



DEVELOPMENT SERVICES

4550 Walnut Lake Road
West Bloomfield, MI 48325
(248) 451-4876 Phone
(248) 451-4871 Facsimile
www.wbtwp.com

ENVIRONMENTAL FEATURES SETBACK PERMIT APPLICATION APPLICATION MUST BE FILLED OUT COMPLETELY

Date _____

Case No. _____

I. Applicant Information			
Name		Telephone Number	
Address		Email Address	
City	State	Zip Code	Cost Estimate
II. Property Owner Information (if different from applicant)			
Name		Telephone Number	
Address		Email Address	
City	State	Zip Code	
III. Property Information			
Street Address			
Subdivision and Lot		Parcel ID #	
IV. Description of Work			
Describe the Work to be or Already Performed (add, fill excavate, etc..)			
Purpose of work (construct residence, build pool, sand beach, etc..)			
Amount and Type of Material to be or Already Deposited or Removed, including Structures			
Has Any Work Been Done in the Environmental Features Setback Area prior to Application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have Any Previous Wetland Review Board Applications been Submitted to the township for this Property? <input type="checkbox"/> Yes (When: _____ Case #: _____) <input type="checkbox"/> No			
Applicant agrees to the following conditions:			
<input type="checkbox"/> Agree to all Permit Terms and Conditions (<i>see back of application</i>)		<input type="checkbox"/> Agree to sign being posted on property	
<input type="checkbox"/> Agree to Recording of Preservation Notice		<input type="checkbox"/> Plot Plan/Site Plan	
<input type="checkbox"/> Copy of Contract or Cost Estimate			
V. Signature			
I hereby certify, under the penalties of perjury, that the statements contained in this application are true, to the best of my knowledge.			

Date

Signature of Applicant

Date

Signature of Property Owner

THIS IS NOT A PERMIT!!! VIOLATORS ARE SUBJECT TO CRIMINAL PENALTIES

An MDEQ, County, or other permit DOES NOT GRANT PERMISSION to fill, dredge, build, install or take any other action in the absence of a West Bloomfield Township permit. THIS APPLICATION IS NOT A PERMIT! Any work, filling, dredging, sanding or other action may NOT be taken in the wetlands, watercourse, floodway, floodplain, or environmental features setback (25 feet from a wetland or watercourse) unless and until a township permit has been granted.



ENVIRONMENTAL FEATURES SETBACK: TERMS AND CONDITIONS

The following terms and conditions shall apply and be considered a part of every use permit unless the final permit approval decision by wetland review board, planning commission or township board specifically decides otherwise. Administrative permits may not be approved without all these terms and conditions.

The following terms and conditions apply to all permits:

1. A pre-construction meeting between the petitioner and the director or director's designee and any contractors/subcontractors is required prior to any construction. A copy of the permit shall be posted in a visible location onsite.
2. At the time of the pre-construction meeting, the exact location of the request must be measured in the field by the director or director's designee and then field staked by the petitioner or any contractor prior to installation.
3. Soil protection measures shall be installed prior to any construction and be inspected by the director or director's designee for proper location and installation.
4. The petitioner and his/her contractor(s) shall be responsible for maintaining all soil erosion and sedimentation control measures throughout the duration of the project with daily inspections.
5. Materials (organic or inorganic), spoils, and/or equipment shall not be stored within the wetland, environmental features setback area, and 100-year floodplain during and after construction.
6. Direct discharge of storm water, sump water, or wastewater unless pretreated is not allowed to wetlands and/or watercourses. Any existing direct discharge must be eliminated and discharged in a location approved by the director or director's designee.
7. Fill material beyond the request shall not be deposited within any wetland, environmental features setback area and/or 100-year floodplain.
8. Any and all fill utilized for installation shall be from an approved source.
9. Any and all areas of mitigation, restoration, or planting within a wetland, environmental features setback area and 100-year floodplain shall be planted with native/indigenous plants (trees, shrubs, herbs, and/or vines) only in accordance with the wetland/environmental mitigation manual.
10. Ongoing monitoring by the director or designee shall be conducted with inspection reports recorded in the case file.
11. A final inspection by the director or director's designee shall be conducted with a report added to the case file.
12. The petitioner shall be responsible for the integrity of all landscaping materials in the mitigation areas for a period of 24 months, and replace any vegetation that dies.
13. Invasive and noxious plant eradication by herbicide applications must be completed by a certified applicator with documentation of the work upon completion submitted to the Development Services Department.
14. The petitioner shall be responsible for installation of department approved preservation signage.
15. The property owner(s) shall be given a copy of the township's fertilizer ordinance.
16. A preservation notice and an accompanying legal size site plan indicating the wetland, environmental features setback area, and 100-year floodplain shall be recorded for the property indicating that the preservation methods have been employed to protect the environmental features and cannot be disturbed without a permit.
17. The petitioner shall place sufficient funds in an escrow account to cover the costs connected with the application, including consultant fees, issuance of a permit, and monitoring.
18. The initiation of any work on a permitted project confirms the permittee's acceptance and agreement to comply with all terms and conditions of the permit.

The following are additional conditions that apply to Floodplain Permits:

1. Fill shall not be placed within a designated floodway.
2. The placement of fill shall not fragment or create separation of 100-year floodplain areas.
3. There will be no loss of floodplain storage (i.e. mitigation volume of material to be removed from the floodplain shall be at least as large as the volume of fill (1:1 mitigation ratio).
4. The mitigation area is directly connected to the floodplain impacted.

