



## Summary of Erosion and Pollution Prevention Requirements

### Inspection Process:

Building permits will be issued only after:

- An erosion control plan and permit application have been submitted to and approved by the City of Canby;
- The approved erosion control plan has been implemented on the site;
- The site has passed an initial erosion control inspection. Permittee must call the City of Canby at 503-266-4021 x 259 to schedule an initial erosion control inspection.

### Prevention Requirements:

- Dates for implementation of wet weather measures are October 1 to April 30.
- **During wet weather season:** All disturbed land areas that shall remain unworked for 14 days or more shall be physically covered in the wet weather season.
- **Year-round:** Bare soil must be covered within 14 days of final grading.
- Owner/Permittee must notify City of Canby prior to clearing, grading, or start of project.
- Owner/Permittee is responsible for monitoring, maintaining and repairing of all erosion control measures.
- 24 hour contact numbers must be available at all times for the person responsible for erosion control of the site. City of Canby must be notified if the contract person changes.
- Gravel or dirt curb jumps are not allowed (use wooden step style).
- Gravel construction entrances must be installed at the start of the project to prevent tracking and for initial inspection approval.
- ¾"- rock is the minimum for use on construction entrances. Use of larger rock and/or fabric may require less maintenance and reduce potential for tracking.
- Install silt fence as per manufacturer's specifications and in accordance with the City of Canby Erosion Prevention and Sediment Control Planning and Design Manual.
- Tracking of dirt and debris onto streets is not allowed. All tracking and debris on streets that does occur must be removed by the end of each working day or sooner if it can be spread by traffic or reach the public storm sewer system.
- All storm inlets must be protected, measures maintained and sediment/debris must be cleaned away from the area as necessary.
- Storm inlets are not to be used for washing out equipment or pumping utility trenches.
- Concrete truck and equipment washout area must be designated on site and on the plans.
- One area must be designated for storage of construction debris (i.e. caulking tubes, scraps, paint/texture containers and residue, etc.) This is to prevent contaminants from entering the storm system.
- Drainage from groundwater and springs must be addressed during construction.

### **Enforcement**

- Re-inspection fees may be charged on those sites that fail to take corrective action in full by the time of the next inspection. This is to reduce the need for permit fee increases.
- Stop Work Orders will be issued on sites that continue to fail to comply with erosion control requirements.
- Failure to achieve compliance with erosion control rules and regulations may result in fines of \$100 per day per violation.



**City of Canby**  
**GRADING & EROSION CONTROL APPLICATION**  
 170 NW 2<sup>nd</sup> Avenue, Canby OR 97013, Phone: 503-266-9404

Transmittal Date: \_\_\_\_\_  
 Fee: \_\_\_\_\_

Application No: \_\_\_\_\_  
 Date: \_\_\_\_\_

Type of Work			
<input type="checkbox"/> New Construction			<input checked="" type="checkbox"/> Demolition
<input type="checkbox"/> Addition/Alteration/replacement			<input type="checkbox"/> Other
<input type="checkbox"/> Commercial			<input type="checkbox"/> Residential
Lot Size :      Acres			
Job Site Information and Location			
Project Name:			
Job site address:			
Cross street/ directions to job site:			
Subdivision:		Lot #	
Property Owner			
Owner:		Address:	
Phone:	Fax:	Email:	
Applicant Responsible Party			
Name:		Address:	
Phone:	Fax:	Email:	
Excavation Contractor			
Name:		Address:	
Phone:	Fax:	Email:	
CCB License #	Expiration Date:	City License:	
Site Information			
Name of nearest stream, creek, or river			
Exporting Soil <input type="checkbox"/> No <input type="checkbox"/> Yes			
If No, how will soil be disposed?			
If Yes, address of disposal site?			
Construction Schedule			
<b>Prior to start of excavation:</b> Erosion control measures must be in place: <u>Call to schedule an inspection 503-263-8989</u>			
<b>Construction completed, Soil not stabilized:</b> Erosion control measures must remain in place.			
<b>Ground cover established Soil is stabilized:</b> Erosion control measures may be removed only after permanent site ground covers are in place. <u>Call to schedule an inspection 503-263-8989</u>			

I will construct and maintain Erosion/Sedimentation Control measures to ensure the containment of sediment on the construction site. I agree to comply with the City of Canby's Erosion Control Rules and Regulations. I further agree that I am responsible for the daily monitoring and, if necessary, adjustment of the erosion control structures to comply with these rules. I acknowledge that failure to adhere to these requirements will result in enforcement actions to bring the site into compliance.

