SEDIMENT & EROSION CONTROL PERMIT APPLICATION

(ALSO SERVES AS EARTH CHANGE PERMIT FOR DEVELOPMENTS GREATER THAN 1 ACRE)
724 W. Ramm Road, Claremore, Oklahoma 74017

All new or remodeled developments where ground is broken, including utility, industrial, commercial, institutional/multi-family, single family, duplex residential facilities and all residential subdivisions shall obtain a *Sediment & Erosion Control Permit* prior to construction activity. The *Sediment & Erosion Control Permit* shall be required in addition to, and will not replace, any other permits required by the City of Claremore, ODEQ, the EPA, or any other governing agency for discharges associated with industrial, construction, or other land-disturbing activities. *All fields, except Fax #, are required.*

Questions? Contact the Stormwater Department at 918-341-0457 x285, or email stormwater@claremore.com.

THIS PERMIT APPLICATION AND ALL REQUIRED INFORMATION SHALL BE SUBMITTED, REVIEWED AND APPROVED *PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY*.

I. Facility Operator Information (i.e. property owner or operator)

Name: _____ **Phone:** _____ **Cell:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

E-Mail: _____ **Fax:** _____

Property owner name and address (if different)**:** _____

Check one: Primary Operator _____ Secondary Operator _____ Responsible for: _____

II. Site Information

Name of Project: _____ **Address:** _____

Legal Description: _____

What type of construction: Utility___ Industrial____ Commercial____ Institutional____ Multi-family____ Residential___ Sub-division____

Indicate size of development project to the nearest acre: _____ac. **Estimate area to be disturbed to the nearest acre:** _____ac.

III. Construction Activity

Superintendent: _____ **Company:** _____

Phone #: _____ **Mobile #:** _____ **Fax #:** _____ **Email:** _____

Construction Start Date: _____ **Estimated Completion Date:** _____

Please review land disturbance options A & B below, and provide the applicable information

(A) MORE THAN 1 ACRE – If disturbed area is 1 acre or more or part of a common development plan that is 1 acre or more, provide the following:

- Attach the following to this application:
  - Copy of ODEQ Stormwater Discharge Permit
  - Stormwater Pollution Prevention Plan (SWP3)
  - $25 Permit Fee Payment

--OR--

(B) LESS THAN 1 ACRE – If disturbed area is less than 1 acre and not part of a 1 acre or larger common development plan, provide the following details (attach additional pages if necessary for erosion and sediment control plan):

- Describe nature of the construction activity: _____

_____

- ▫ Identify nearest waterbodies (streams, creeks, rivers or lakes). Include distance and direction from your site:

  _____

  _____

- ▫ Describe planned sediment and erosion control measures and when they'll be installed: _____

  _____

  _____

- ▫ Describe planned temporary and/or permanent soil stabilization measures once construction is complete: _____

  _____

  _____

IV. Certification

By signing below, the applicant makes the following certification. "*I certify under the penalty of law that I have personally examined and am familiar with the information submitted in the attached document; and based on my information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibly of a fine and/or civil penalty. I understand that approval of this application does not release me from the responsibility of modifying my stormwater measures if they prove ineffective. In addition, I understand that representatives of the City of Claremore have the right to inspect the property covered by this Permit application during all phases of construction. I certify that I have read and understand the Stormwater Enforcement Standard Operating Procedures attached to this document.*"

Applications shall be signed by one of the following authorities:

1) By a responsible party (e.g. developer, owner/operator, contractor) with operational control over the project specifications and daily operations;
2) For a corporation, by an officer of the corporation, as authorized and charge of principal business functions, or any other person as authorized to perform similar policy- or decision-making functions for the corporation;
3) For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or,
4) For a municipality, state, federal, or other public facility, by either a principal executive officer or the chief executive officer of the agency or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency.

Name (Please Print): _____ Title: _____ Phone: _____

Signature: _____ Date: _____

Note: Permits are valid for 1 year from the date of issuance from the City of Claremore.

For Office Use Only

Permit fees:

- Land Disturbance Option A (1 acre or more) = $25 Fee
- Land Disturbance Option B (Less than 1 acre) = No Fee

Total paid: _____

Receipt #: _____

PERMIT IS (CHECK ONE BELOW):

APPROVED_____ **DENIED _____** **APPROVED WITH CONDITIONS_____**

_____ _____

CLAREMORE CITY ENGINEER (Option A: 1 Acre or more) DATE

_____ _____

STORMWATER INSPECTOR/MANAGER (Option B: Less than 1 Acre) DATE

COMMENTS / CONDITIONS:

_____

Upon Issuance of a Sediment & Erosion Control / Earth Change Permit, the Following Conditions Must be Upheld for the Duration of the Project:

A. Stripping of vegetation, re-grading and other development activities shall be conducted so as to minimize erosion. Clearing and grubbing must be held to the **minimum necessary** for grading and equipment operation. Pre-construction vegetative ground cover shall not be destroyed, removed or disturbed more than **10 days prior to grading or earth moving**. Construction must be sequenced to minimize the exposure time of cleared surface area;

B. Upon completion of land disturbing activities, contractors **will not leave slopes so that they will erode**. Erosion prevention methods shall include either revegetation, sodding, mulching, rip-rapping or covering with gunite. Regardless of the method used, the objective will be to leave the site as erosion-free and maintenance-free as practicable;

