addition to identifying property, site, and drainage information as indicated in Steps 2, 3, & 4 above, the following information must be drawn onto the site plan prior to approval:

- ✓ North arrow, Drawing Scale, and Legend
- ✓ Draw a dashed construction limit line along the outside boundary of all areas that will be disturbed by construction. Include the driveway, building pad and other graded areas, borrow sites and stockpile locations.
- ✓ Label Stockpile Locations
- ✓ Label "Do Not Disturb" on areas outside of the construction limit line.
- ✓ Show perimeter BMPs at the downhill edge of land disturbances and stockpiles. (Install on uphill side of filter strips and infiltration areas)
- ✓ Show temporary rock entrances.
- ✓ Add rip rap at culvert outlets (including driveway culverts)
- ✓ Inlet controls such as rock logs, biologs, silt fence etc. (including driveway culvert inlets)
- ✓ Show ditch bottoms stabilization (i.e. erosion control blankets, ditch checks, etc.)
- ✓ Show an undisturbed grass filter strip (at least 25-ft wide) along the edges of wetlands and watercourses.
- ✓ Identify areas and methods of temporary or permanent soil stabilization such as seed and straw mulch, hydroseed, sod, etc.
- ✓ Indicate Designated Concrete Washout Areas and methods of containing washed material on site such as silt fence or equivalent.
- ✓ Identify all trees to be "Saved" or "Removed".



Alternate Erosion and Sediment Control Plan

Instructions on how to install Best Management Practices (BMPs) are given on the MN Pollution Control Agency website:

<http://www.pca.state.mn.us/water/stormwater/stormwater-manual.html>

Failure to provide requested information as outline on this checklist may result in the delay of your permit application.

Step #6 - Complete the Alternate ESC Form

Erosion & Sediment Control General Notes for Building Permits
(Staple these notes to the Alternate Erosion/Sediment Control Plan)

Property address/description: _____
 Type of Structure proposed _____ Approx. Land Disturbance (acres or sq ft) _____
 Property Owner: _____ Phone: _____ Fax: _____
Person Responsible for Providing Erosion & Sediment Control Inspections and Maintenance is:
 Name: _____ Company _____
 Phone No. _____ Cell No. _____ Fax: _____
 (Please provide mailing address if fax # is not available)

GENERAL

- No land disturbing activity shall occur until a Scott County Building Permit has been issued.
- If disturbing over 1 acre of land, or less than one acre if part of a common plan of development or subdivision, the applicant is responsible for obtaining a state NPDES Permit to Discharge Stormwater from Construction Sites from the MPCA. See <http://www.pca.state.mn.us/water/stormwater/stormwater-c.html#ordinance> for NPDES Permit applications and requirements. Documentation that an NPDES Permit has been obtained may be requested by Scott County.
- All Erosion & Sediment Control work shall comply with Zoning Ord. No. 3, Chapter 6, Local Watershed District, Scott WMO, NPDES, and all other applicable requirements. The notes below are not a complete list of requirements, but are the most common requirements for a building permit. The applicant is still responsible to know and comply with all of the requirements listed above.
- Deviations from work and materials shown on the approved plans shall require written approval from Scott County.

Erosion Control Requirements

- Indicate boundaries of the Land Disturbance Limits on the plans, and clearly flag in the field prior to construction. No land disturbance allowed beyond the limit line. Wherever possible, preserve the existing topsoil, and vegetation.
- The owner and contractor must plan and implement erosion control BMP's such as vegetative buffer strips, cat tracking perpendicular to slopes, soil roughening, and construction phasing to limit the amount of exposed soils at any given time.
- All soils disturbed by construction or landscaping must be temporarily or permanently stabilized when inactive and/or unworked according to the following timeframes, unless otherwise approved by the county (including winter months):
 - Slopes steeper than 3:1 within 7 days; slopes 3:1 to 10:1 within 14 days; and slopes flatter than 10:1 within 15 days.
 - Stabilization methods include seed and straw mulch, erosion control blankets, sod, or hydro-seed applications.
- Ditch bottoms and side slopes of temporary or permanent drainage ditches shall be stabilized within 200 feet from the property edge or point of discharge within 24 hours. The preferred practice is erosion control blankets and flow velocity ditch checks.
- Temporary or Permanent energy dissipation BMPs, (rip/rap or equivalent) shall be placed at all culvert outlets within 24 hours.