\_\_\_\_\_  
 Owner/Applicant/Responsible Party Signature

\_\_\_\_\_  
 Date

For additional information contact Public Works 503-266-4021 Ext 298,  
 City Shops at 1740 NE Territorial Road, Canby OR 97013.

# City of Canby

## EROSION CONTROL, SURFACE WATER, AND SENSITIVE AREA CHECKLIST

- A.  Three (3) copies of plot plan drawn to scale showing: (Sample Attached)
1.  Existing and proposed contour lines with elevations to show slope and/or retaining walls.
  2.  Location for storage of excavating materials.
  3.  Gravel construction entrance.
  4.  Property lines and distances to buildings.
  5.  Placement of erosion control devices (e.g. silt fences).
  6.  Location and depth of drainage systems during and after construction (e.g. ditches, roof and foundation drains).
  7.  An Undisturbed Corridor Buffer is required adjacent to sensitive areas. (Note: Sensitive areas include wetlands, rivers, streams, creeks, lakes and ponds.) Depending on several factors, the range is from 25 feet to 200 feet wide. City of Canby Rules and Regulations determine the required buffer width.
  8.  Location and width of all storm drain and sanitary sewer easements.

### ADDITIONAL REQUIREMENTS FOR NON-SINGLE FAMILY RESIDENCE

9.  Site restoration plan (permanent landscaping).
  10.  Water quality facilities. Consult Section 4 of Rules and Regulations.
  11.  Detention facilities. Consult Section 4 of Rules and Regulations.
- B.  One copy of your construction schedule (Sample Attached).
- C.  One copy of your erosion control Maintenance Plan (Sample Attached).
- D.  One copy of the City of Canby Grading/Erosion Control Information sheet (Attached).

### Erosion Control Maintenance Plan (all construction)

#### Maintenance measures required (Initial Applicable Measures)

##### Gravel construction entrance

Maintain a minimum depth of 8 inches of gravel. Use wooden curb jump.

##### Temporary sedimentation fence or alternate measures

Inspect daily and clean sediment build up daily during prolonged rainfall and after each storm.

##### Exposed soils covered during wet weather season

Soil unworked for 14 days or more must be covered (Oct 1 – Apr 30)

##### Provide area for cement trucks to clean out their equipment

Cleaning and washing out cement trucks in street areas, catch basins or drainage ways are a violation and not allowed.

##### Provide enclosed area for building debris/solid waste management

#### CITY OF CANBY USE ONLY

Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_

## EROSION CONTROL NOTES

1. Owner or designated person shall be responsible for proper installation and maintenance of all erosion and sediment control (ESC) measures, in accordance with local, State, and Federal regulations.
2. The implementation of these ESC plans and construction, maintenance, replacement, and upgrading of these ESC facilities is the responsibility of the contractor until all construction is completed and approved by the local jurisdiction, and vegetation/landscaping is established. The developer shall be responsible for maintenance after the project is approved until the lots are sold.
3. The boundaries of the clearing limits shown on this plan shall be clearly marked in the field prior to construction. During the construction period, no disturbance beyond the clearing limits shall be permitted. The markings shall be maintained by the applicant/contractor for the duration of construction.
4. The ESC facilities shown on this plan must be constructed in conjunction with all clearing and grading activities, and in such a manner as to insure that sediment and sediment laden water does not enter the drainage system, roadways, or violate applicable water standards.
5. The ESC facilities shown on this plan are minimum requirements for anticipated site conditions. During construction period, these ESC facilities shall be upgraded as needed for unexpected storm events and to ensure that sediment and sediment laden water does not leave the site.
6. The ESC facilities shall be inspected daily by the applicant/contractor and maintained as necessary to ensure their continued functioning.
7. At no time shall sediment be allowed to accumulate more than 1/3 the barrier height. All catch basins and conveyance lines shall be cleaned prior to paving. The cleaning operations shall not flush sediment laden water into the downstream system.
8. Stabilized gravel entrances shall be installed at the beginning of construction and maintained for the duration of the project. Additional measures may be required to insure that all paved areas are kept clean for the duration of the project.
9. Storm drains inlets, basins, and area drains shall be protected until pavement surfaces are completed and/or vegetation is re-established.
10. Pavement surfaces and vegetation are to be placed as rapidly as possible.
11. Seeding shall be performed no later than September 1 for each phase of construction.
12. If there are exposed soils or soils not fully established from October 1<sup>st</sup> through April 30<sup>th</sup>, the wet weather erosion prevention measures will be in effect. See the Erosion Prevention and Sediment Control Planning and Design Manual (Chapter 4) for requirements.
13. The developer shall remove ESC measures when vegetation is fully established.

