

Section 4. Acceptance of GESC Plan and Applying for Permit

Overview of Section 4

4.0

Section 4 addresses Steps 5 through 7 in the GESC Permit Process:

Permit Step 5: Submit the GESC Plan and related plans and permits to the County for review and acceptance and revise documents as necessary to address County comments.

Section 4.1, **Submittal of the GESC Plan**, describes procedures for submitting a GESC Plan.

Section 4.2, **Detailed Review by County Staff**, discusses the County's review of GESC Plans based on the criteria presented in Section 3.

Section 4.3, **Review Schedule**, summarizes typical review schedules.

Section 4.4, **Revisions to Plan Based on County Comments**, discusses the Design Engineer's revisions to the GESC Plan based on the County's comments.

Permit Step 6: After County acceptance of the GESC Plan, submit up to 10 sets of the drawings, bound and folded, for signatures, along with the GESC Permit Application, Fee, and Fiscal Security.

Section 4.5, **Preliminary Acceptance of the GESC Plan**, describes submittal requirements for multiple sets of GESC Drawings to obtain the signature of the Public Works Engineering Director.

Section 4.6, **Applying for a GESC Permit**, discusses filling out the GESC Permit Application Form.

Section 4.7, **Permit Fees**, covers procedures for paying Permit fees.

Section 4.8, **Posting Fiscal Security**, discusses acceptable forms and amounts of Fiscal Security.

Permit Step 7: When ready, obtain the signed GESC Drawings and a copy of the GESC Field Manual.

Section 4.9, **Final Acceptance of GESC Plan**, describes the County signing process for multiple sets of GESC Drawings.

Section 4.10, **Duration of GESC Permits**, discusses the duration of GESC Permits and the need to renew GESC Permits prior to expiration.

Section 4.11, **Transfer of GESC Permits**, describes procedures for transferring a GESC Permit if either the Permittee(s) changes during the life of a GESC Permit.

Permit Step 5: Submit the GESC Plan and related plans and permits to the County for review and acceptance and revise documents as necessary to address County comments.

Sections 4.1 through 4.4 discuss Step 5.

Submittal of the GESC Plan

4.1

After the GESC Plan has been prepared according to the requirements of Section 3, the drawings and report, along with the related plans and permits discussed in Section 2, shall be submitted to Public Works Engineering.

The GESC Plan shall be submitted first along with appropriate review fees. The GESC Permit Application Form, Permit Fee, and/or Fiscal Security shall be submitted only after the GESC Plan is reviewed and accepted.



County Staff provides a detailed review.

Detailed Review by County Staff

4.2

The GESC Plan will be reviewed with an eye toward the effectiveness of the overall Plan. The appropriateness, timing, and placement of the proposed erosion and sediment controls will be reviewed.

After review, written comments will be provided to the applicant.

Review Schedule

4.3

Approximate review periods are indicated on the GESC Permit Process flow chart shown in Section 1. Typically, written review comments will be provided by Public Works Engineering within 45 business days of receiving GESC Plans, whether referred from the Douglas County Department of Community Development (*Planning*) or submitted directly to Public Works Engineering. Written comments on resubmittals are also provided within 14 business days of receiving the revised plans and the summary of how previous



Information

Any incomplete submittal shall be returned to the Design Engineer. This process shall be repeated until a complete plan set is submitted to Public Works Engineering, and then a detailed review shall start.

comments were addressed.

The length of time required to achieve final County acceptance is directly related to the level of accuracy, concurrence with Douglas County design and construction criteria and standards, and the thoroughness of addressing written review comments.



Example of GESC Plans.

Revisions to
Plan Based on
County
Comments

4.4

GESC Plan review comments are to be addressed by the applicant and the revised GESC Plan resubmitted to the County for a follow-up review.

The applicant shall submit a letter or memorandum with the revised GESC Plan summarizing how each review comment was addressed.

If review comments are not addressed, the GESC Plan will not be accepted, and written comments will again be provided to the applicant. This cycle will be repeated as many times as necessary for the applicant to fully address the County's review comments to the satisfaction of County staff.

