

Minor Land Disturbing Activity - Plan Submittal Requirements

EROSION PREVENTION AND SEDIMENT CONTROL (EPSC)

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 percent.
- 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 EPSC permit application along with your EPSC site plan. The Sample Residential Site Plan (Attached) may be used if site has no sensitive areas, steep slopes, and is under one acre. 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 (BMPs) shown in the City of Albany EPSC Manual. Examples include:
 - Gravel Construction Entrance;
 - Perimeter Control;
 - Inlet protection;
 - 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 BMPs;
- Commencement date for land disturbing activities;
- Construction completion date;
- Site stabilization date.



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Standard permit conditions

1. Prior to any ground disturbing activity on the site, an initial inspection by City staff is required. EPSC Best Management Practices (BMPs) must be in place prior to the inspector arriving. Call (541) 791-0116 to schedule your inspection.
2. EPSC BMPs 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 BMPs 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 BMPs 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 BMPs 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, per Section 2.3.3 of the EPSC Manual.
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 Season

- Wet weather BMPs will be in effect from October 1st through April 30th. However, the project site is required to manage runoff from the site year around.
- Rain is the driving factor behind most erosion in this region. Rainfall impact and surface water runoff over exposed soil dislodges sediment particles, suspending them in moving water. Saturated soils are more easily tracked off site by equipment.
- During the wet weather season or when rain is forecasted additional Erosion Prevention and Sediment Control BMPs are required. The project shall have these BMPs onsite and readily available year-round.

Where can I get assistance?

- We are here to help you. Staff are 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 Street SW. We encourage you to call and make arrangements for a free on-site consultation.
- The City's GIS mapping service is available at: <https://infohub.cityofalbany.net/infohub/>
- Floodplain data can be obtained from FEMA at: <https://msc.fema.gov/portal/home>
- The City's EPSC Manual and related information found on the EPSC website: <https://albanyoregon.gov/pw/engineering/erosion-prevention-and-sediment-control>
- Sample Site Plan, attached.



City of Albany Public Works Department – Erosion Prevention & Sediment control
333 Broadalbin Street SW
(541) 917-7646

