

## Section 7. Low Impact GESC Permit

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### Overview of Section 7

#### 7.0

The streamlined 10-step process provided in this section applies to a Low Impact GESC Permit. For Temporary Batch Plant and Standard GESC Permits, see Sections 2 through 6 of the GESC Manual.

**Step 1. Confirm that a Low Impact GESC Permit is required (see Section 7.1).**

**Step 2. Prepare a Low Impact Permit Application and Drawing (see Section 7.2).**

**Step 3. Submit the Low Impact Permit Application and Drawing to the Town for review and acceptance and revise documents as necessary to address Town comments (see Section 7.3).**

**Step 4. After Town acceptance, pay fee, submit Fiscal Surety if required, and pick up Low Impact Permit, Accepted Low Impact GESC Drawing (see Section 7.4).**

**Step 5. Review GESC Manual and ensure that Permittee(s) understand Low Impact Permit requirements (see Section 7.5).**

**Step 6. Install Initial BMPs on the project site (see Section 7.6).**

**Step 7. Start construction, implementing erosion and sediment control in accordance with the Low Impact Permit Drawing. The Low Impact GESC Permit and Drawing are to be kept on site at all times during construction (see Section 7.7).**

**Step 8. Address issues raised during any Town GESC Inspections (see Section 7.8).**

**Step 9. Remove the on-site BMPs, the project is complete (see Section 7.9).**

This section describes the GESC Permit Process for Low Impact GESC Permits. This process, consisting of nine steps, is more streamlined than the 20-step process described in Sections 2 through 6 for Temporary Batch Plant and Standard GESC Permits.

The nine-step process for Low Impact GESC Permits is shown in Figure 7-1, on page 7-3. The following sections describe this nine-step process.

**Low Impact Permit Step 1: Confirm that a Low Impact GESC Permit is required.**  
Section 7.1 discusses Step 1.

**Projects that Require a Low Impact GESC Permit**

**7.1**

The first step in the process is to examine the information in Sections 1.4 and 1.5 to confirm that a Low Impact GESC Permit is required for the project. This Low Impact GESC Permit applies to projects with a disturbed area less than one acre that do not require re-establishment of native vegetation and where insignificant negative impact can be adequately demonstrated to Town staff.

**Information**  
Even though the Low Impact GESC Permit offers streamlined application and inspection procedures, the erosion and sediment control practices discussed herein shall be adhered to and penalties for non-compliance will apply.

The Development Services Department can be contacted to clarify GESC Permit requirements and interpret which GESC Permit, if any, applies to a particular project. Contact information is provided in Appendix A.

As shown in figure 7-1 on page 7-3, a simplified permitting process is associated with a Low Impact GESC Permit. A Low Impact GESC Permit does not require GESC Drawings to be prepared or stamped by a Professional Engineer because typically the work does not involve engineering design.

Even with streamlined application and inspection procedures, the erosion and sediment control practices discussed herein shall be followed. If the Town finds a Low Impact Permittee to be non-compliant, the Permit may be suspended and a Stop Work Order issued in accordance with Section 5.10.3.