C. Whenever feasible, natural vegetation shall be retained, protected and supplemented;

D. Permanent or temporary soil stabilization is applied to disturbed areas to the extent feasible **within seven (7) days on areas that will remain unfinished for more than 14 days**. **Permanent soil stabilization with perennial vegetation shall be applied immediately after final grading is reached on any portion of the site**. Soil stabilization refers to measures that protect soil from the erosive forces of wind, raindrop impact and flowing water, and includes the growing of grass, sod, application of straw, mulch, fabric mats, and the early application of gravel base on areas to be paved;

E. A permanent vegetative cover shall be established on disturbed areas not otherwise permanently stabilized;

F. Sediment in Stormwater Runoff is **trapped by the use of debris basins, sediment basins, silt traps or similar measures** until the disturbed area is stabilized;

G. Neighboring **persons and property are protected from damage or loss resulting from excessive Stormwater Runoff, soil erosion or deposition upon property or public streets of water-transported silt and debris**. Adjacent property owners shall be protected from land devaluation due to exposed bare banks;

H. A controlled **construction entrance/exit is maintained in a condition that will prevent tracking or flowing of sediment** onto the public right-of-way. Tracked out sediment must be removed by the end of the workday;

I. Erosion and sediment **control measures must be in place and functional before earth moving operations begin, and must be constructed and maintained throughout the construction period**. Temporary measures may be removed at the beginning of the workday, but must be replaced at the end of the workday;

J. **Erosion and Sediment control plans shall be designed to withstand a 10-year return frequency storm event.** Structural controls shall be designed and maintained as required to prevent pollution. All surface water flowing toward the construction area shall, to the extent practicable, be diverted by using berms, channels or sediment traps as necessary. Erosion and sediment control measures shall be designed according to the size and slope of disturbed or drainage areas to detain Stormwater Runoff and trap sediment. Discharges from sediment basins and traps must be through a pipe or lined channel so that the discharge does not cause erosion. **Muddy water to be pumped from excavation and work areas must be held in settling basins or treated by filtration prior to its discharge into surface waters** where practicable. Waters must be discharged through a pipe or lined channel so that the discharge does not cause erosion and sedimentation;

K. All **control measures are inspected, and repaired as necessary, bi-weekly in dry periods and within 24 hours after any precipitation of 0.5 inches or more within a 24-hour period**. During prolonged precipitation, daily inspections and repairing must be performed. The permittee shall maintain records of such inspections and repairs;

L. A specific individual is designated to be responsible for erosion and sediment controls on each site;

M. There shall be no distinctly visible floating scum, oil or other matter contained in the stormwater discharge. The stormwater discharge must not cause an objectionable color contrast in the receiving water. The stormwater discharge must result in no materials in concentrations sufficient to be hazardous or otherwise detrimental to humans, livestock, wildlife, plant life or fish and aquatic life in the receiving stream; and

N. When the land disturbing activity is finished and stable, perennial vegetation has been established on all remaining exposed soil. The permittee shall notify the Engineering Department and Stormwater Quality of these facts and submit a NOT of the permit issued under this section. The Engineering Department and Stormwater Quality shall then provide a final inspection of the site within 2 business days after receipt of such notice and, when advisable, may require additional measures to stabilize the soil and prevent erosion. If such requirements are given by letter, the permittee shall continue to be covered by the provisions of this article until a request for termination of the permit has been accepted by the Engineering Department and Stormwater Quality.

KEEP THIS & THE FOLLOWING TWO PAGES FOR YOUR RECORDS

Stormwater Enforcement

Standard Operating Procedures

Violations of City Ordinances

In order to enforce violations of City Ordinances in a clear and consistent manner, the following Standard Operating Procedures (SOPs) will be adhered to.

1. **Verbal notification** will be given to the contractor onsite. Directions and a date will be given for correcting the violation. No written Notice of Violation (NOV) or administrative fine will be associated with this violation.

2. **Notice of Violation (NOV)** will be submitted to the contractor and address listed on the Sediment & Erosion Control Permit via Certified Mail. A deadline for correcting the violation will be given in the letter.

3. **Notice of Violation (NOV) with Administrative Fine** will be submitted to the contractor and address listed on the Sediment & Erosion Control Permit via Certified Mail, including an administrative fine, as outlined in the Fee Schedule table on page two (1st, 2nd, and 3rd offenses). A deadline for correcting the violation will be given in the letter.

4. **STOP WORK Order Issued** for construction projects in violation of City Ordinances. Construction cannot proceed until violations are corrected. STOP WORK will also be issued immediately for projects without a Sediment & Erosion Control Permit.

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Stormwater Enforcement
Standard Operating Procedures

Fee Schedule

Two categories of construction operations will be considered concerning administrative fees.

- Residential developments of four (4) or less structures will be considered "**Residential**."
- Commercial developments or residential construction in excess of five (5) or more structures will be considered "**Commercial**."

Residential		Commercial	
Offense	**Fee Schedule**	**Offense**	**Fee Schedule**
1st	$150 / violation	1st	$500 / violation
2nd	$300 / violation	2nd	$750 / violation
3rd	$450 / violation	3rd	$1,000 / violation
4th	**STOP WORK Order**	4th	**STOP WORK Order**

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