



SOIL EROSION AND SEDIMENTATION CONTROL PERMIT APPLICATION  
CHAPTER 29, ARTICLE II OF THE NOVI CODE

City of Novi  
45175 West Ten Mile Road  
Novi, Michigan 48375

**Note: Read Carefully and Fill Out Completely**

1. Project/Development Name: \_\_\_\_\_  
 Landowner's Name (As rec'd with Oakland County Register of Deeds): \_\_\_\_\_  
 Owner's Authorized Representative (Full Name): \_\_\_\_\_,  
 If not the same as Landowner's Name, include letter for authorizing owner's representative.  
 Date of Birth \_\_\_\_\_ Driver's License No. \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Engineer's or Architect's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3. When permit is ready, notify (Name) \_\_\_\_\_ by:  
 Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
 Fax Number \_\_\_\_\_

**Note: Permit is not valid until the inspection fee is paid, a performance guarantee is posted, and the permit is signed at the City of Novi.**

4. Brief Description of Project/Development:  
 Commercial  
 Industrial  
 Single-Family Residential  
 Multiple/Cluster Residential

5. Will project include the use of Sedimentation/Detention/Mitigation Basin(s): \_\_\_\_\_ Y \_\_\_\_\_ N  
 If yes, indicate basin type, quantity and basic location:

Phase of Project (if applicable): \_\_\_\_\_

6. Location of Project: \_\_\_\_\_ 1/4 of Section \_\_\_\_\_, City of Novi, Michigan.  
Nearest major crossroads: \_\_\_\_\_
7. Sidwell No. \_\_\_\_\_ and legal description of Parcel (provide as attachment or use reverse side if necessary).
8. Area of Parcel (in Acres): \_\_\_\_\_
9. Area of Earth Disruption (in Acres):
10. Certified Storm Water Operator will be:  
Name: \_\_\_\_\_ Cert. Number: C- \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
If the earth disruption (item No. 9) is five (5) acres or greater, obtain an NPDES (National Pollution Discharge Elimination System) permit from the MDEQ.
11. Type of soil(s) on site from County Soil Survey or soil borings (attach list).
12. Identify (by name if possible) drainage outlet(s) for project storm drainage discharge:  
Lake \_\_\_\_\_ Pond \_\_\_\_\_ Open Ditch \_\_\_\_\_  
Stream \_\_\_\_\_ Wetlands \_\_\_\_\_ Enclosed Drain \_\_\_\_\_  
Other \_\_\_\_\_
13. Linear distance (ft.) from site to nearest lake or stream or regulated wetland: \_\_\_\_\_
14. Will project include any work or disruption within a floodplain? (Placement of fill, structure installations, etc.) \_\_\_\_\_ Y \_\_\_\_\_ N  
If yes, has a permit application been submitted to the Comm. Dev. Dept.? \_\_\_\_\_ Y \_\_\_\_\_ N  
If not, explain \_\_\_\_\_
15. Will project include any work or disruption within a lake, stream, or wetland? (dredging, stream relocation, wetland fill, etc.) \_\_\_\_\_ Y \_\_\_\_\_ N  
If yes, has a permit application been submitted to DEQ and/or City of Novi? \_\_\_\_\_ Y \_\_\_\_\_ N  
If not, explain \_\_\_\_\_
16. Number of wetland/watercourse crossings (as permitted by City Wetland and Watercourse Ordinance)  
\_\_\_\_\_
17. Anticipated starting date: \_\_\_\_\_
18. Anticipated completion date: \_\_\_\_\_
19. Total estimated time of earth disruption (weeks):   
Permit is valid for one year (52 weeks) prior to renewal.
20. Performance guarantees requirement pursuant to Chapter 26.5:  
Cash, a certified check or irrevocable bank letter of credit made out to the City of Novi in the amount of 1.5 times the estimated total cost of all temporary and permanent soil erosion and sedimentation control measures included in the approved plan will be required on all projects. This performance guarantee amount must be approved by the Engineering Division and shall be posted once plans are approved.
- Performance Guarantee Amount  
Performance guarantee amount is 1.5 times the estimated cost of temporary and permanent (e.g., topsoil, seed and mulch) soil erosion control measures (attach itemized list of measures)
- \$ \_\_\_\_\_ x 1.5 = \$ \_\_\_\_\_

