



## Grading and Erosion Control Permit Informational Handout Effective January 1, 2025

### **PURPOSE:**

To ensure that contractors are keeping sediment out of the City's storm sewer pipes, ponds and lakes, it is necessary for City Erosion Control Inspector to inspect construction sites after a rain event or at least once a week. The Erosion Control Ordinance is Chapter 15 of the City Code and is available on the City website:

[www.cityofardenhills.org](http://www.cityofardenhills.org)

### **PERMIT APPLICATION FEE:**

**Administrative Fee: \$180**

**Escrow: TBD by Engineer**

The administrative fee shall cover the permit review(s) and administrative processing.

The escrow shall be submitted to ensure the installation, completion, maintenance, inspection, and enforcement of the Erosion and Sediment Control Plan and practices. **All inspection costs will be drawn from the escrow.** Six months after final inspection, the remaining escrow shall be returned to the Permittee.

### **BY SIGNING THE PERMIT, THE APPLICANT ACKNOWLEDGES THE FOLLOWING:**

- **Escrow** - Inspection fees shall be drawn from the escrow. Six months after final inspection, the remaining escrow shall be returned to the permittee.
- **Installation and Maintenance** - The permittee assumes all responsibilities for installation and maintenance of the erosion control on this site. **Any problems identified by the City erosion control inspector shall be addressed within 48 hours of notification, unless specified otherwise by the City Inspector.** If the permittee does not comply with the erosion control plan or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The applicant is responsible for removal of the erosion control once the site is stabilized with vegetation.
- **Perimeter Control** - Before grading is commenced, proper perimeter control Best Management Practices (BMPs) must be installed by the permittee, then inspected and approved by the designated City inspector. The choice of perimeter control BMP is the option of the permittee subject to approval of the City.
- **Exposed Soils Stabilization** - All exposed soil areas must be stabilized as soon as possible to limit soil erosion but it no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
- **Designated Concrete Washout Area** - A designated concrete washout facility/area must be identified and all liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner.
- **Vehicle Tracking** - Soil tracked from the site must be effectively swept as often as necessary to prevent its transport into waters and/or storm water conveyance systems.
- **Dewatering Activities** - If dewatering is necessary, best management practices shall be required to insure that discharge is not causing nuisance conditions to receiving waters, adjacent properties, or causing adverse impacts to wetlands as determined by the City Inspector.
- **Inlet Protection** - Inlet protection shall be required and must include a BMP that is appropriate for the structure.
- **Maintenance of Best Management Practices (BMP)** - All erosion and sediment control practices shall be maintained to provide maximum effectiveness as per Mn/DOT and MPCA specifications and permit requirements.
- **Stock Piles** - All stock piles shall be stabilized and/or covered no later than 14 days from the time of not being actively worked. Stock piles shall be kept completely off city right-of-way and shall be completely surrounded with an approved erosion control silt fence or other effective sediment controls. They cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater.
- The City reserves the right to require additional control mechanisms as determined by the City Inspector.



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### **CONTACTS:**

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### **OTHER AGENCY PERMITS:**

It is the Permittee's responsibility to determine if additional permits are needed. Copies of these permits shall be submitted to the City. Other agencies may include, but are not limited to:

- Minnesota Pollution Control Agency (MPCA) - NPDES construction permit, <http://www.pca.state.mn.us/water/construction-stormwater>
- Rice Creek Watershed District (RCWD) - [www.ricecreek.org](http://www.ricecreek.org), 763.398.3070
- Department of Natural Resources (DNR)

No portion of a wetland may be disturbed or filled unless approved by the agency having jurisdiction, such as the DNR, RCWD, and/or Ramsey County.

