

## Permit Application Instructions & Check List

Please be sure that the following items are included on the application

**ALL SECTIONS MUST BE FILLED OUT FOR A COMPLETE APPLICATION**

### Page 1: Permit Application for Soil Erosion and Sedimentation Control

\_\_\_\_\_ **Section 1: Applicant** - Name, mailing address, email address and phone number.  
(If designated agent is checked a landowner authorization document is required)

\_\_\_\_\_ **Section 2: Landowner** - Name, mailing address, email address and phone number.

\_\_\_\_\_ **Section 3: Contractor** - Name, mailing address, email address and phone number.

\_\_\_\_\_ **Section 4: Location** - Township, Section, Town and Range, Street address, and tax ID number of the project.

\_\_\_\_\_ **Section 5: EGLE Permit #** - Number of your EGLE permit or date applied for if applicable.

\_\_\_\_\_ **Section 6: Proposed Earth Change** – Check box - residential or commercial. Describe work to be completed. (ie. Excavation for construction of new home.)The area to be disturbed **must** be flagged before a site visit will be completed. Indicate the size of area to be disturbed in acres or square feet. Indicate distance to the closest water body or wetland and provide anticipated start and completion dates.

\_\_\_\_\_ **Section 7: On-site Responsible Person** – Name, email address and phone number.

**A Landowner signature or a Designated Agent signature  
with proper authorization from the landowner is required.**

### Page 2: Directions and Site Plan

\_\_\_\_\_ **Directions** – Clear directions to the site must accompany your application. Please provide a detailed map or detailed instruction.

\_\_\_\_\_ **Site Plan (overhead view)** - Show all earth change activity including location of all spoil piles, location and amount of all fill material, all landscape work and the location and distance to water or wetland areas.

**Post your Soil Erosion and Sediment Control Permit  
along with the site plan in an easily visible location**