City of St. Helens - Public Works | Engineering Division
265 Strand Street, St. Helens, OR 97051 | 503-397-6272 | www.sthelensoregon.gov

EROSION PREVENTION & SEDIMENTATION CONTROL | PERMIT APPLICATION

DEPARTMENT USE ONLY		
Permit Number:	Date Approved:	Permit Expiration Date:

APPLICANT INFORMATION		
Application Date:	Applicant Name:	Relationship to Property Owner:
Mailing Address, City, State, and Zip Code:		Applicant Phone Number:
Contact Person *(If Different than Applicant)* :		
Contact Person Phone Number:	Contact Person Email Address:	

OWNER INFORMATION	
Property Owner Name:	
Mailing Address, City, State, and Zip Code:	Phone Number:
Email Address:	

CERTIFIED EROSION AND SEDIMENT CONTROL LEAD (CESCL)		
Name:		
Organization:	Certification #:	Certification Expires:
Mailing Address, City, State, and Zip Code:		Phone Number:
Email Address:		

GENERAL CONTRACTOR INFORMATION		
Contractor:		
Mailing Address, City, State, and Zip Code:		Phone Number:
Oregon Construction Contractors Board License No (CCB):		City Business License Number:
Contact Person:	Phone Number:	Email Address:

24 HOUR - 7-DAY / AFTER HOURS PERMIT EMERGENCY CONTACT

Name:

Phone Number:

PROJECT INFORMATION

Project Address:

Project Name *(If Applicable)* :

Description of Work:

Construction Category:

- ❒ Single Family or Duplex
- ❒ Multifamily (3 or more residences)
- ❒ Mixed Use (Commercial/Residential)
- ❒ Subdivision
- ❒ Commercial
- ❒ Industrial
- ❒ Other, _____

Site Size: ❒ sq ft ❒ acre

Disturbed Area: ❒ sq ft ❒ acre

Will the work take place within 50 feet of a water body, stream, or wetland? ❒ Yes ❒ No

Site Runoff Drains to:

- ❒ Surface Water / Ditch (General)
- ❒ McNulty Creek
- ❒ Milton Creek
- ❒ Storm Drain / Catch Basin
- ❒ Street
- ❒ Other: _____

Estimated Start Date:

Estimated Completion Date:

ASSOCIATED PERMITS (Number, Approval Date, Expiration Date)

Building Permit:

DEQ 1200-C Stormwater Permit:

Land Use Permit:

Public Improvement Permit:

Right-of-Way Permit:

EROSION PREVENTION AND SEDIMENTATION CONTROL PLAN REQUIREMENTS

A	Basic EPSC Plan required for small sites (5,000–10,000 sq. ft.) or for sites within 50 feet of a waterbody/wetland that disturb ≥1,000 sq. ft. Requires a sketch showing site layout, BMPs, stabilization methods, and schedule.
B	Standard EPSC Plan required for medium sites (10,001 sq. ft. – ½ acre). Requires a scaled site plan, BMPs, phasing/sequencing of work, temporary stabilization, and a stabilized construction entrance.
C	Enhanced EPSC Plan required for sites larger than ½ acre up to 0.99 acre. Requires a scaled site plan with BMPs, phasing/sequencing, temporary stabilization, stabilized construction entrance, BMP maintenance plan, and post-construction stabilization details.
D	Sites ≥ 1 acre must obtain a City ESC Permit, comply with Oregon DEQ 1200-C permit requirements, submit a DEQ-approved Stormwater Pollution Control Plan (SWPCP) and EPSC Plan to the City, and provide proof of DEQ coverage prior to site disturbance.

GENERAL PERMIT REQUIREMENTS

1. Permittee shall comply with St. Helens Municipal Code Chapter 18.36, Erosion Prevention and Sedimentation Control (Ordinance No. 3314).

2. Permittee shall provide best management practices (BMPs) onsite as described in the most recent version of the "Erosion Prevention and Sediment Control Planning and Design Manual" issued through Clean Water Services of Washington County.

3. City of St. Helens Erosion Prevention and Sedimentation Control permit is required when,

- *Construction or ground disturbing activity, including but not limited to the placement of fill, site clearing, or land disturbances, grubbing, clearing or removal of ground vegetation, grading, excavation, or other activities will affect an area of 5,000 square feet or greater.*
- *Construction or ground disturbing activity, including but not limited to the placement of fill, site clearing, or land disturbances, grubbing, clearing or removal of ground vegetation, grading, excavation, or other activities will affect an area of 1,00 square feet and takes place within 50 feet of a body of water, or a wetland.*

4. Construction of ground disturbing activities affecting 1 acre or more is subject to an Oregon Department of Environmental Quality (DEQ) stormwater permit and the Permittee shall provide evidence of such approval by the DEQ to the City Engineering Division. Permittees subject to a DEQ stormwater permit is not relieved of obtaining and maintaining a City Erosion Prevention and Sedimentation Control permit.

