



## LARAMIE COUNTY PLANNING & DEVELOPMENT OFFICE

3931 Archer Pkwy  
Cheyenne, WY 82009  
planning@laramiecounty.com  
Phone (307) 633-4303 Fax (307) 633-4616



### GRADING, SEDIMENT AND EROSION CONTROL PROCESS

The applicant shall meet with a Laramie County Planning and Development Office (Planning Office) representative prior to submittal of any application. Cost of application and associated fees are published on the Planning and Development Fee Schedule.

1. The applicant shall submit the required documents listed on the application. The applicant shall provide one paper copy and one electronic copy in .pdf format of each required document at the time of application. A non-refundable application fee is required at the time the application is submitted to the Planning Office. Make checks payable to the Laramie County Treasurer.
2. A Standard GESC Permit is required for all land-disturbing activities that disturb 1.0 acre or more of land, including residential projects. Non-residential development or redevelopment activities that disturb less than 1.0 acre require a Standard GESC Permit.
3. For projects with a disturbed area less than one acre where insignificant negative impact can be adequately demonstrated to the County, streamlined submittal requirements apply. If, after reviewing the submitted information, County staff concur that there is low impact, a Low Impact GESC permit will be designated for the project.
4. 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. The transfer shall require a new GESC Permit Application and payment of any associated transfer fees. Failure to transfer the GESC Permit if the Owner or Contractor changes will result in issuance of a Stop Work Order.
5. Laramie County may complete inspections of projects or investigate complaints against a project or a GESC related activity. Stop Work Orders may be issued by Laramie County independent of WYDEQ with a request to address deficiencies of SWPPP plans or maintenance of BMPs at the discretion of the County.
6. Laramie County is authorized to order work to be stopped on any project that disturbs the land and which is not in compliance with the requirements of the GESC Permit. When a Stop Work Order is issued, the GESC Permit for that project is revoked. In addition, the State of Wyoming Department of Environmental Quality may be notified.
7. If a project is issued a Stop Work Order, all work on site shall be stopped immediately. Safety-related items (e.g., backfilling of holes and trenches) as well as corrective actions may be completed; however, the Permittee(s) shall inform the County of such activities. Stop Work Orders may be issued for:
  - i. Failure to provide routine maintenance for erosion and sediment controls.



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- ii.** Tracking of material onto roadways and adjacent paved areas.
- iii.** Failure to make required SWPPP plan revisions.
- iv.** Failure to perform BMP maintenance as directed by Laramie County.

The Permittee(s) shall do the following to reinstate a GESC Permit and resume work on the site:

- i.** Correct the deficient practices that precipitated the Stop Work Order.
  - ii.** Reapply for a GESC Permit and pay any required Permit fees to Laramie County. An updated copy of the SWPPP shall be included.
  - iii.** Obtain a new GESC Permit.
8. All GESC permits shall be formally closed prior to issuing a Temporary Certificate of Occupancy (TCO), Certificate of Occupancy (CO), or Building Permits (residential subdivision projects). For projects which are phased. Portions of the areas under a GESC permit may be closed under an approved GESC phasing plan. The final closing process shall include the following:
- i.** The GESC permit holder shall submit a written request to Laramie County requesting to close a GESC Permit.
  - ii.** One copy of the project final SWPPP shall be submitted including all revisions, inspection reports, maintenance reports etc No GESC Permit shall be closed until such time as the final site stabilization BMP's are in place and have been inspected by the County.

Laramie County may withhold issuing other applicable permits until a project GESC is formally closed.



# Grading and Erosion Control Permit Application

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**INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED**

Name of Project			
<b>OWNER INFORMATION</b> Please attach a separate sheet if for any additional contact information			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>CONTRACTOR/APPLICANT INFORMATION</b>			
Name		Phone	
Address	City	State	Zip Code
Email			
<b>JOBSITE INFORMATION</b>			
Jobsite Contact		Jobsite Phone	
<b>LOCATION INFORMATION</b>			
Legal Description			
Site Address	Site Area	Acres	or Site Area Sq Ft
Site Location Description (If Address is Unavailable)			
Current Zoning		Current Land Use	
Expected Work Start Date		Expected Work Finish Date	
<b>DESCRIPTION OF WORK</b>			
Volume of Cut			
Volume of Fill			
Description of Erosion Control Measures			
<b>Standard GESC Required Documents</b>		<b>Low Impact GESC Required Documents</b>	
Signed WYPDES Permit Initial Storm Water Pollution Prevention Plan (SWPPP) Project Phasing Plan		Location Map Letter Describing the Project Proposed BMPs Photographs of the Site Prior to Excavation or Fill	
<p><i>I hereby certify that I have familiarized myself with the rules and regulations with respect to the filing of this application and that the foregoing statements and answers contained on the application and in required documents are true and accurate to the best of my knowledge. The undersigned hereby agrees that it is the obligation of the Owner to ensure that erosion control measures SHALL be in place prior to commencement of grading, or stockpiling, and shall be maintained throughout construction. Weekly inspection reports must be provided to the inspector. Additional measures may be required during construction and shall be installed at the direction of the County Engineer or his designee. The Owner expressly grants the authority for the County to enter the premises to provide necessary erosion control. The Owner shall reimburse the County for any costs incurred in doing so. The County may also draw on the collateral and if payment is not made, a lien may be filed against the property. Any collateral withdrawn by the County must be replaced in full prior to work commencing again on the property. The undersigned do hereby agree to pay all fees associated with this application.</i></p>			
Signature of Owner		Date	
Printed Name			
Signature of Contractor/Applicant		Date	
Printed Name			



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### GRADING, SEDIMENT AND EROSION CONTROL CHECKLIST

NAME OF PROJECT: \_\_\_\_\_

#### **Required Documents for a Standard GESC Permit:**

Completed Application Form

A check payable to Laramie County Treasurer for the required application fees.

One copy (signed) of the applicable WypDES Permit (see Wyoming Department of Environmental Quality website for current information).

One copy of the initial Storm Water Pollution Prevention Plan (SWPPP).  
Minimum requirements for the required SWPPP are as outlined by the WYDEQ associated with the WYPDES permit.

GESC Phasing Plan (if portions of the project are to be phased in construction under a single GESC permit). The GESC Phasing Plan shall include an overall map outlining the project phasing. Known timelines shall be included with the GESC Phasing Plan Map.

#### **Required Documents for a Low Impact GESC Permit:**

Completed Application Form

A check payable to Laramie County Treasurer for the required application fees.

One copy of the Stormwater Pollution Prevention Plan (SWPPP) that meets or exceeds requirements of the Department of Environmental Quality (see Wyoming Department of Environmental Quality website for current information).

A letter from the developing party(s) outlining the following:

- a. Location or vicinity map.
- b. Proposed activities.
- c. Project size.
- d. Area to be disturbed, relevant timelines, and final stabilization.
- e. Proposed BMPs.
- e. Photographs of area to be disturbed (prior to proposed activities).