

# Erosion Control Permit Application Checklist & Approval Process

## Large Project

Application Checklist	Site Plan Checklist
<ul style="list-style-type: none"><li><input type="checkbox"/> All contact information and roles are filled out</li><li><input type="checkbox"/> Inspector information is filled out</li><li><input type="checkbox"/> Project information and activity listed</li><li><input type="checkbox"/> Check applicable conditions in the project information section</li><li><input type="checkbox"/> Read through required inspections and conditions</li><li><input type="checkbox"/> Sign and date the back of the application</li><li><input type="checkbox"/> Detailed site plan</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Project boundaries and soil disturbance</li><li><input type="checkbox"/> Drainage patterns before and after grading including contours</li><li><input type="checkbox"/> Discharge points</li><li><input type="checkbox"/> All required BMPs and placement</li><li><input type="checkbox"/> Standard details for all BMPs</li><li><input type="checkbox"/> Washout and waste disposal locations</li><li><input type="checkbox"/> Staging and stockpiling</li><li><input type="checkbox"/> Nearby storm inlet locations</li><li><input type="checkbox"/> Waterways and wetlands highlighted</li><li><input type="checkbox"/> Any temporary and/or permanent stormwater conveyance systems</li><li><input type="checkbox"/> Impervious surface after construction</li><li><input type="checkbox"/> Final vegetative practices</li><li><input type="checkbox"/> Clear labels or a legend</li></ul>

- 1. Submit your completed permit application and site plan to the City.**
  - Submit at the front desk of City Hall or by emailing it to [sethh@keizeror.gov](mailto:sethh@keizeror.gov).
- 2. Wait!**
  - Staff will contact you once your erosion control plan is approved or if changes need to be made. Only then can installation of BMPs occur at the site, no other ground disturbance may occur at this time.
- 3. Schedule an initial inspection.**
  - After the approved BMPs are installed, contact City Staff at 503-856-3424 to schedule an initial inspection.
  - During the initial inspection, City Staff will review your installed BMPs. If approved, a permit will be issued. Once your permit is approved, you may begin ground disturbance activities.
- 4. Permit is issued and work can begin.**
  - After a permit is issued, the site operator is responsible for maintaining all BMPs.
  - City Staff will routinely inspect for compliance during the permit term.
- 5. Inspect your site for compliance:**
  - Every 4 days during active construction.
  - Before your site goes into an inactive period to ensure all erosion control BMPs are in place and repairs are done.
  - When a site is inactive for more than 14 calendar days, inspect every 2 weeks.
- 6. Schedule a final inspection**
  - You must schedule a final inspection to close your permit.
  - In order to receive your Certificate of Occupancy, final stabilization must be achieved, BMPs removed and all waste disposed of properly.

