

## Section 7. Low Impact TESC 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 TESC Permit. For Standard TESC Permits, see Sections 2 through 6 of the TESC Manual.

**Step 1. Confirm that a Low Impact TESC 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, receive the Issued Low Impact Permit and Accepted Low Impact TESC Drawing-(see Section 7.4).**

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

**Step 6. Install initial control measures 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 TESC 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 TESC Inspections (see Section 7.8).**

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

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

The nine-step process for Low Impact TESC 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 TESC Permit is required.**

*Section 7.1 discusses Step 1.*

**Projects that Require a Low Impact TESC 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 TESC Permit is required for the project. This Low Impact TESC 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 TESC 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 TESC Permit requirements and interpret which TESC 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 TESC Permit. A Low Impact TESC Permit does not require TESC 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.



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

*Section 7.2 discusses Step 2.*

**Low Impact TESC Permit Application and Drawings**

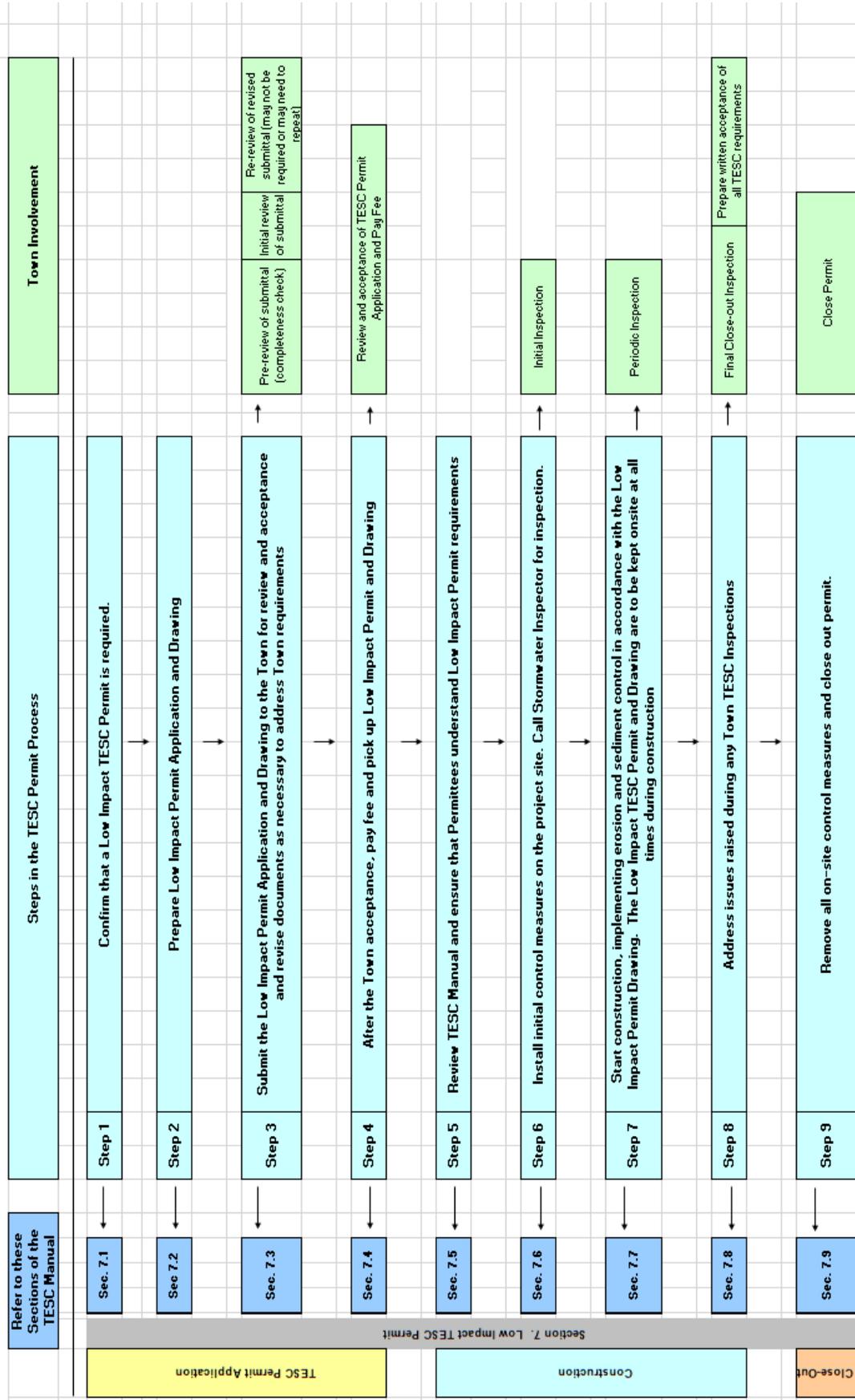
**7.2**

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

# Section 7. Low Impact TESC Permit

Figure 7.1

## Town of Castle Rock TESC Permit Process for Low Impact TESC Permits



**7.2.2 Low Impact Drawing Requirements.** Although a detailed TESC Plan need not be prepared for sites where a TESC 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 measures in accordance with these criteria.

The principles described in Section 3 for preparing a TESC Plan also apply to a Low Impact TESC Drawing. Specifically, Section 3.1 discusses principles of erosion and sedimentation, Section 3.3 describes ten elements of an effective TESC Plan, and Section 3.17 provides design and sizing criteria for control measures. An example TESC Drawing for a Low Impact TESC 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 TESC 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 TESC Plan will be reviewed with an eye toward the effectiveness of the overall Plan. After review, written comments will be provided to the applicant.

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

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

**Low Impact Permit Step 4. After Town acceptance, pay fee, receive the issued Low Impact Permit and Accepted Low Impact TESC Drawing.** Section 7.4 discusses Step 4.

**Pay Permit Fee**

**7.4**

Once the TESC 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. Permit fees shall be paid in accordance with Section 4.9

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

**Review TESC Manual**

**7.5**

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

**Low Impact Permit Step 6: Install initial control measures on the project site.** Section 7.6 discusses Step 6.

**Install Initial Control Measures**

**7.6**

The initial control measures shown on the approved TESC Low Impact Drawing shall be installed per the TESC Standard Notes and Details.

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

**Low Impact Permit Step 7: Start construction, implementing erosion and sediment control in accordance with the Low Impact Permit Drawing. The Low Impact TESC Permit and 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 control measures, construction may begin. The approved TESC Permit and the accepted construction drawings are to be kept on-site in the permittee(s)' possession at all times.

All TESC 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 TESC Permit or any other TESC 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 TESC Permit, per Sections 2 through 6.



**Low Impact Permit Step 8: Address issues raised during any Town TESC inspections.**  
Section 7.8 discusses Step 8.

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

**7.8**

Under a Low Impact TESC Permit, Stormwater Inspectors shall visit a Low Impact site regularly. Permittee(s) shall address any comments or corrections required by the Stormwater 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 control measures, the project is complete.** Section 7.9 discusses Step 9.

**Project Close Out**

**7.9**

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