Applicants are encouraged to call or meet with County Staff to discuss any questions they have regarding the County's review comments or the applicant's proposed responses prior to resubmitting the GESC Plan. This may help to resolve issues quickly and avoid multiple reviews and resubmittals.



All third resubmittals are charged 50% of the initial submittal fee. Resubmittals following a "conditional approval" require no fee.

Information

Permit Step 6: After Preliminary Acceptance of the GESC Plan, submit up to 10 sets of the GESC Drawings, bound and folded, for signatures, along with the GESC Permit Application, Permit Fee, and Fiscal Security.

Sections 4.5 through 4.8 discuss Step 6.

Preliminary
Acceptance of
the GESC Plan

4.5

When all GESC Plan review comments are addressed, the applicants will be notified by the County that the GESC Plan is preliminarily accepted (final acceptance occurs when additional copies of the GESC Drawings are submitted to the County and signed by the Public Works Engineering Director). The County will require 3 stamped and signed GESC Drawing sets in addition to the number of sets that the applicant(s) need signed by the County (up to 10 sets).

Each set of GESC Drawings shall be signed and stamped by a Professional Engineer registered in the State of Colorado, bound and stapled, then folded

Once Public Works Engineering has notified the applicants that the GESC Plan is accepted, the applicants shall submit the following documents to the County:

1. *Specified number of copies of GESC Drawings, signed and stamped by the Design Engineer, bound and stapled, and folded to 9 x12 inches (see Section 4.5).*
2. *Completed GESC Permit Application (see Section 4.6 and Appendix J).*
3. *Permit fees paid in accordance with Section 4.7.*
4. *Fiscal Security provided in accordance with Section 4.8.*
5. *Temporary Construction Access Permit application, with associated Permit Fee and Fiscal Security, in accordance with the Roadway Manual.*

Preliminary Acceptance of the GESC Plan, continued

to 9 x 12 inches. The folded GESC Drawings shall be submitted to the County along with the GESC Report, GESC Permit Application, Permit Fee, and Fiscal Security, described in Sections 4.5 through 4.8.

Applying for a GESC Permit

4.6

Once Public Works Engineering has notified the applicants that the GESC Plan is accepted, the applicants may apply for a GESC Permit. The information required on the Temporary Batch Plant or Standard GESC Permit Application shall be filled out and the Form shall be signed by the Owner and the Contractor and/or personnel who are legally authorized to sign on behalf of the company, corporation, entity, or organization. Both the Owner and the Contractor, or their legally authorized personnel, must sign the Permit Application.

Copies of the Temporary Batch Plant and Standard GESC Permit Applications are provided in Appendix J.

Permit Fees

4.7

Permit Fees are to be paid to the Engineering Permits Staff at the Permits and Inspection Office of Public Works Engineering. Fees may be paid by check, cash, credit card, or electronic check. Fees for a Standard GESC Permit consist of a base fee and a per-acre charge and are collected to help offset costs of administering the GESC Program. These fees shall be paid with the submittal of the Permit Application and other documents shown in Section 4.5.

Posting Fiscal Security

4.8

4.8.1 General. Douglas County requires that all projects requiring a Temporary Batch Plant or Standard GESC Permit, as well as some projects requiring a Low Impact GESC Permit, post Fiscal Security.

The conditions under which the GESC Fiscal Security is held is separate from any other security relating to the project site's Subdivision Improvements Agreement (SIA) or Site Improvements Plan Improvements Agreements (SIPIA), or any other permits relating to the site and may be held and released separately.

4.8.2 Amount of Fiscal Security. The amount of Fiscal Security for a GESC Permit is based on the probable cost of installing the grading, erosion and sediment controls required on a site. A copy of a worksheet to be used for preparing the Opinion of Probable Costs for erosion and sediment control is included in Appendix I.

The Opinion of Probable Cost worksheet shall be completely filled out and submitted as part of the GESC Report (see Section 3.19 for GESC Report requirements). The probable cost worksheet will be reviewed for acceptance by Douglas County.