# Sample Plot Plan

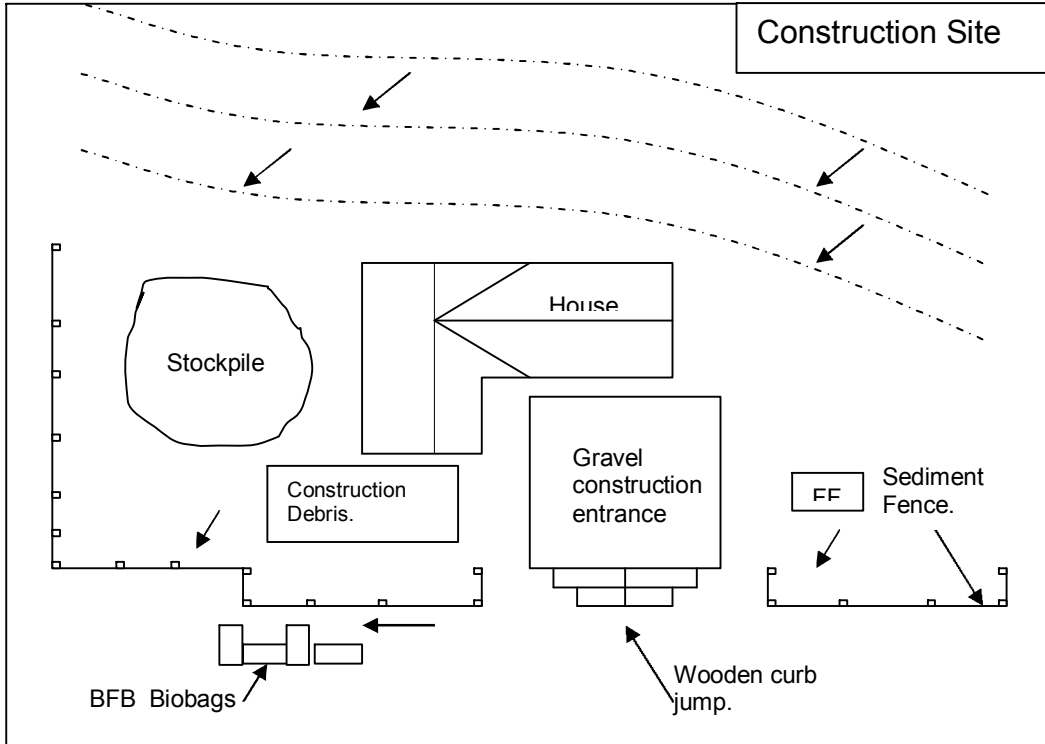
Showing Erosion/Sedimentation Control Information

Refer to the City of Canby Erosion Prevention and Sediment Control Manual for additional information:

- Gravel Construction Entrance CE Section 4.2.1
- Temporary Silt Fences FF Section 4.3.1
- Inlet Protection Section 4.3.9
- Construction Debris CD Section 6.7

Wet Weather Measures (October 1- April 30)

- Straw Mulch Covering (Exposed Soil) Section 4.4.4
- Stockpile protection (Excavated Materials) Section 4.1.8



## EROSION CONTROL FEE SCHEDULE

<u>Single Family (Up to 1 acre)</u>			<u>All Other lots, including single family over 1 acre</u>		
<b>Without ESPC Certification:</b>	<b>Fee</b>	<b>Paid</b>	<b>Without ESPC Certification:</b>	<b>Fee</b>	<b>Paid</b>
Base rate, to 4 inspections	\$110		Base rate, 1 acre	\$184	
Each additional inspection	\$40		Each additional acre	\$80	
			Each inspection over 9	\$40	
<b>With ESPC Certification:</b>	<b>Fee</b>	<b>Paid</b>	<b>With ESPC Certification:</b>	<b>Fee</b>	<b>Paid</b>
Base rate, to 4 inspections	\$85		Base rate, 1 acre	\$145	
Each additional inspection	\$35		Each additional acre	\$42	
			Each inspection over 9	\$35	

**PLAN REVIEW - 50% OF INSPECTION BASE RATE**

**\$100 per Violation, per Day may be assessed until problem is fixed**