



**Erosion & Sediment Control Plan  
Application**  
City of South Bend  
Division of Engineering  
Room 1316  
South Bend, IN 46601

**Type of Submittal (Check One):**

- Initial**
- Amendment**
- Renewal**

**Permit No. (Not required for initial submission):**

**PROJECT NAME AND LOCATION**

Project Name: \_\_\_\_\_

Brief Description of Project Location: \_\_\_\_\_

\_\_\_\_\_

Project Location:

Quarter \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Civil Township \_\_\_\_\_

**PROJECT SITE OWNER AND PROJECT CONTACT INFORMATION**

Company Name: \_\_\_\_\_

Project Site Owner's Name (An Individual): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Company Name (If Applicable) \_\_\_\_\_

Affiliation to Site Owner: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_



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<p><b>Type of Submittal (Check One):</b></p> <p><input type="checkbox"/> <b>Initial</b></p> <p><input type="checkbox"/> <b>Amendment</b></p> <p><input type="checkbox"/> <b>Renewal</b></p> <p><b>Permit No. (Not required for initial submission):</b></p>
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**PROJECT INFORMATION**

Company Description (Circle One): **Sub-Division Commercial Industrial Other (Explain)** \_\_\_\_\_

Name of Receiving Water: \_\_\_\_\_

Project Acreage: \_\_\_\_\_ Total Watershed Acreage \_\_\_\_\_

Proposed Land Disturbance (in acres) \_\_\_\_\_

Total Impervious Surface Area (square feet, estimated for completed project) \_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated End Date for all Land Disturbing Activities \_\_\_\_\_

**In addition to this form, I have enclosed the following required information:**

- 3 hard-copies of the Construction Best Practices Plan
  - One (1) full-size (24" X 36") plan set and two (2) true half size plan sets (11" X 17") plan sets
  - 1 electronic PDF copy ([rowpermitsoffice@southbendin.gov](mailto:rowpermitsoffice@southbendin.gov))
    - The index showing locations of required plan elements may be submitted in a separate 8.5" X 11" report (hard *and* electronic copies)
- A non-refundable \$100 filing fee made payable to City of South Bend
- A non-refundable permit review fee: **\$100 dollars per acre of disturbed land up to \$1,000**
- Notice of Intent (NOI) form



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By signing this permit application, I certify that this document and all the attachments were prepared under my direction or supervision in accordance with the system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

Printed Name of Project Owner \_\_\_\_\_

Signature of Project Owner \_\_\_\_\_ Date \_\_\_\_\_

**All SDP applications must include an original signature (FAX and phot copies are not acceptable).**

Within thirty (10) business days of receipt of a complete permit application, including all documents as listed above, the City of South Bend Division of Engineering shall inform the applicant (site owner) whether the applicant, Construction Best Practices Plan, and copy of the NOI are approved or disapproved. The permit shall be mailed to the site owner at this time. Upon disapproval of the application, Construction Best Practices Plan, or the copy of the NOI the applicant shall be informed so revisions can be made. Upon submittal of additional or new information the City of South Bend Division of Engineering shall have fifteen (10) business days to inform the applicant of approval or disapproval.