



Erosion and Sediment Control Application

Instead of utilizing this application, you can apply electronically through the city's permitting software, ePlace [here](#). Erosion & sediment control measures are **always** required for any land disturbing activity. An Erosion and Sediment Control Application/Permit is required for:

- Land Disturbance of 3,000 square feet or greater, or
- Land Disturbance of more than 250 square feet located in a Shoreland Zone

Site Location Information

Site Address: _____ Date: _____

Parcel(s): _____

Scope of Work: _____

Target Start Date: _____ Target Final Stabilization Date: _____

Property Owner/Site Worker Contractor Information

Property Owner's Name: _____

Email: _____ Phone Number: _____

Full Address: _____

Site Work Contractor's Name: _____

Email: _____ Phone Number: _____

Full Address: _____

Civil Engineer's Name (if applicable): _____

Email: _____ Phone Number: _____

SWPPP Site Manager Name (if applicable): _____

Email: _____ Phone Number: _____

Application Information

1. How much land are you disturbing in Square Feet (1 acre = 43,560 Square Feet)? This includes the entire disturbed work area, not just including foundation (including all yard grading, septic, driveway, etc.):

2. A Construction Stormwater Permit with the MPCA in addition to this permit is required if any construction activity disturbing:
 - One acre or more of soil or,
 - Less than one acre of soil, if that activity is part of a larger “common plan of development or sale” that covers more than one acre.

Does your project require a Construction Stormwater Permit, and if so, have you applied for the permit yet?

3. Describe the slope of the land & adjacent land. Is there a steep slope and/or does the drainage go to the street or neighbor's property?

4. What erosion & sediment control devices do you plan on utilizing for this project (Bio Roll, Silt Fence, Mulch/Erosion Control Blanket, Rock Construction Exit, Inlet Protection)?

5. Describe how you plan to maintain these devices.

6. I acknowledge the erosion & sediment control devices must be always maintained by manufacturer instructions during the project.

7. If work is expected to extend into freezing periods, the site must be temporarily stabilized prior to freezing up (mulch, straw blanket, etc.). All erosion and sediment control devices must be removed once vigorous growth of vegetation has been established at the end of project. What will be the methods of final vegetation/restoration (erosion control blanket/seed, mulch/seed, sod, hydroseed)?
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Commercial Required Attachments

For projects associated with 3+ multi-family, commercial and industrial the following is required to be submitted along with this application to be considered complete for review:

- Civil Plans (include proposed demolition, grading and utilities on the civil plan)
- Drainage Report
- Erosion Control Plan/ Stormwater Pollution Prevention Plan SWPPP (if not included on civil plans)
- MPCA Construction Permit (if applicable)
- Stormwater Pollution Prevention Plan (SWPPP) Checklist (if MPCA Construction Permit is required) (The Stormwater Pollution Prevention Plan (SWPPP) Checklist can be found here ([form-stormwater-pollution-prevention-plan-swppp-checklist-19.pdf](#))).
- Training Certifications

Residential Required Attachments

For projects associated with single-family dwellings & two-family dwellings the following is required to be submitted along with this application to be considered complete for review:

- Erosion Control Site Plan

Must include these items on the site plan:

- Always clearly show the site grading/disturbance limits. Also, show pre- and post- development drainage arrows.
- Clearly show estimated land contours (hand drawn is acceptable for small projects).
- Show any/all creeks, ditches, wetlands, or other sensitive areas within 200 feet of your site.
- Clearly show the amount and placement of silt fence, hay bales, construction entrance, etc.
- Clearly show washed rock construction entrance. [Minimum: 12'W x 50'L x 6" deep] OR show mud mat reusable mat - 8' x 45' minimum.
- Show and label streets, adjacent properties, and catch basins/inlets.
- Clearly show all protective measures for those areas where sediment could migrate. Protect your neighbor's property from your construction activity and potential erosion and sediment

Erosion and Sediment Control Fees

City Council annually approves Erosion and Sediment Control permit fees and re-inspection fees for continual non-compliant sites. **Per 2026 City Fee Schedule:**

Permit Fee with land disturbance of 3,000 square feet up to 10,000 square feet = **\$205.00**

Permit Fee with land disturbance of 10,000 square feet up to one acre = **\$410.00**

Permit Fee with land disturbance of greater than one acre = **\$950.00**

Re-Inspection Fee for non-compliant sites = **\$80.00**

Violations of Stormwater Application/Permit

Upon receipt of notification of a violation of the conditions of this application or permit, or another stormwater permit, contractor or owner shall respond within 24 hours with sufficient personnel, equipment, and materials and conduct the required remedial work or be subject to a per calendar day deduction or fine for noncompliance, which shall be set in accordance with Section 31-8 of the Legislative Code. The current per calendar day fine for non-compliance is \$625.

Erosion and Sediment Control Methods

Control of sediment is required so that it does not migrate to an adjoining property, roadway, catch basin, or a wetland/watercourse. Diagrams are attached that depict some of the control methods commonly used for erosion and sediment control. Silt fence barriers and crushed rock temporary entrances are common control methods that can be effective for small projects. Additional methods, such as sediment traps and detention structures, are required for some projects and a qualified professional may need to specify the appropriate erosion and sediment control methods. See attached sheet titled Commonly Used Erosion Controls.

Signature's Owner/Contractor

MS-4 Statement of Compliance (not for permanent stormwater management). The property owner and the contractor conducting work on the site are responsible for all the construction activities that occur on the site. By signing this permit both parties are required to install and maintain all erosion and sediment control BMPs to ensure that sediment, soil and debris do not leave the construction site. This includes but is not limited to tracking soil /mud onto public streets and roadways from vehicles leaving the site, soil eroding from the site onto roadways or drainage ditches or onto neighboring property. If sediment, soil/mud and/or debris leaves the site, both parties are responsible for the immediate clean up and all costs and fines associated with it. Both parties are also responsible for the total restoration of vegetation on the site (seed/mulch, sod, gardens...) after construction disturbance is substantially complete, and only after vegetation has been established with vigorous growth can BMPs be cleaned and removed. Both the property owner and contractor signatures are required.

Property Owner Signature: _____ Date: _____

Site Contractor Signature: _____ Date: _____