

Minor Land Disturbing Activity – Plan Submittal Requirements

EROSION PREVENTION AND SEDIMENT CONTROL

An EPSC permit is required for all land-disturbing activities affecting an area of two thousand square feet or greater, cumulatively.

Minor Land Disturbing Activity

- Individual single family home or duplex construction on existing lots of record, or manufactured home placement on individual lots or in manufactured home parks.
- The affected area is less than one acre in size
- Average slopes throughout the disturbed area do not exceed 10%
- Slopes greater than 3:1 do not exceed six feet in height
- Concentrated runoff through the disturbed area does not originate from more than one acre off site
- The site does not contain sensitive areas

You must submit a completed *Erosion Prevention and Sediment Control* permit application along with your EPSC site plan. Follow the checklist below to create the EPSC site plan.

Start with a copy of your site plan, drawn to scale, showing the following:

- Property lines, easements (with widths), and north arrow. Show the lengths along property lines. Show the distances to buildings and structures.
- Elevations on the property to indicate the amount of fall and/or grades across the property.
- Contour lines showing the existing and final grades/topography of the site
- Flow arrows showing existing (light) and proposed (dark) drainage patterns. It is the permit holders responsibility not to alter the flow of surface water to harm neighboring properties.
- Proximity to sensitive areas
- Location of the 100-year flood plain, if applicable.
- Location and size of drainage ways, swales, ditches, etc.
- Location of utilities on the property (sewer, water, etc.)
- All areas of disturbance on the site, including areas that will be cleared, graded, or excavated.
- Location for storage of soils and/or wastes.

Show the location of Erosion Prevention and Sediment Control Measures:

- Place EPSC measures in accordance with the Best Management Practices shown in the City of Albany *Erosion Prevention and Sediment Control Manual*. Examples include:
 - Gravel Construction Entrance
 - Sediment fence
 - Mulch berms, and/or wattles of straw or coir
 - Undisturbed buffer zones (*10-foot minimum width for slopes < 5%, fence off with orange construction fencing*)
- Clearly designate a concrete wash-out area for all concrete trucks, mortar, and concrete tools:

Provide a construction schedule showing:

- Installation date for EPSC measures
- Commencement date for land disturbing activities
- Construction completion date.
- Site stabilization date.



City of Albany
Public Works Department – Erosion Prevention & Sediment Control
333 Broadalbin St. SW
(541) 917-7676
epsc@cityofalbany.net

Minor Land Disturbing Activity – Standard Permit Requirements

EROSION PREVENTION AND SEDIMENT CONTROL

Standard permit conditions

1. Prior to any ground disturbing activity on the site, an initial inspection by City staff is required. Erosion Prevention and Sediment Control (EPSC) measures must be in place prior to the inspector arriving. Call (541) 791-0116 to schedule your inspection.
2. EPSC measures must be installed in such a manner as to ensure that sediment and sediment-laden water does not enter upon adjacent properties or rights-of-way, the stormwater system, wetlands, or Waters of the State.
3. EPSC measures shown on the plans are minimum requirements for anticipated site conditions. During the construction period, the EPSC measures shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment-laden water does not leave the site.
4. EPSC measures shall be inspected daily by the permit holder, and maintained as necessary to ensure their function.
5. Stabilized gravel construction entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to ensure that all paved areas are kept clean for the duration of the project.
6. EPSC measures shall be kept in place until permanent ground cover is established.
7. Exposed soil must be permanently stabilized against wind and water erosion before the EPSC permit can be closed. Once the site is stabilized, schedule a final inspection by calling (541) 791-0116. Permanent soil stabilization includes landscaping, seeding, or covering exposed soil with a minimum 2-inch layer of bark or wood chips.
8. It is the property owner's responsibility to ensure that any proposed grading, fill, excavation, or other site work does not negatively impact drainage patterns to or from adjacent properties.

Wet weather permit conditions

1. Wet weather erosion prevention measures will be in effect from October 1 through April 30.
2. Soil exposed for more than 2 days shall be covered with plastic sheeting, matting, or a 2-inch layer of mulch, bark, wood chips, sawdust, or straw to minimize erosion potential.
3. Exposed soils shall be seeded no later than September 1st to allow time for proper germination and growth before the wet weather season.

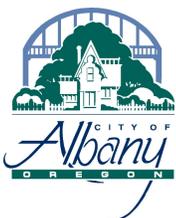
Where can I get assistance?

We are here to help you. Staff is typically available from 8:00 am to 5:00 pm weekdays to answer your questions by phone at (541) 917-7676, and at the Public Works Department front counter in City Hall, 333 Broadalbin St., SW. We encourage you to call and make arrangements for a free on-site consultation.

The City's GIS mapping service is available at: <http://infohub.cityofalbany.net/infohub/>.