**7.2**

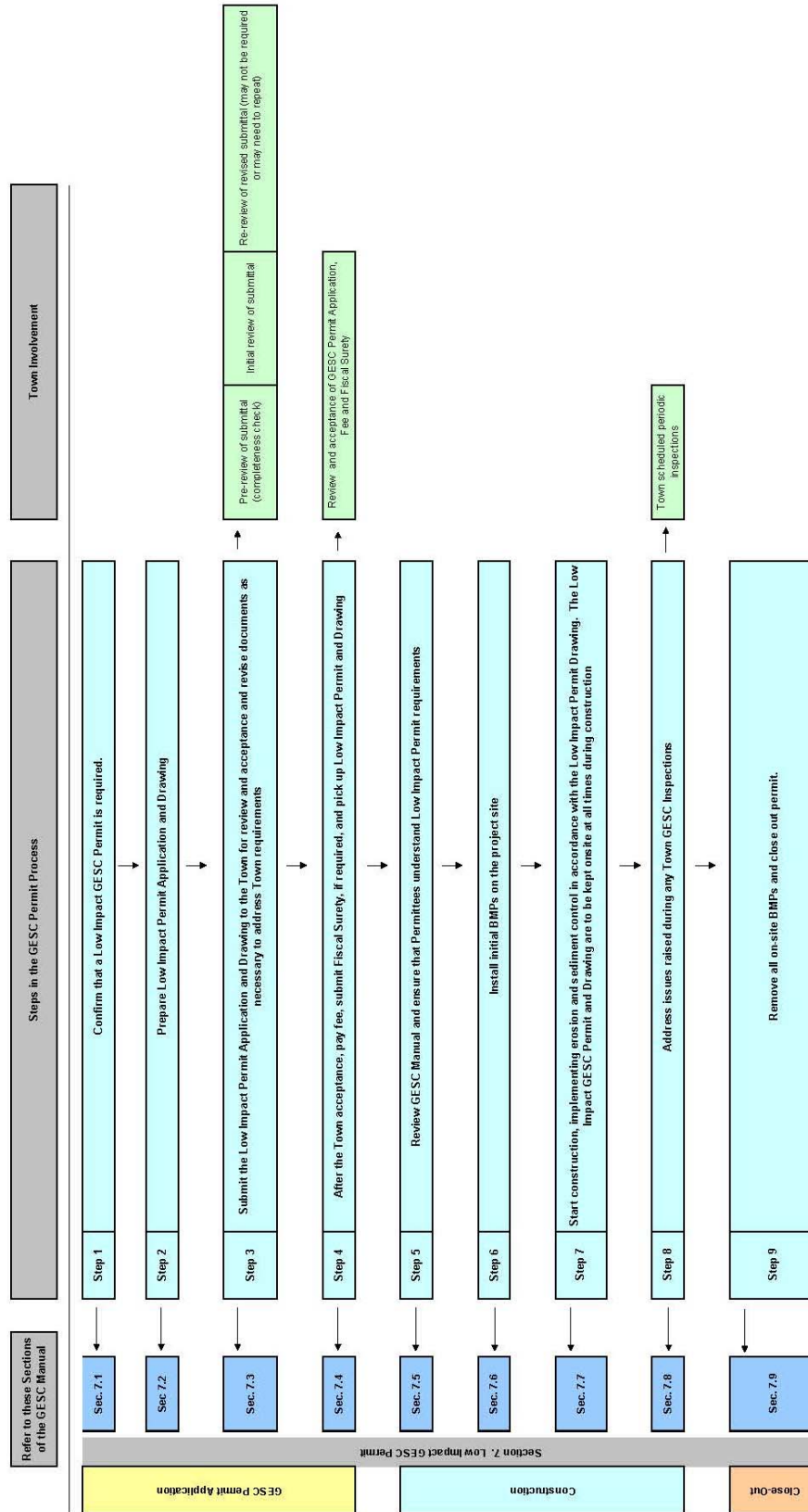
**7.2.1 Low Impact Permit Application Requirements.** For Low Impact Permits, GESC Drawings shall be accompanied by a completed Low Impact GESC Permit Application (a copy of the application form is included in Appendix M). No GESC Report is required for the Low Impact Permit, but the application form requires descriptive information regarding the proposed project.



**Low Impact GESC Permit Application and Drawings**

# Section 7. Low Impact GESC Permit

Fig 7-1  
TOWN OF CASTLE ROCK GESC PERMIT PROCESS  
LOW IMPACT GESC PERMIT PROCESS



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**Low Impact Permit Step 2: Prepare Low Impact Permit Application and Drawing.**

*Section 7.2 discusses Step 2.*

**7.2.2 Low Impact Drawing Requirements.** Although a detailed GESC Plan need not be prepared for sites where a GESC Low Impact Permit is sought, the following drawings shall be prepared and submitted to the Town to provide enough information to determine if a Low Impact Permit is acceptable for the proposed work:

1. General location map – at a scale of 1-inch to 1000-feet to 1-inch to 8000-feet, indicating the general vicinity of the site location, including all roadways and north arrow.
2. Detailed plan showing:
  - North arrow.
  - Approximate scale of drawing.
  - Limits of work area.
  - Proximity of work area to property lines.
  - All surface water hydrologic features within 100-feet of proposed work area and directional flow arrows indicating stormwater runoff.
  - Erosion and sediment control BMPs in accordance with these criteria.

