



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

- DIVISION OF -

WATER & WASTE SERVICES

G-4610 BEECHER ROAD - FLINT, MICHIGAN 48532-2617

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JEFFREY WRIGHT
COMMISSIONER

Date: January 25, 2019

From: Soil Erosion and Sedimentation Control Staff

RE: Revised SESC Policies and Procedures

Recently, the Michigan Department of Environmental Quality conducted an audit on the Genesee County Water and Waste Services - Soil Erosion and Sedimentation Control Program. As a result of this audit, modifications on the SESC Application and Permitting Process will apply. Some of these changes are significant and we hope you will work with us as we begin the implementation process.

If you have any additional questions or concerns regarding these changes, please contact our Customer Service Representative Staff at 810.732.7870.

- Attached, please find the **new** application form(s). This **new** form must be filled out **completely** and signed by the landowner and/or authorized designated agent as defined on the application. The Division will now require the land owner **and** contractor/applicant address, phone number and e-mail address. The Division will continue to assist landowners in providing legal descriptions, parcel identification numbers, town/range information, along with contour and soils maps.
- Applications will be accepted for review once a **complete** application has been received along with the required review fee **ONLY**. Once the review of the application is complete, the applicant will be notified of any additional fees, plan deficiencies and/or security requirements. Permit fees and/or bonds, if applicable **will no longer** be accepted at the time of submission. In the event of incomplete applications or incorrect payments, the **entire** application packet will be **returned**.
- The type of the security instrument required is described in the policy dated December 18, 2018. A security will be required in the amount of \$3000 per acre of disturbance (rounded up). This calculation will include **all** structures, driveways, accessory buildings, utilities, stockpiles, landscaping and any other areas that will receive a final grade. The security instrument will be required in **all** instances where the landowner **differs** from the applicant/on site responsible party. This would include a corporate landowner, utilizing a separate, but related corporation/business to perform the work. A phone number and e-mail should be listed for the on-site responsible party. This should be the general contractor/home builder and not the excavation company.
- A security **will not be** required when the landowner **is performing** the on-site work. Once the permit is issued and upon inspection, we find the involvement of contractors/subcontractors, the permit will be revised and a security instrument will be required.
- The permit will be issued **in the landowner's name**, this will be verified using the most current information provided through the township assessor or the Genesee County Register of Deeds. If current ownership differs from these records, proof of the sale/transfer may be required.
- The permit packet will be distributed as follows via first class US mail or other allowable method. **Landowner - original** permit, approved SESC plan, construction and maintenance schedule and any/all specifications for the SESC measures indicated on the approved plan. The **contractor/applicant** listed as on-site responsible party will receive **copies** of these documents. As a courtesy and upon request, the complete application packet will be e-mailed to the owner and/or the applicant. Once issued, the permit is to be **posted** at the jobsite. Approved plans and additional documents must be available **on site** for review.
- Once the permit is issued, it becomes the responsibility of the permittee or his agent to **notify, in writing, GCDC-WWS 48 hours prior to installing the SESC measures or any earthmoving activity**. Failure to do so may result in forfeiture of the security, at the discretion of the Division. A verbal request is acceptable; however, the request must be followed with written documentation. Please visit our website at gcdcwws.com for the **Permit Activity Notification** link, or inquire with one of our Customer Services Representatives.
- Once an inspection is conducted and if the site is found to be deficient, an e-mail will be sent to the landowner noting these deficiencies. If corrections are not made in a timely manner, the site may be escalated into the enforcement process which may include but is not limited to: Notice of Violation, Notice of Determination, Cease and Desist, Forfeiture of Security Instrument and Issuance of Civil Infraction Citation.