

# SESC INSTRUCTION SHEET FOR APPLICATION SUBMITTAL

Questions required and explanation of requirements

**Required fields are in bold:**

- 1. Landowners Name, Mailing Address, Phone#**
2. Designated Agent if applicable, Name, Mailing Address, Phone #
3. Engineer/Contractor/Architect – Any of these can be used if applicable  
Name, Mailing Address, Phone #
- 4. On-Site Contact – Person to call if any questions or issues with the site  
Name, Mailing Address, Phone #**
- 5. Location of project – Give address of construction site and the closest cross roads to  
the site**
- 6. List Property # Lot# - You can retrieve the property number from the county's  
Beacon in the GIS webpage**
- 7. Brief description of project – Describe everything that is part of the project, ie..  
Single family residence, Demolition then construction of new home, New addition to  
residential home, commercial building, site improvements.**
- 8. Project Type – Select the one best describes your project**
- 9. Project within 500 feet of water (this includes anything that carries water during  
rain events, ravines, roadside ditches, lakes, streams, wetlands)  
If you answer NO, contact our office to confirm, no permit is needed if under one  
acre of disturbance.**
- 10. Identify the water if applicable, ie...storm drain, roadside ditch, wetland.**
- 11. Soil Type – This can be found on the county's Beacon in the GIS webpage. Once you  
locate the parcel, select Soils on the Layer List, then select Report at the top bar,  
Select Layers on the left, look for Soils and click. It will take you back to the parcel  
with soil ID tags. Click on parcel to get soil type**
- 12. A-J – All items must be included on the site plan(s). Only show what is happening  
to the ground and soils. Do not send drawings of building, only the site plans. See  
below for additional information for each letter.**
  - 12.a – Scaled map: doesn't have to be exact, use grid sheet to create one if needed**
  - 12.b – Site Location Map: to site from a main highway, drawn or written directions**
  - 12.c – Proximity & direction to the water identified in question #9**
  - 12.d – Limits of earth change: draw a line delineating area of disturbance and label**
  - 12.e – Predominant land features: Show contours (sloped or flat), identify what lies  
on each side of property: ie... road, existing home, vacant lot, woods, water.**
  - 12.f – Existing & proposed drainage: draw arrows with the word "Flow" showing  
the direction water flows offsite during rain events.**
  - 12.g – 12.j – These are answered by using the Site Sequence Table.**
    - Site Sequence Plan found on webpage under Soil Erosion Rules
      - Geared for Large Sites as well as small
      - Answer only those that pertain to your site
      - Give approximate month certain activities will be performed