Sediment Control Requirements

- A 1" to 3" rock construction entrance (or equivalent) must be installed prior to land disturbing activities. If tracking occurs onto paved surfaces, street sweeping, and/or adding rock to entrance must be completed within 24 hours of discovery.
- Prior to land disturbances, perimeter sediment control (silt fence or equivalent) is required on all down gradient perimeters of temporary or permanent stockpiles, and all areas disturbed by construction. Silt fences must be anchored 6" into soil surface and "J" hooked up construction entrance. Sediment control shall be maintained or replaced when found to be non-functional, and/or as soon as sediment reaches 1/3 the height of the perimeter control within 24 hours of discovery.
- Storm drain inlets (culverts, surface inlets, curb inlets, etc) shall be protected by appropriate BMP's within 24 hours.

Inspection and Maintenance Requirements

- The permittee shall inspect the required BMP's once every 7 days and within 24 hours after a rainfall event greater than 0.5 inches until vegetated. Inspection records and ESC plans shall also be made available within 24 hours upon request by the county.
 - Inspect Erosion and Sediment Control Requirements listed above to assure compliance, and maintain as needed.
 - Inspect off site properties and surface waters for sediment deposited by erosion. The permittee must remove sediment deposited in surface waters and off site property and restabilize the areas where sediment removal results in exposed soil, within 7 days.

Miscellaneous Site Management and Critical Area Requirements

- Wetland and watercourse buffer widths shall comply with the Scott WMO or Local Watershed District Rules and shall be indicated on plans and protected in the field prior to construction. Unauthorized wetland impacts are prohibited.
- No land disturbances and/or vegetative clearing or grubbing shall take place within the shore land impact zone per Zoning Ordinance #3, Chapter 70, or within the bluff impact zone per Scott WMO Rules without prior approval.
- Septic sites must be flagged and barricaded so that construction traffic does not disturb the proposed septic sites.
- Dewatering of any kind that may potentially discharge turbid or sediment laden water, shall be discharged to a temporary or permanent sediment basin or treated prior to entering surface waters, energy dissipation will be provided at all discharge points. Dewatering or basin draining activities shall not cause nuisance conditions, to downstream properties, channels or impact wetlands.
- External washing of concrete trucks and other construction vehicles shall be limited to a designated area where the runoff material from washing operations can be contained and disposed of properly.
- Solid waste materials such as construction debris shall be picked up and disposed of properly on a daily basis

OFFICE USE ONLY

Permit # _____
 Escrow Amount \$ _____
 Reviewed by : _____
 Date: _____

Revised 1-09-07

- Read all of the Alternate Erosion & Sediment Control Plan Notes.
- Fill in the project information at the top. Be sure to include the name and phone numbers for the project contact person.
- Staple the notes to the completed Alternate Erosion & Sediment Control Plan.
- Submit (2) copies of the plan and notes to Scott County for review with your Building Permit application.

A Reminder from the:



Minnesota Pollution Control Agency

An NPDES Construction Permit is required if your project disturbs more than 1-acre of land or disturbs less than 1-acre but is within a common plan of development or sale that is more than 1-acre.

See more information at:
www.pca.state.mn.us/water/stormwater/stormwater-c.html

Step #7 – Sign the ESC Escrow Agreement

1. Sign the agreement and establish the escrow when the permit is picked up. The applicant is responsible to inform the owners and all other interested parties of the agreement.
2. The ESC inspections will start when the land disturbance begins and will end when the site reaches final stabilization.

 **SCOTT COUNTY COMMUNITY DEVELOPMENT**
GOVERNMENT CENTER - 200 FOURTH AVENUE WEST - SHAKOPEE, MN 56379-1220
(952) 496-8475 - Fax (952) 496-9486 - Web www.co.scott.mn.us

Date _____ Permit No. _____
Property Address: _____ PID _____

Building Permit Erosion & Sediment Control (ESC) / Landscaping Escrow Agreement
Escrow Deposit Required: \$104 ESC Plan review + \$2,000 or \$500 ESC/Landscaping Escrow (non-interest bearing) in accordance with the Scott County Community Development Fee Schedule.

