

---

## Steps for Creating a Basic Erosion and Sediment Control Plan

One requirement in obtaining an erosion control permit from the Comfort Lake-Forest Lake Watershed District is to create an erosion and sediment control plan. The plan must be prepared by a qualified individual showing proposed methods of retaining waterborne sediments on site during the period of construction and showing how the site will be restored, covered, or revegetated after construction, including a timetable for completion.

A basic erosion and sediment control plan may consist of a survey of the proposed project site with added erosion/sediment control practices. Some practices are listed below and may be added digitally or hand-drawn onto the survey if necessary. Required notes may be typed or written directly on the survey as part of the plan.

- **Perimeter control**
  - Location and type of perimeter control should be indicated on the plan.
  - Perimeter control should be installed downslope of all exposed soils. Examples of perimeter control practices include:
    - Silt fence
    - Biorolls/biologs
    - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here:  
<https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>
  - Plan should contain the following note: *“Silt fence [or other practice, whichever applies] must be installed prior to work commencing.”* Keep this in mind while preparing to begin construction.
- **Stabilized construction entrance**
  - Location and type of stabilized construction entrance should be indicated on the plan.
  - All construction entrances must be adequately stabilized to prevent sediment tracking due to vehicle traffic. Examples of methods to stabilize construction entrances include:
    - Rock/gravel
    - Construction entrance pads
    - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here:  
<https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>
- **Erosion control**
  - Plan should contain the following note: *“All disturbed portions of the site must be stabilized with temporary or permanent cover within fourteen days after construction activity has temporarily or permanently ceased.”* Keep this in mind whenever construction ceases (e.g. winter construction hiatus).
  - Examples of erosion control include:
    - Straw net blankets or straw mulch
    - Hydraulic mulch with tackifier
    - Other acceptable practices may be discussed with District staff. Additional best management practice selection guidance can be found here:  
<https://www.pca.state.mn.us/water/stormwater-best-management-practices-manual>

In addition to the erosion and sediment control plan, the following should be submitted:

- Property lines and delineation of lands under applicant's ownership
- Existing and proposed site contour elevations at two-foot intervals, related to NGVD, 1929 datum
- *If required:* Documentation as to the status of a National Pollutant Discharge Elimination System stormwater permit for the project from the Minnesota Pollution Control Agency and provide the Storm Water Pollution Prevention Plan (SWPPP), as it becomes available

Permits for erosion control alone can be issued administratively, meaning they do not require approval from the District Board of Managers. If any other District Rules (e.g. stormwater management) are included in the permit, the application must be approved by the Board of Managers at one of their public meetings. All exhibits must be submitted to the District 30 days prior to the next board meeting in order to be put on that meeting's agenda.

**This document is for general guidance, full District erosion control rules can be viewed under [District Rule 3](#). Upon submittal of an application and erosion control plan the District will review for compliance and any site specific measures that might be required.**