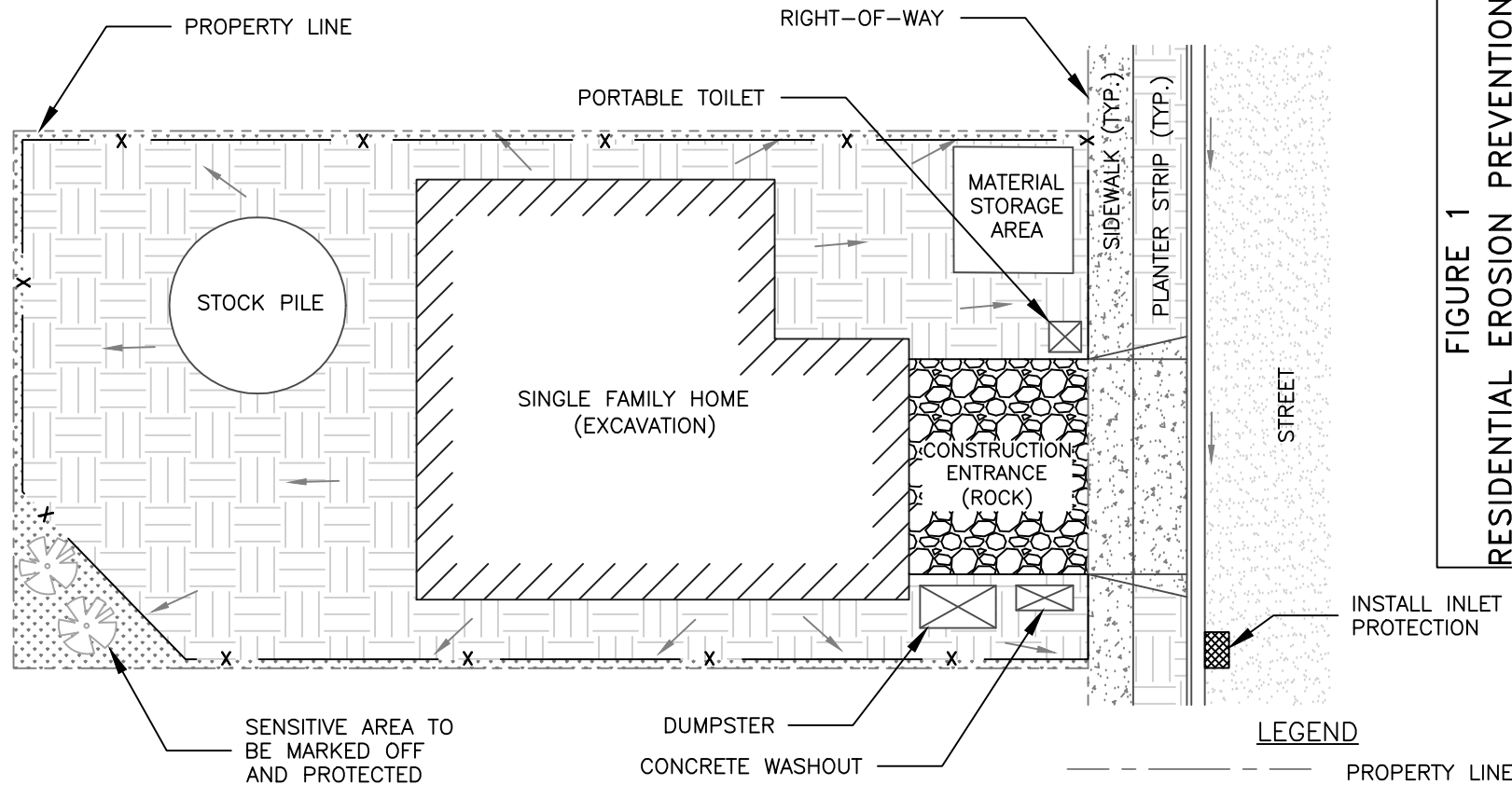


FIGURE 1
RESIDENTIAL EROSION PREVENTION
AND SEDIMENT CONTROL PLAN*

1"=20'

OCTOBER 2017

REQUIRED BASE MEASURES

- PERIMETER CONTROL
- CONSTRUCTION ENTRANCE
- STORM DRAIN INLET PROTECTION

CONSTRUCTION SITE BMP MEASURES

- STORE ALL PAINT, SOLVENTS AND HAZARDOUS MATERIALS IN AN ENCLOSED AREA.
- SWEEP STREET AND HARD SURFACES TO DISPOSE OF ANY TRACK OFF MATERIAL.
- PERFORM FUELING AND VEHICLE MAINTENANCE AT AN OFF-SITE FACILITY.
- CLEAN UP SPILLS PROMPTLY USING ONSITE SPILL KIT.

NOTES

- DIG OUT FOR CONSTRUCTION ENTRANCE AND BUILDING PAD CAN OCCUR ONCE SEDIMENT CONTROLS ARE IN PLACE.
- ADDITIONAL SEDIMENT CONTROLS MEASURES MAY BE REQUIRED AS SITE CONDITIONS CHANGE TO PREVENT SEDIMENT FROM LEAVING THE SITE AND/OR ENTERING STORM SYSTEM.
- ALL DISTURBED AREAS MUST BE STABILIZED BEFORE THE EPSC PERMIT CAN BE FINALIZED.
- CALL FOR AN INSPECTION OF EPSC INSTALLATIONS.
- IF YOU HAVE ANY QUESTIONS, CONCERNS OR NEED TO REQUEST AN INSPECTION PLEASE CALL 541-791-0116.
- WET WEATHER CONDITIONS APPLY OCTOBER 1ST THROUGH APRIL 30TH.

* THIS PLAN APPLIES TO RESIDENTIAL SITE OF LESS THAN 5% SLOPE AND NOT ADJACENT TO SENSITIVE AREAS SUCH AS STREAM, WETLANDS AND RIPARIAN AREAS.