TERMS

Scott County requires an ESC plan review fee and an ESC/Landscaping escrow account be created for the purpose of protecting the land, water, air and other natural resources through effective compliance with the requirements of the approved permit plans and/or other measures as specified by County and/or State regulations.

Building Permit ESC Plan Review Fee and ESC Escrow

- A \$104 dollar ESC Plan review fee and a \$2,000 dollar ESC Escrow are required for all Building Permits issued for **principal** structures or **new commercial building**, or for accessory structures where potentially high environmental impacts may occur due to the proposed land disturbances as determined by the ESC plan reviewer. (Accessory structures shall include, but are not limited to, attached/detached garages, pole buildings, additions, swimming pools as well as other associated constructed site features such as walls and driveways.)
- A \$104 dollar ESC Plan review fee and a \$500 dollar ESC Escrow are required for all other (accessory) structures.
- The ESC Escrow can be waived for accessory structures where land disturbances are under 10,000 sq ft and are 100 feet away from any surface waters as defined in Appendix "B" of the NPDES Construction Permit or as determined by the ESC plan reviewer. If the ESC escrow is waived, the plan review fee will be \$100 dollars to governmental site inspection of permitted activities.
- Upon review and approval by the County, the escrow requirement may be waived if an equivalent ESC escrow is held by a City or Township that provides ESC inspections and enforcements equivalent to the County's ESC requirements.
- The ESC Plan review fee and escrow are not required for ISTS permits.
- This escrow is for the implementation of the ESC requirements only and does not include any provisions for ornamental tree planting or other site amenities as may be required by any Homeowner Associations, Developers Agreements or others.

Use of ESC/Landscaping Escrow Account

- The escrow account shall be billed to cover the costs incurred by the County that are directly related to the administration, site inspections and enforcement of the issued permit. Costs include, but are not limited to, staff time charges by County and/or Scott SWCD employees. The County or County representatives will conduct ESC inspections weekly or as needed to assure compliance with applicable regulations. An ESC inspection fee of \$15,000 per inspection will be deducted from the escrow account.
- If the initial escrow is determined to have insufficient funds to cover costs incurred by the County, the applicant shall pay, and be responsible for any additional costs incurred by the County above and beyond the initial ESC escrow.
- For accessory structures where the ESC Escrow has been waived and an initial inspection of the construction activities has determined that there is potential of environmental impacts, or the approved Alternate ESC Plan is not being followed, the applicant shall pay all related costs incurred by the county for follow up inspections, enforcement, and legal action.
- ESC inspections and the escrow account shall remain in effect until permanent site stabilization is achieved regardless of a transfer of property ownership or the issuance of a Certificate of Occupancy or any other circumstances where site stabilization has been delayed.
- Upon review and approval by the County, the remaining escrow balance shall be released when permanent site stabilization has been achieved by: completing all soil disturbing activities and establishing a uniform perennial vegetation with a density of 70% overall exposed soils; or as approved by the County for land disturbances where low potentials for environmental impact exist.
- A statement of escrow account billings shall be made available upon request.
- Following written notice of its intent to do so, this agreement grants the County and its agents the right to enter upon the subject property and to construct such measures or do such other work as may be necessary to protect public health, safety or welfare and to prevent damages and/or to remedy any ESC compliance violations. These actions may be taken by County personnel or the County may elect to hire an independent contractor to bring the property into compliance. All costs incurred, including re-inspections and legal actions, will be deducted from the ESC escrow account.

AGREEMENT

I have read and understand the above statements and terms. I understand the County may use the escrow funds for site inspections, on-site or off-site clean-up and repair of damages and/or at its option to pursue legal actions to enforce all applicable regulations. I accept full responsibility to provide effective ESC measures and further agree the escrow shall not be deemed to create or assign any liability to the County for any failure, lack of installation or damages alleged to result from or be caused by lack of ESC measures or failure of ESC measures, or by erosion or sedimentation associated with the construction activity authorized by the permit.

Signature of Owner: _____ Date: _____
Signature of Applicant: _____ Date: _____

NOTICE: THE APPLICANT IS RESPONSIBLE TO INFORM ALL CONCERNED PARTIES OF THE TERMS AND REQUIREMENTS OF THIS AGREEMENT, AND THE APPROVED ESC PLANS, AND NOTES.