



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

PUBLIC WORKS/ENGINEERING DEPARTMENT

Erosion & Sediment Control Permit Checklist

Why Do I Need This Permit?

The Town regulates all activities that could generate and discharge sediment and/or construction related wastes to the storm drainage system or waterways as required by the National Pollutant Discharge Elimination System (NPDES) General Permit. In these cases, an **Erosion and Sediment Control Permit** is required.

Purpose of Permit

Corte Madera Municipal Code Section 15.20 sets out the standards and requirements for performing grading and drainage work upon properties within the Town. Erosion and sediment control requirements are outlined within Section 15.20.285 for earthwork activities under the following categories:

1. The project is subject to a grading permit under Chapter 15.20 Grading and Drainage;
2. The project is subject to a building permit or other permit that has the potential for significant erosion and/or significant non-stormwater discharges of sediment and/or construction site waste;
3. The project would entail any of the following: hillside soil disturbance, rainy season construction, construction near a creek or an intermittent or ephemeral drainageway, or any other condition or construction site activity that could lead to a non-stormwater discharge to a storm drain if not managed by effective implementation of an ESCP.

These requirements are placed on projects to protect water quality, and control erosion and minimize sediment transport. No earthwork is allowed to take place during the rainy season (October 15th through April 15th) without written authorization from the Public Works Department, and the issuance of an **Erosion and Sediment Control Permit**.

Permit Application Requirements

To obtain an Erosion Control Permit, an application form must be completed and submitted to Public Works/Engineering Department, accompanied by the following information:

- Completed application form.
- Full description of the proposed work or activity. Note that the scope of your permit will not be extended beyond that which is described in your application.
- Two (2) copies of an erosion control plan showing the measures to be taken to control erosion and limit sediment transport at the proposed work site. At a minimum, the plan must include the following:
 - Street address and assessor's parcel number of the property, and the name and address of the owner and the applicant.
 - Property boundary for the site, and indication of adjacent land uses.
 - Locations of structures, buildings, and other topographic features showing the character of the grading and drainage of the site.

- Extent of disturbed soil areas subject to potential erosion.
 - Locations of erosion and sediment control measures to be used on the site.
 - Locations and protection measures for nearby storm drain facilities
 - Details, or standard references, for all proposed erosion and sediment control measures.
- Stormwater runoff and sediment yield calculations, if required by the Town.
- Site revegetation plan, if required by the Town.

The Town of Corte Madera uses the Marin County Stormwater Pollution Prevention Program Construction Erosion and Sediment Control Plan Applicant Package. This document is available for review online at <https://mcstoppp.org/2020/03/construction-projects/>.

Note that an erosion control plan can be simple for a typical small lot that does not have ground slopes greater than 10%. Such a site can usually be protected by employing the following measures:

- Installing silt fences around the low side of sloped areas.
- Covering soil stockpiles with plastic when not in active use.
- Protecting material storage or staging areas.
- Covering bare soil until landscaping is in place and thriving.
- Protecting catch basins, drainage areas, and waterways.
- Providing a gravel construction entrance.

See the Minimum Control Measures for Small Construction Sites handout that is attached to the Erosion and Sediment Control Permit Application.

Large, steep, or otherwise difficult sites will likely require the assistance of a professional skilled in the area of erosion and sediment control to design a plan that fits the characteristics of the particular site.

Permit Issuance and Inspection

Once the Public Works/Engineering Department receives the required application and supplementary materials, a review will be performed to ensure that the work conforms to Town ordinances and requirements. Additions or modifications may be required to bring the proposed work into compliance. Specific conditions may also be generated for the project to cover special circumstances affecting the work.

A permit and inspection fee will be charged based upon the scope of the work stated in the application. This fee must be paid prior to the permit being issued.

In addition, a security deposit acceptable to the Town and in an amount determined by the Town, may be required in order to guarantee the installation of the erosion control measures in the event the owner/contractor fails to perform the required erosion control work or to perform it in a timely manner.

Inspections by the Public Works/Engineering Department will be required to ensure compliance with this permit. Typically these inspections occur prior to the start of the rainy season, and at random intervals during construction.

NOTE: This publication is intended to be an informal means of informing the public about a Town process. Although it is assumed the information provided is accurate, the document is not intended to create any sort of legal obligation on the Town's part. The actual process is governed by Town ordinances, regulations and procedures, and the reader should make specific inquiry to the Town for specific cases.

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