The principles described in Section 3 for preparing a GESC Plan also apply to a Low Impact GESC Drawing. Specifically, Section 3.1 discusses principles of erosion and sedimentation, Section 3.3 describes ten elements of an effective GESC Plan, and Section 3.17 provides design and sizing criteria for BMPs. An example GESC Drawing for a Low Impact GESC Permit is shown in Appendix C.

**Low Impact Permit Step 3: Submit the Low Impact Permit Application and Drawing to the Town for review and acceptance and revise documents as necessary to address Town comments.**

*Section 7.3 discusses Step 3.*

**Submit Low Impact Application and Drawing; Address Town Comments**

**7.3**

After the GESC Drawing has been prepared and a Low Impact Permit Application form has been filled out and signed, the items shall be submitted to the Town.

The GESC Plan will be reviewed with an eye toward

*Section 3, especially Section 3.3, Ten Elements of an Effective GESC Plan, and Section 3.17, Design and Sizing Criteria for BMPs, provides guidance for preparing a Low Impact GESC Drawing.*

*An example GESC Drawing for a Low Impact GESC Permit is shown in Appendix C.*

the effectiveness of the overall Plan. After review, written comments will be provided to the applicant.

***Low Impact Permit Step 4: After Town acceptance, pay fee, submit Fiscal Surety if required, and pick up Low Impact Permit and Drawing. Section 7.4 discusses Step 4.***

***Pay Permit Fee and Submit Fiscal Surety***

**7.4**

Once the GESC Drawing and Permit have been accepted by the Town of Castle Rock, the Applicant shall pick up the Drawing and Permit. At the same time, the Applicant shall pay permit fees to the Town, and, if the Town requires, submit Fiscal Surety for the work. Permit fees shall be paid in accordance with Section 4.9 and Fiscal Surety shall be submitted in accordance with Section 4.10.

***Low Impact Permit Step 5: Review GESC Manual and ensure that Permittees understand Low Impact Permit requirements. Section 7.5 discusses Step 5.***

***Review GESC Manual***

**7.5**

The Permittee(s) shall thoroughly review the GESC Manual, the GESC Drawing, and the GESC Plan Standard Notes and Details for any BMPs that will be installed to understand all of the requirements of the GESC Permit Process. Any subcontractors and field personnel also need to be made aware of the GESC requirements.

***Low Impact Permit Step 6: Install Initial BMPs on the project site. Section 7.6 discusses Step 6.***

***Install Initial BMPs***

**7.6**

The Initial BMPs shown on the approved GESC Low Impact Drawing shall be installed per the GESC Standard Notes and Details.

Section 5, in particular Section 5.7, provides guidance on the correct installation and maintenance of BMPs.

***Low Impact Permit Step 7: Start construction, implementing erosion and sediment control in accordance with the Low Impact Permit Drawing. The Low Impact GESC Permit, Drawing, are to be kept on site at all times during construction. Section 7.7 discusses Step 7.***

***Begin Construction***

**7.7**

After installation of the Initial BMPs, construction may begin. The approved GESC Permit and the accepted construction drawings are to be kept on site in the Permittee(s)' possession at all times.

All GESC criteria shall be adhered to at all times during construction. If the Town of Castle Rock finds a Low Impact Permit holder to be non-compliant with the GESC Permit or any other GESC criteria, the Permit may be suspended and a Stop Work Order issued (see Section 5.10.3). The Town may then require the Permittee(s) to obtain a Standard GESC Permit per Sections 2 through 6.



**Low Impact Permit Step 8: Address issues raised during any Town GESC inspections.**

*Section 7.8 discusses Step 8.*

**Address any GESC or Public Works Inspection Comments**

**7.8**

Under a Low Impact GESC Permit, GESC Inspectors shall visit a Low Impact site regularly. Permittee(s) shall address any comments or corrections required by the GESC Inspector. Failure to correct issues raised by the Town may result in a Stop Work Order (see Section 5.10.3).

Section 5.10 provides information on violations and enforcement, including the Stop Work Order.



**Low Impact Permit Step 9: Remove the on-site BMPs, the project is complete.** *Section 7.9 discusses Step 9.*

**Project Close Out**

**7.9**

The Permittee(s) shall remove all on-site BMPs once construction is complete and the site is fully stabilized. GESC Inspector will confirm that all on-site BMPs have been removed and close-out the permit.