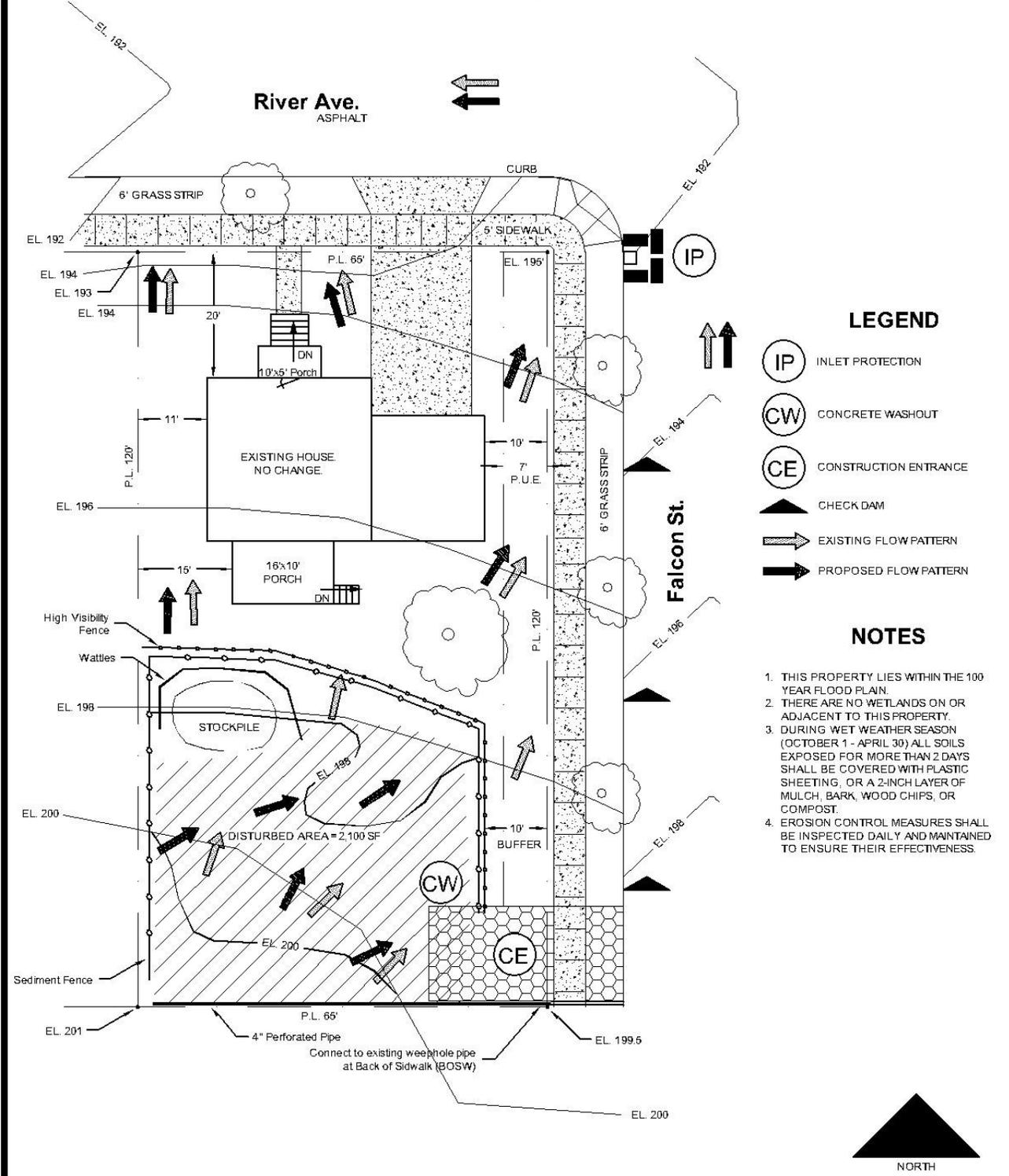
Floodplain data can be obtained from FEMA at:

<http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>



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EPSC Sample Site Plan



LEGEND

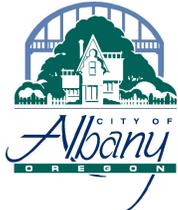
- IP INLET PROTECTION
- CW CONCRETE WASHOUT
- CE CONSTRUCTION ENTRANCE
- CHECK DAM
- EXISTING FLOW PATTERN
- PROPOSED FLOW PATTERN

NOTES

1. THIS PROPERTY LIES WITHIN THE 100 YEAR FLOOD PLAN.
2. THERE ARE NO WETLANDS ON OR ADJACENT TO THIS PROPERTY.
3. DURING WET WEATHER SEASON (OCTOBER 1 - APRIL 30) ALL SOILS EXPOSED FOR MORE THAN 2 DAYS SHALL BE COVERED WITH PLASTIC SHEETING, OR A 2-INCH LAYER OF MULCH, BARK, WOOD CHIPS, OR COMPOST.
4. EROSION CONTROL MEASURES SHALL BE INSPECTED DAILY AND MAINTAINED TO ENSURE THEIR EFFECTIVENESS.



Property Address:	123 River Ave., Albany, OR	Owner's Name:	John & Jane Doe
County Assessor's Parcel No:	11S04W12BC TL01106	Contractor Performing Work:	EPSC Excavating, Inc.
Erosion Prevention Sediment Control		Contact Name and Phone No.:	Mel (541) 555-1234



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