5. Permit shall expire one year after issuance. Permit renewals after expiration date are subject to full permit fees.

AGREEMENT

By signing below, the Applicant agrees to comply with all applicable rules, regulations, ordinances, resolutions, and standards governing the work. All work shall be performed in strict conformity with the City of St. Helens Municipal Code and other applicable requirements. The Applicant acknowledges that they have read and understand the conditions of this permit and agree to indemnify, defend, and hold harmless the City of St. Helens, its officers, agents, employees, and representatives from any claims, damages, or injuries arising out of or related to the activities authorized by this permit. The Applicant understands that the Engineering Division may take up to five (5) business days from the date of receipt to provide a response to this application, whether verbally or in writing. The Applicant further agrees to comply with all permit conditions as approved by the Engineering Division, as well as all applicable laws and regulations governing construction activities within City limits.

Applicant Name (print)	Applicant Name (sign)	Date

DEPARTMENT USE ONLY

Erosion Prevention and Sedimentation Control Permit Fees

~ Ordinance No. 3314 / Resolution No. 2048 ~

Select one,

- ❒ Site work will disturb between 5,000 sq.ft. and 10,000 sq.ft., **or** site will disturb 1,000 sq.ft. or more and is within 50 ft of a waterbody or wetland.
- ❒ Site work will disturb between10,001 s.ft. and 0.5 acre
- ❒ Site work will disturb between 0.5 acre and 0.99 acre.
- ❒ Site work will disturb 1.0 acre or more. If yes, please enter the total area that will be disturbed below,

APPLICABLE FEE	PERMIT FEE DUE	RECEIPT NO.
$250.00 permit fee for sites between 5,000 sq.ft. and 10,000 sq.ft.; or for sites within 50ft of a waterbody or wetland and are between 1,000 sq.ft. and 10,000 sq.ft.		
$500.00 permit fee for sites between 10,0001sq.ft. and 1/2-acre (21,780 sq.ft.).		
$500.00 permit fee plus $50.00 for each additional 1,000 sq.ft. for sites greater than 1/2-acre (21,780 sq.ft.) Enter the amount of additional area disturbed over 1/2-acre below, _____ SQ. FT.		
TOTAL FEE DUE …….		

EROSION PREVENTION & SEDIMENTATION CONTROL PERMIT APPROVAL

Print Name | Sign Name | Date

FINAL INSPECTION

A final inspection is required for permit closeout. Permittee shall email **Engineering@sthelensoregon.gov** and request a final inspection upon final site stabilization and completion of work.

Final Inspection Performed By - Print and Sign Name

Date

Comments:

Permit Conditions of Approval:

1. Plan Approval & Compliance

- ❒ The approved Erosion Prevention and Sedimentation Control (EPSC) Plan must be kept on-site and followed at all times.
- ❒ All erosion and sediment control measures must be installed before land-disturbing activities begin.
- ❒ This permit does not authorize the Permittee to enter or trespass upon adjacent properties. Issuance of this permit does not relieve the property owner of responsibility or liability for any damages resulting from negligence, nor does it absolve the owner from liability arising from any failure of City inspections.

- ❒ The Permittee is solely responsible and liable for all accidents, environmental cleanup, damages, or injuries to persons or property arising from the construction, maintenance, repair, operation, or use of any facility covered by this permit. The Permittee shall defend, indemnify, and hold harmless the City of St. Helens, its officers, employees, agents, and representatives from and against any and all claims, demands, damages, actions, causes of action, costs, or expenses of any kind arising out of or related to the acts, omissions, or operations of the Permittee, its agents, contractors, or employees in connection with the work authorized by this permit.

2. Site Access & Maintenance

- ❒ Erosion control measures must be installed and approved prior to any site work. Contact the City of St. Helens Engineering Division at Engineering@sthelensoregon.gov to schedule an initial site inspection.

- ❒ Construction entrances/exits must be stabilized to prevent sediment tracking onto public roads.
- ❒ All EPSC measures must be maintained in functional condition and inspected regularly, per the follwing schedule,

Site Condition	Inspection Schedule
Active period	Daily when stormwater runoff, including runoff from snow melt, is occurring.
Active period	Once every two (2) weeks, regardless of whether a rain event or stormwater runoff is occurring.
Prior to the site becoming inactive or in anticipation of site inaccessibility	Once to ensure that EPSC measures are in working order. Any necessary maintenance and repair must be made prior to leaving the site. Final stabilization may be required.
Inactive periods greater than fourteen	Once every two (2) weeks.
Periods during which the site is inaccessible due to inclement weather	If practical, inspections must occur daily at a relevant and accessible discharge point or downstream location.

- ❒ Damaged or failed BMPs (Best Management Practices) must be repaired or replaced immediately.

3. Inspections & Monitoring

- ❒ Regular self-inspections must be conducted by a qualified EPSC inspector.
- ❒ Inspection reports, as required, must be kept on-site and available for City review.
- ❒ The City may perform random inspections to ensure compliance.
- ❒ Permitee shall schedule a final inspection with City Engineering prior to final removal of BMPs.

