



DEPARTMENT OF PLANNING, ZONING, AND SOLID WASTE

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Application for Road, Driveway, or Parking Area Permit

Application Process:

- 1.) This application is submitted with \$50 application fee. Location of project must be staked.
- 2.) Inspector visits the site and issues permit. Permit is valid for 12 months. Work may not begin until applicant receives permit.
- 3.) Applicant completes project while following erosion control plan and any permit conditions.
- 4.) Applicant notifies Inspector of completion of project. Inspector makes final site visit.

Applicant:

Name: _____ Address: _____

City: _____ Zip Code: _____ Telephone: _____

Description of property where the project is located:

Parcel #: _____ Address: _____

Project Description:

1. Which of the following feature(s) will be constructed? [Circle all that apply]

Driveway Road Parking Area

2. How many cubic yards will be moved for this project? _____ Cubic Yards

3. Roads, driveways and parking areas must be designed to take advantage of natural vegetation and topography to achieve maximum screening from view from public waters. Describe how or why your project meets this requirement.

Project location must be staked for inspection
at the time the application is submitted.

Indicate below or on a separate sheet:

1. Distance of proposed project from:

- Lake or stream
- Sewage Treatment System (existing and proposed)
- Water supply system (existing and proposed)
- Road right-of-way
- Property lines
- Existing structures
- Drainage easements
- Bluffs, Slopes, Steep Slopes or other topographic features

2. Dimensions of lot and name of lake or stream where located.

A large empty rectangular box with a black border, intended for providing the dimensions of the lot and the name of the lake or stream where the project is located.

Erosion Control Plan Checklist

As a requirement of the permit, the landowner and contractor(s) agree to implement and maintain the following practices:

Perimeter Protection (Check one or more of the following)

- Silt fences shall be placed along the toe of all slopes where sediment and nutrients may move off site. Silt fences shall be trenched at least six inches into the ground to ensure water does not undercut the material. Silt fences shall be inspected weekly and after each rainfall event of 0.5 inches or more. Silt fences shall be maintained and sediment accumulations removed in a manner that keeps sediment from moving offsite. Silt fences will be replaced, supplemented or repaired when they become non-functional or sediment reaches 1/3 of the height of the fence. These repairs will be made within 24 hours of discovery. If construction operations require, the silt fences may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.
- Hay bales shall be installed around the perimeter of the site instead of silt fence. Bales will be trenched at least 4 inches into the ground and be held in place by 2 – 2" x 2" wooden stakes. Bales shall be inspected weekly and after each rainfall event of 0.5 inches or more. Bales will be replaced, supplemented or repaired when they become non-functional or sediment reaches 1/3 of the height of the bales. These repairs will be made within 24 hours of discovery. Bales shall be maintained and sediment accumulations removed in a manner that keeps sediment from moving offsite. If construction operations require, the bales may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.
- A strip of existing turf, at least four feet wide, shall be maintained around the perimeter of the site throughout all phases of construction. The turf will be inspected and maintained in a manner that keeps sediment from moving offsite. Vehicle traffic will be restricted to access driveways to protect the turf.
- Other Method. Describe methods below.

Erosion Prevention (Check all of the following practices that apply)

- Erosion control mats, filter logs, rock checks, durable mulch or a combination thereof shall be used in areas where concentrated water flow is likely to occur to prevent soil movement.
- Disturbed areas shall be re-vegetated or mulched permanently or temporarily if it can be reasonably anticipated that significant additional grading will not occur within 21 calendar days. Temporary or permanent mulch shall be disc-anchored and applied at a uniform rate of not less than 2 tons per acre. Temporary vegetative cover consisting of a suitable, fast-growing, dense grass-seed mix spread at 1.5 times the usual rate per acre. If temporary cover is to remain in place beyond one growing season, two-thirds of the seed mix shall be composed of perennial grasses.
- Soil stock piles shall be protected to prevent erosion and the off site deposition of sediment. A silt fence or bales shall be placed 8 feet from the toe or the stockpile shall be seeded with dense grass-seed mix spread at 3 times the usual rate per acre.
- Diversion channels or dikes and pipes shall be used to intercept all drainage at the top of slopes that have grades of more than 10 percent. Also, diversion channels or diked terraces and pipes shall be provided across said slopes if needed to ensure that the maximum flow length does not exceed 100 feet. Silt fence shall be placed, inspected, and maintained along the top of said slopes.
- Silt fences and diversion channels or dikes and pipes shall be deployed, inspected, and maintained for the duration of site construction. If construction operations interfere with these control measures, the silt fences, diversion channels, or dikes and pipes may be removed or altered as needed, but shall be restored to serve their intended function at the end of each day.

Pollution Prevention (Check all of the following practices that apply)

- Soils tracked from the site by motor vehicles shall be cleaned daily (or more frequently, as necessary) from paved roadway surfaces throughout the duration of construction.
- Culvert protection, on the inlet side of the pipe, shall be installed to prevent sediment from being transported offsite.
- Storm drain inlet protection and tile intake protection shall be installed to prevent sediment from entering catch basins or subsurface drainage systems. Practices may include sandbags, rock logs, compost socks, silt fence structures, prefabricated drop-in boxes. Practices shall remain in place until final stabilization of the site occurs.
- Flows from diversion channels or pipes shall be routed to sedimentation basins or appropriate energy dissipaters in order to prevent transport of sediment to outflow conveyors and to prevent erosion and sedimentation when runoff flows into the conveyors.
- Temporary or permanent drainage ditches that drain water from the construction site, or divert water around the site, shall be stabilized within 200 feet of the property boundary within 24 hours of the connection with a surface water.

Final Stabilization (Check one of the following)

- After construction is completed, a permanent vegetation cover consisting of sod, a suitable grass-seed mixture, or a combination thereof, must be established in all areas that are not protected by buildings, hard surface cover or landscaping practices. Seeded areas shall be either mulched or covered by fibrous blankets to protect seeds and limit erosion.

Signature of Applicant

Date

The undersigned acknowledges the above information and hereby permits Pine County Officials to enter upon the subject property during normal business hours for the purpose of such tests and inspections as may be appropriate for County Officials to process this permit application.

\$50 application fee submitted

Receipt # _____ **Check #** _____