21. Plan review fees:

The following fees shall be submitted with the application form and complete soil erosion plans to the Community Development Department:

Acreage (to nearest acre) from item No. 9 x \$40/acre (\$300.00 min.)	\$ _____
Each stream, wetland or watercourse crossing (from item No. 16) x \$100.00 each	\$ _____
15% City Administration Fee	\$ _____
<b>Total Plan Review Fee (due at the time of application)</b>	<b>\$ _____</b>

Plan review fees cover the initial plan review and review of up to two (2) revisions. Any further revisions will require submission of an additional review fee equal to one-half (½) of the original review fee (Sec. 29-26).

22. Inspection Fee Escrow:

The amount of the inspection fee escrow will be determined by the City during the initial soil erosion plan review, based upon the criteria in Appendix A. The inspection fee escrow must be paid prior to issuance of the permit. The inspection fees will be charged against the escrow account based upon the actual number of inspections performed on the site. Additional inspection fees will be required if the number of inspections exceeds the amount held in escrow. No Temporary or Final Certificate of Occupancy will be issued until all fees are paid-in-full. The City of Novi reserves the right to adjust the inspection frequency at any time, at its sole discretion.

ALL APPLICATIONS FOR SOIL EROSION PERMITS MUST INCLUDE:

- \_\_\_\_\_ a. Reading application carefully and filling out completely.
- \_\_\_\_\_ b. One (1) set of erosion and sedimentation control plans. If the project is not currently in site plan review with the Community Development Dept., one full set of engineering plans, including related detail sheets is also required. [Five (5) copies of the approved plan shall be necessary for final distribution upon permit issuance].
- \_\_\_\_\_ c. "Timing and Sequence of Construction" indicated on the erosion control plan stating how project is to progress and at what point the respective erosion and sedimentation control measures will be implemented and maintained. The applicant should also request and review the Soil Erosion and Sedimentation Control Plan checklist prior to submitting the plan for review.
- \_\_\_\_\_ d. A construction cost estimate which shall include an itemized cost of temporary or permanent (e.g., filter fabric, stone filters, seed and mulch, sod, etc.) soil erosion control measures.
- \_\_\_\_\_ e. Permit fee for plan review, **check payable to the City of Novi**. The application and plans will not be reviewed until this fee is paid.

NOTES

Prior to issuance of a permit, the permit must be signed by the owner of the property (or authorized agent) at the Community Development Dept. Inspection fees must be paid and a performance guarantee in the form of a letter of credit, check, or cash must be received to the City of Novi - Treasurers Department. The amount of the performance guarantee and inspection fees will be determined by the Engineering Division during the review process.

**If a project is to be phased, a separate Soil Erosion Control Permit may be required for each phase.**

No earthwork is allowed on site until all necessary approvals are obtained.

ENFORCEMENT

1. Inspections will be performed on your project by the City of Novi or its agent in accordance with the risk classification and inspection frequency assigned to your site. See Appendix A.
2. Upon completion of inspection, if the site is found not in compliance with the City of Novi's Soil Erosion and Sedimentation Control Ordinance, then the **Permit Holder/Signer** will be issued, by hand, mail or fax, a "Notice of Erosion Control Deficiency" letter, that will include all current and pertinent non-compliance items. The site and/or development will have a pre-determined amount of time, from the date of the "notice" to rectify these items.
3. If all of the items have not been addressed after the elapsed time specified, the **Permit Holder/Signer** will receive a "Non-Compliance" letter, which will include a "Notice to Show Cause".
4. Upon receipt of the "Non-Compliance" letter and "Notice to Show Cause", the **Permit Holder/Signer** will attend a Show Cause Hearing and the cost for additional inspections, hearings and report follow-up will be paid on an hourly basis from the inspection fee escrow. The before mentioned activities must take place within 72 hours upon receipt of the letter. If the site remains in non-compliance after 72-hours, the project/development may be issued a "stop work" order.
5. Any amount paid out of the escrow for additional inspections, hearings, and reports as a result of a non-compliance violation may require the deposit of additional funds in the inspection fee escrow account.

Signature of Landowner  
or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_