### **TECHNICAL INFORMATION:**

The Minnesota Pollution Control Agency (MPCA) manual titled, "Protecting Water Quality in Urban Areas" is one of many useful tools available for choosing best management practices and design guidance. The manual can be found on the MPCA website at <http://www.pca.state.mn.us/water/pubs/sw-bmpmanual.html>

### **MINIMUM REQUIREMENTS FOR EROSION AND SEDIMENT CONTROL APPLICATION:**

- Erosion and sediment control plans shall comply with the standards of the Minnesota Pollution Control Agency's NPDES General Construction Permit except where more specific requirements are required.
- Erosion and sediment control plans shall be drawn accurately to show the extents of the project for the Engineer to complete the review process.
- A Tree Preservation Plan is required if there is anticipated tree removal with the project for the Planning Department to review.
- The proposed land disturbance area and additional impervious surfaces must be clearly shown on the plan.
- Natural site topography and soil conditions shall be used to control runoff and reduce erosion and sedimentation.
- Construction activity shall be phased when possible to minimize disturbed areas subject to erosion at one time.
- The expected duration of construction must be stated.
- All construction waste shall be properly managed and disposed of so it will not have an adverse impact on water quality.
- All basement and/or foundation excavation spoil piles shall be kept completely off city right-of-way and shall be completely surrounded with an approved erosion control silt fence or other effective sediment controls.
- All controls shall be installed before commencing the land disturbing activity and shall not be removed without City approval or until the City has issued a certificate of completion.
- The permittee shall be responsible for proper operation and maintenance of all controls until the site has undergone final stabilization and has received an approved certificate of completion. Except as otherwise provided in the erosion control plan, seed shall be rye grass or other fast-growing seed suitable to the existing soil to provide a temporary ground cover as rapidly as possible.
- An as-built survey signed by a licensed land surveyor may be required if determined by the Engineer.



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**GRADING & EROSION CONTROL PLAN DATA REQUIREMENTS (FOR NEW DEVELOPMENT):**

General Project Information

- Scale of drawing, north arrow, and benchmark.
- Name, address and phone number of property owner.
- Address of the construction site.
- Legal description of property.
- Primary and secondary person(s) of contact for erosion control issues.

Existing Conditions

- Property lines with lot dimensions.
- Location of all easements as shown on record plat.
- Location of all existing buildings on the lot, with elevations and type of structure.
- Existing elevations shall be shown at the following:
  - a. Each lot corner.
  - b. Centerline of street at side lot lines extended.
  - c. Top of curb at side lot lines extended and at each edge of proposed driveway.
  - d. Alongside lot lines at the front face of the proposed building.
  - e. Major corners of the proposed building.
  - f. Drainage swales. Spot elevations of existing topography shall be shown in sufficient detail to indicate current drainage patterns of the property and adjoining properties.
  - g. Existing houses on adjacent side lots.
- Location of sewer and water connections.
  - a. Survey to determine elevation of inverts to nearest manholes up and down stream of the proposed building.
  - b. Stubs for City water and sewer (if available from City records).
- Lakes, wetlands and/or drainage ponds with 100-year flood elevation.
- Existing topography shown @ 2-foot contour interval.

Proposed Conditions

- Location of proposed building and style of house.
- Location of stakes established by the surveyor along each side lot line at the proposed front building line extended. On larger lots, these offset stakes shall not exceed a distance of 35 feet from the proposed building. The maintenance of these stakes, once established by the surveyor, shall be the responsibility of the building permit applicant.
- Proposed elevations shall be shown at the following:
  - a. Garage floor.
  - b. Top of block.
  - c. Lowest floor.
  - d. Lowest opening.
  - e. Lot corners (if not the same as the existing elevations).
  - f. Drainage swales.
  - g. Retaining walls (if applicable).



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Proposed Conditions (continued)

- Proposed elevations shown at 2-foot contour intervals.

The proposed disposal or drainage of surface waters (indicate direction of surface water drainage by arrows).

- a. A permit is issued with the understanding that the relative elevations of the proposed lot and the established or proposed street grade shall not conflict in such manner as to cause damage by altering the existing drainage or flow of surface waters to the street or nearby streets or to the adjacent or nearby premises.
- b. The Public Works Department may deny a permit for the construction of a building or structure upon ground which is too low for proper drainage. In the course of construction, alteration, repair or moving of any building or structure, no obstruction, diversions, ridging or confining, temporary or permanent, of the existing channel or any natural waterway through or over which any lake, stream or surface water naturally flows shall be made without approval of the City Administrator and Public Works Department.

- Location and type of all erosion and sediment control measures proposed on site.
- Method of final stabilization (seed, sod, etc.).

Post Construction

- As-built survey confirming final constructed elevations signed by a licensed land surveyor.

**A Certificate of Occupancy in any form shall not be issued until the above has been completed.**