

INSTRUCTIONS FOR INDIVIDUAL LOT PLOT PLAN PERMIT REQUEST

1. Request shall be made to the LaPorte County Stormwater Office on standard form only, supplied by the MS4 Coordinator (See Individual Lot Plot Plan Permit Request Form below).
2. The Individual Lot Plot Plan Permit Request Form shall be completely filled out. The LaPorte County MS4 Coordinator may require more details if necessary to complete the permit review.
3. The individual lot operator should be the trained individual in charge of the mandatory stormwater pollution prevention self-monitoring program for the project site and will be the person the LaPorte County MS4 Coordinator will contact initially in the event that the stormwater pollution prevention plan/erosion control plan that was approved for the site is not being implemented properly.
4. The applicant or an agent of the applicant must sign the form.
5. A certified Plot Plan (certified by a Professional Engineer, Licensed Surveyor, or Registered Architect) that includes a certified site layout for the subject lot and all adjacent lots showing building pad location, dimensions, elevations, and the drainage patterns and swales is required to be submitted with each permit application.
6. The individual lot operator, whether owning the property or acting as the agent of the property owner, shall be responsible for erosion and sediment control requirements associated with activities on individual lots until the site is stabilized. An erosion and sediment control plan is required to be submitted with each permit application. This plan must conform to the minimum requirements in the Construction Stormwater General Permit, (CSGP) and must specify and show the following measures at a minimum:
 - i. Installation and maintenance of a stable construction site access.
 - ii. Installation and maintenance of appropriate perimeter erosion and sediment control measures prior to land disturbance.
 - iii. Erosion and sediment control measures for sheet flow and concentrated flow areas.
 - iv. Nearby storm sewer inlet protection measures.
 - v. Show and describe where concrete washout will be disposed and where construction wastes and materials/spills will be disposed.
 - vi. Minimization of sediment discharge and tracking from the lot throughout the land disturbing activities on the lot until permanent stabilization has been achieved.
 - vii. Clean-up of sediment that is either tracked or washed onto roads. Bulk clearing of sediment shall not include flushing the area with water. Cleared sediment must be redistributed or disposed of in a manner that is in compliance with all applicable statutes and rules.
 - viii. Adjacent lots disturbed by an individual lot operator must be repaired and stabilized with temporary or permanent surface stabilization.
 - ix. For individual residential lots, final stabilization meeting the criteria in 327 IAC 15-5-7(b)(20) will be achieved when the individual lot operator:
 1. Completes final stabilization; or
 2. Has installed appropriate erosion and sediment control measures for an individual lot prior to occupation of the home by the homeowner and has informed the homeowner of the requirement for, and benefits of, final stabilization.
7. Need to abide by any additional requirements set forth in the LaPorte County Stormwater Management Ordinance.
8. Check or money order is to be made payable to LaPorte County MS4. The correct amount of fee, based on the Fee Ordinance, must be included with the application package.

**LAPORTE COUNTY
APPLICATION FOR INDIVIDUAL LOT PLOT PLAN PERMIT REQUEST**



LaPorte County MS4
2857 W. State Rd.2 Suite B, LaPorte, IN 46350
Phone: (219) 326-6808, ext. 2118 www.laporteco.in.gov

Project/Subdivision/Minor Plat Name:

Lot Number:		Acreage to be Disturbed:	
Type of Lot or Improvement (Commercial/Residential/Industrial/Other):			
Civil Township Name:	Section:	Twp:	Range:
Street Address:			

Property Owner Name:

Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	Email:	

Plan Preparer Name & Company:

Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	Email:	

Contractor/Builder:

Contact Person:			
Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	Cell:	

Individual Lot Operator in Charge of Mandatory Site Stormwater Pollution Prevention

Name:			
Mailing Address:			
City:	State:	Zip:	
Phone:	Fax:	Email:	

List of Qualifications:

The individual lot operator should be the trained individual in charge of the mandatory site stormwater pollution prevention program who is responsible for installation and maintenance of all erosion and sediment control measures until the site is stabilized.

Individual Lot Operator Signature: _____

Title: Owner _____ Contractor _____ Engineer _____ Agent _____ Other _____

Date: _____