4. Sediment Control Measures

- ❒ Silt fences, sediment basins, fiber rolls, or wattles must be properly installed and maintained.
- ❒ Stockpiles must be covered or surrounded by barriers to prevent sediment runoff.
- ❒ Storm drain inlets must be protected from sediment entry.
- ❒ Any materials deposited on City streets or walks shall be promptly remove. Under no conditions shall soil on sidewalks, streets or equipment be washed or hosed into storm sewers, drainage ways, streams or other water bodies.

5. Erosion Prevention Measures

- ❒ Disturbed areas must be stabilized within 14 days using mulch, hydroseeding, erosion blankets, etc.
- ❒ Slopes must be protected with appropriate erosion control methods.
- ❒ Minimize exposed areas and phase construction activities where possible.

6. Waste and Pollution Control

- ❒ Construction waste, chemicals, fuels, and hazardous materials must be stored and disposed of properly.
- ❒ Concrete washout must be managed in designated, contained areas. All sites must have a spill kit to address and clean up spills.
- ❒ No washing of equipment or discharge of pollutants into stormwater systems is allowed.

7. Stormwater Runoff Control

- ❒ Contractor shall avoid redirecting runoff in a way that increases erosion or affects neighboring properties.
- ❒ Protect existing vegetation and natural buffers, especially near streams or wetlands.

8. Final Stabilization

- ❒ All disturbed areas must be permanently stabilized prior to permit closure.
- ❒ Vegetation must be established to 70% land cover on all soils that were disturbed during the site development.
- ❒ Temporary EPSC measures must be removed only after permanent stabilization is complete.

9. Permit Posting & Contact Info

- ❒ A copy of the EPSC permit and contact information for the responsible party shall be be posted on-site for the duration of the project.

10. Violations & Enforcement

- ❒ Failure to comply may result in Notice of Correction, Notice of Violation, stop-work orders, fines, or revocation of the permit.
- ❒ Visible or measurable erosion resulting in off-site sediment transport or failure comply with the condition of this permit will result in enforcement action by the City.
- ❒ The permit holder is responsible for all corrective actions and restoration costs resulting from non-compliance.

11. Additional Conditions of Approval

- ❒ _____
- ❒ _____
- ❒ _____
- ❒ _____
- ❒ _____
- ❒ _____
- ❒ _____

1. Do I Need an EPSC Permit?

If your site's total disturbed area is over 5,000 square feet, or if your site is 1,000 square feet or more and within 50 feet of a waterbody or wetland, you need a City of St. Helens Erosion Prevention and Sedimentation Control Permit. Please remember, if your site is greater than one acre, you must also obtain an oregon DEQ stormwater permit.

2. How Do I Determine My Site's Disturbed Area?

Disturbed area includes the affected area of activities which alter existing vegetation and/or underlying soil of a site, such as clearing, grading, excavating, grubbing, cutting and filling, soil compaction and movement, and stockpiling topsoil.

The following is a list of some activities which are included in a disturbed area calculation:

- Removal of vegetation (trees, brush, grass, etc.)
- Topsoil stripping
- Demolition and removal of existing surface structures (e.g., pavement, foundations)
- Mass grading and site leveling
- Excavation – removal and /or fill
- Scalping, blading, and bulldozing
- Areas for stockpiling soil, gravel, sand, or fill
- Parking and staging areas for equipment or materials
- Construction entrances/exits, access roads and equipment pathways
- Trenching for utilities
- Foundation and basement excavation
- Laydown areas for pipes, lumber, rebar, and other construction materials
- Spoil piles and soil import/export zones

The following table may be used to estimate the disturbed area for your site. This is the total area disturbed during construction, not just the footprint of the proposed development.

Activity	**Disturbed Area, square feet**
Vegetation Removal	
Excavation or Fill	
Stockpiles & Materials	
Topsoil Stripping	
Construction Access Entrances/Roads	
General Construction Site Area	
Other	
TOTAL	0.00

3. Erosion Prevention and Sedimentation Control Plan Checklist

- ❒ Plan must be drawn to scale with dimensions, including north arrow.
- ❒ Show property lines with dimensions, roads, areas where clearing, grading, excavating, stripping, or filling is to occur.
- ❒ Show the areas where existing vegetation cover will be retained.
- ❒ Show the locations of creeks, streams, lakes, or wetland areas on or immediately adjacent to the property.
- ❒ Show the locations of storm drain catch basins, storm inlets, or ditches on or immediately adjacent to the property.
- ❒ Show site/construction and equipment access location and size.
- ❒ Show the general direction of slopes with slope arrows showing direction of water flow on existing slopes and graded slopes.
- ❒ Show stockpile(s) location and size.
- ❒ Show type and location of proposed erosion and sedimentation control measures, both short term and post construction.
- ❒ Show existing and proposed contours, labeled at no greater than 5' intervals.
- ❒ Show limits of soil disturbance.
- ❒ Show staging / material storage area(s).
- ❒ Show locations of erosion control facilities on site plan.
- ❒ Show storm drain inlet protection.
- ❒ Show concrete washout area.
- ❒ Include narrative indicating how exposed soils will be permanently stabilized.