



West Linn Erosion Control Guide

November, 2023

Plan Review Process:

1. Disturbance greater than 1000ft² require an erosion control permit. Erosion Control application can be found on the City of West Linn website (<https://westlinnoregon.gov/publicworks/erosion-control-permit>).
2. Review the plan for Minimum Erosion Control BMPs: sediment fence, gravel entrance, gravel sidewalk sub-grade, trash cans, bio-bags against the curb, stockpile locations, and ground cover. Enhanced BMPs are required for projects with close proximity to waterways or environmental protection areas..
3. Single Lot Development- Erosion Control plans are reviewed with the Site Development Permit. Site development permits are assigned to engineers for review by the Building Department via Accela. Fees associated with the erosion control permit will be charged along with the site development permit.
4. Larger developments that require a Public Improvement Permit: Erosion Control plans are reviewed along with the Public Improvement Permit. If it is over 5 acres, make sure that a copy of an approved DEQ 1200-C permit is included. Fees associated with the erosion control permit will be invoiced once City has reviewed and approved plans.
5. After Erosion Control plans meet city standards, stamp the plans approved and attach a copy of conditions of approval stating: "This approval does not prohibit the inspector to make further corrections in the field." Conditions of approval also state the enforcement steps for erosion control.
6. Once the erosion control fees have been paid, a copy of the approved permit including the application, conditions of approval and site plan are sent to the applicant/contractor.

Inspections:

Site Development Projects:

1. Inspections are requested by the contractor once the permit has been issued through Accela.
2. Four inspections are conducted during site development: preliminary, site check/mid-level, final, and investigative. If any of these inspections fail, the Building Department will not schedule further inspections for development until corrective action has been completed. Failed inspection will trigger the first step in our 3 step escalating enforcement process.
 - a. Preliminary Inspection: Ensure all BMP control measures from the plan are installed which includes sediment fence, inlet protection, bio bags, debris containers, stockpile locations and any other controls outlined on the site plan. Preliminary inspection to be approved prior to any ground disturbance on site.
 - b. Site check/Mid-Level Inspection: Ensure all BMP control measures continue to be installed correctly, and are properly containing the erosion and sediment on site.

- c. Final Inspection: Once all landscaping has been completed this inspection is to ensure slopes are stabilized and all BMPs are removed.
- d. Investigative Inspection: Anytime the Engineering Department becomes aware of a potential erosion control violation an investigation inspection will be immediately scheduled. The purpose is to note any violations and report on corrective action needed by the contractor.

Public/Capital Improvement Projects:

- 1. An initial erosion control inspection is performed to ensure all BMPs outlined within the erosion control plan are installed.
- 2. Regular inspections are performed every 14 days to ensure erosion control BMPs are still maintained and standards are met.
- 3. Rain fall inspections are performed following any rain events that could contribute to discharge from a construction site. This inspection is performed to ensure that control measures installed properly contained the site during runoff events.
- 4. Final erosion control inspection is performed once all ground has been stabilized.

Enforcement: Three step process

- 1. Verbal or written warning. This warning would include the following:
 - a. Explanation to contractor/applicant of what erosion control issues are happening on the site.
 - b. Determination of corrective action needed to mitigate erosion control issues.
 - c. A schedule for when corrective action needs to be completed (24 hours for first warning and assuming no immediate threat to human health or the environment)
- 2. Notice of non-compliance. This step would take place if no reasonable effort was made to correct actions after previous warning in accordance with schedule.
 - a. Contractor/applicant will be given a written notice that the erosion control issues are violating the city codes.
 - b. Contractor/applicant will be given notice that a violation of the Municipal Code Chapter 5, Section 5.477 Erosion can result in fines issued by City of West Linn Code Enforcement if corrective action is not completed within 24 hours.
 - c. Contractor/applicant will be given notice that a stop work order will be issued to the site if corrective action is not completed within 24 hours.
 - d. Contractor/applicant will be given notice that a 1200-C permit will be required for any further work if corrective action is not completed within 24 hours.
- 3. If corrective action has not been completed 24 hours after notice of non-compliance, the following enforcement will occur:
 - a. Stop Work is issued to the site by the Engineering Department until corrective action is completed.
 - b. Code Enforcement is informed of the violations and can apply applicable fines daily until the corrective action is completed.
 - c. Applicant will be required to get a 1200-C permit from DEQ to continue work. Any violations of a 1200-C permit will be immediately reported to DEQ.