Posting Fiscal Security, continued

4.8.3 Forms of Fiscal Security. Douglas County accepts 3 different forms of security:

1. *Cashier's Check*
2. *Irrevocable Letter of Credit*
3. *Credit Card*

A copy of an approved Douglas County Irrevocable Letter of Credit Form is located in Appendix K.

Financial institutions have varying guidelines for cashier's checks; the applicant is advised to contact their financial institution to learn their regulations regarding cashier's checks. All fiscal security received will be deposited and held in a non-interest-bearing account.

The conditions of each form of security shall allow for the security to be held by Douglas County for a minimum of 1 year of holding with the possibility of renewal. The 1 year period should allow for completion of all GESC and Site Improvement Plan requirements, including time for revegetation to reach the required coverage (see Section 6.4). Information regarding the release of Fiscal Security is provided in Section 6.8.

4.8.4 Expiration of Fiscal Security. If the construction of the project and/or revegetation process takes longer than 1 year, the Permittee shall extend the posted letter of credit a minimum of 14 days prior to the expiration date. Failure to extend the Fiscal Security, for a minimum of 1 additional year, prior to the 14 day deadline shall result in the County drawing upon the Fiscal Security.

4.8.5 Governmental Agencies. Douglas County may waive Fiscal Security requirements from governmental entities based on an executed written agreement addressing GESC requirements, BMP implementation and revegetation.*

*Source: Arapahoe County Grading, Erosion and Sediment Control Manual

Permit Step 7: When ready, obtain the signed GESC Drawings and a copy of the GESC Field Manual.
Sections 4.9 through 4.11 discuss Step 6.

Final Acceptance of GESC Plan

4.9

4.9.1 Signed GESC Drawings. The GESC Plan will be considered accepted when the submitted copies of the GESC Drawings are signed by the Public Works Engineering Director. Applicants will be notified by the County when the GESC Drawings have been signed and are ready to be picked up. Typically, signed GESC Drawings will be ready approximately 7 days after the GESC Drawings are submitted.

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Final Acceptance of GESC Plan, continued

Douglas County will retain 3 to 5 sets of signed GESC Drawings. The number of drawings retained by the County is project-specific. GESC Drawing sets will always be retained for the project file, the Engineering Inspector, and the Erosion Control Inspector. Additional copies may be required for the Traffic Engineer and the Urban Drainage and Flood Control District.

GESC Plans are considered valid for 3 years following the signature date. After this time, GESC Plans will need to be resubmitted to the County for re-review and re-acceptance.

4.9.2 GESC Field Manual. A copy of the GESC Field Manual shall be obtained from the County at the same time the signed Drawings are picked up. The GESC Field Manual provides information pertaining to the construction phase of the GESC Permit Process and is discussed further in Section 5.

Duration of GESC Permits

4.10

A GESC Permit is valid for 1 year from the date the permit is issued (the date the GESC Permit Application Form is released by the Erosion Control Inspector, usually after the Pre-Construction Meeting). A GESC Permit shall be renewed prior to its expiration. The Permittee(s) shall contact the County and start the renewal process at least 14 days prior to the original GESC Permit's expiration date.

Permittee(s) shall have a valid GESC Permit until all phases of a project are transferred to the County's DESC Program for detached single-family residential projects or until Final Close-out Acceptance (after revegetation is established) for other projects.

Transfer of GESC Permits

4.11

If a project or portion of a project is sold to a new Owner, or if the Contractor that is identified on the GESC Permit is replaced by a different Contractor, the GESC Permit shall be transferred to the new Owner and/or Contractor using a specific transfer procedure.

The transfer shall require a new GESC Permit Application Form, payment of a transfer fee, new Fiscal Security (if new Owner), and another Preconstruction Meeting on-site (the Preconstruction Meeting is discussed in Section 5.4). Failure to transfer the GESC Permit if the Owner or Contractor changes will result in issuance of a Stop Work Order, per Section 5.10.3.

