

**Authorized Public Agency**  
**Soil Erosion and Sediment Control Plan Checklist**  
\_\_\_\_\_ **County Drain Commissioner**

- Scaled drawing:** Use adequate scale to show project details and note scale.
- Legal Description:** Note or draw drain easements. Note Section, Town, Range, and Township Name.
- Site sketch:** Drain plan and profile drawings are adequate, if available. Include other **Drainage and dewatering facilities**, if applicable (e.g., pumps, etc.).
- Proximity to lakes and streams:** Show Drain location relative to nearest roads.
- Predominant land features:** Drain and roads.
- Contour intervals or slope description:** Slope of Drain profile and typical bank slopes.
- Description of soil types:** Reference your county NRCS soils maps and note on plan adjacent soil types (e.g., sand, clay, silt, loam). Also note sediment soil types. A photocopy of the NRCS soil map may be useful if the soil types are complex.
- Physical limits of earth change:** Show all areas of the earth change disturbance including spreading of spoils. Estimate total disturbed acres by using the following formula:

$$\frac{\text{project length (ft)} \times \text{average project width (ft)}}{43,560 \text{ (ft}^2\text{/acre)}} = \text{acres}$$

Note: Drain Commissioners are exempt from NPDES storm water permit requirements for drain maintenance activities disturbing less than 5 acres to restore the drain to the original grade and design capacity. If the total earth disturbance, including the drain side slopes and disposal area, is 5 acres or greater, excluding dredged area below the ordinary high-water mark (normal water level) "Notice of Coverage" must be submitted to the DEQ prior to commencing work. When the site is stabilized a "Notice of Termination" must also be submitted. If you have questions, contact the DEQ Water Bureau, Mark Fife at: 517-241-8993 or [fifem@michigan.gov](mailto:fifem@michigan.gov).

- Timing and sequence of earth change:** Note approximate start and end dates for each project segment, include installation and removal of control measures (e.g., installation of downstream control measures, sediment removal, spoil leveling, temporary and permanent seeding, and removal of control measures).
- Description and location of temporary and permanent control measures:** Identify and locate SESC Control Measures; Routine Maintenance Activities; and Construction and Restoration Activities using the MACDC keying system number (circled) followed by a "T" for temporary or a "P" for permanent, if applicable, and a brief description (e.g., (1-T) Seeding {include seed selection if specified}, (80) Debris Removal, (81) Sediment Removal).
- Maintenance plan:** The Drain Code provides a process for the continued maintenance of drains. Note inspection frequency for maintenance of temporary and newly installed permanent control measures if not included in your APA operating procedures.