The following are additional conditions that apply to Seawall Permits:

1. At the time of the pre-construction meeting, the exact location of the ordinary high water mark (OHWM) shall be measured and documented using benchmarks in the field by the director or director's designee prior to installation.
2. Existing vertical and horizontal contours of the shoreline shall be maintained.
3. Boulder seawalls will be installed on a 1:1 slope (45° angle), approved geotextile fabric must be installed behind the proposed seawall, and approved stone backfill must be used to provide adequate drainage.
4. 4 - 8 in. diameter natural cobblestone must be placed (min. width of 12 in.) at the toe of the seawall for its entire length.
5. Any existing direct discharge to a wetland or watercourse must be eliminated and discharged in a location approved by the director or director's designee.

If you have any questions, please visit our website for more information www.wbtwp.com or call the Development Services Department at (248) 451-4852.



ENVIRONMENTAL FEATURES SETBACK: APPLICATION INSTRUCTIONS

Pursuant to the Code of Ordinances of the Charter Township of West Bloomfield, no work (i.e., filling, excavating, clearing, building or locating of any operation, obstruction or structure) may be done in a wetland, floodplain, floodway, watercourse, or within 25 feet of a wetland or watercourse without first obtaining a permit from the West Bloomfield Township Wetland Review Board.

If your project involves **work (i.e. landscaping, removal of vegetation, construction, etc.) within an environmental features setback (25 feet from a wetland/watercourse)** please complete and return the “*Environmental Features Setback Permit Application*”. If the permit request involves work within the environmental features setback as well as the floodplain, use the white MDEQ application.

If your project involves **work (i.e. seawall, in-water beach sanding, etc.) within a floodway, floodplain, wetlands or watercourse**, the *Michigan Department of Environmental Quality (MDEQ) “Joint Permit Application” must be completed and filed with the Environmental Department as well as the MDEQ*. Applicants must apply directly to the State of Michigan for a permit under the Inland Lakes and Streams Act (1972 P.A. 346, as amended), or the Goemaere-Anderson Wetland Protection Act (1979 P.A. 203, as amended). *For more information on the MDEQ’s application procedures, call the Southeast Michigan District Headquarters at (586) 753-3700.*

If you are unsure of what application to use, please contact the Development Services Department at (248) 451-4852, to avoid unnecessary delays.

Applications will not be received by the Development Services Department unless all required paperwork is submitted at the same time. (i.e... plans, fees, and application)

Please follow the instructions below when filing a wetland, floodplain or environmental features setback application:

1. Applications must be submitted on the attached form with all information typed or printed in ink. The signatures on the applications must be original. Additional pages may be attached, and any other information furnished which the applicant feels will aid the Board or Commission in reaching their decision.
2. The following fees apply:

Type of Improvement/Request	Fee
Administrative Permits	\$250.00 <i>(\$225.00 administrative fee + \$25.00 escrow)</i>
Single Family Properties, Essential Services, and Subdivision Associations	\$500.00 <i>(\$300.00 administrative fee + \$200.00 escrow)</i>
After the Fact Permit: Single Family Properties, Essential Services, and Subdivision Associations	\$900.00 <i>(\$600.00 administrative fee + \$300.00 escrow)</i>
Acreage Developments (Commercial, New Plats, Condominiums, etc.)	\$2,250.00 <i>(\$750.00 administrative fee + \$1,500.00 escrow)</i>
After the Fact Permit: Acreage Developments (Commercial, New Plats, Condominiums, etc.)	\$3,00.00 <i>(\$1,500.00 administrative fee + \$1,500.00 escrow)</i>
Note: The funds deposited in the escrow account are used to cover the costs connected with the application including consultant fees, issuance of the permit and monitoring. Depending on the number of meetings and the scope and complexity of the project, the escrow deposit may be exceeded. Applicants are responsible for any consulting fees over and above the initial escrow account balance, regardless of the outcome of the permit application.	

3. **For projects to be reviewed for Administrative Approval, submit three folded copies of a plot plan;** drawn to scale, which shows the outline of the lot or lots, wetland areas, existing and proposed structures of land uses including size and setbacks and the work being proposed. Please refer to Section 12-32 of the Floodplain, Floodway, Watercourse and Wetland Protection Ordinance and Section 5.4 of the zoning ordinance for further details.
4. **For projects to be reviewed by the Wetlands Review Board, submit twelve folded copies of a plot plan;** drawn to scale, which shows the outline of the lot or lots, wetland areas, existing and proposed structures of land uses including size and setbacks. Also, submit twelve folded copies of detailed plans showing the work being proposed. Please refer to Section 12-32 of the Floodplain, Floodway, Watercourse and Wetland Protection Ordinance and Section 5.4 of the zoning ordinance for further details.



ENVIRONMENTAL FEATURES SETBACK: APPLICATION INSTRUCTIONS

5. In filing an application for a permit where removal, depositing, or grading is proposed, an accurate topographical map of the disturbed areas should be drawn to scale not less than 1 inch = 30 feet and must be prepared and certified by a registered landscape architect, land surveyor, or engineer. The topographical map shall contain the following:
 - a. Name and address of owner of record of the affected property and of the applicant (if other than the owner of record); location and dimensions of all boundary lines; names of owners of record of adjoining properties and of properties directly across the road; graphic scale, north arrow and date;
 - b. Existing contour data for the entire property with a vertical contour interval of no more than five feet, and vertical contour data at an interval of no more than two feet for all areas to be disturbed by the proposed operation, extending for a distance of at least fifty feet beyond the limits of such areas. Indicated elevations shall be based on United States Geological Survey data;
 - c. Specification of the extent of all areas to be disturbed, depth to which removal or depositing operations are proposed, and the angle of repose of all slopes of deposited materials and/or sides of channels or excavations resulting from removal operation; and;
 - d. An area map at a scale of not less than 1 inch = 200 feet showing property lines, normal high water line boundary and elevation proposed changes in location and extent of existing water courses, flood lands and drainage courses.
6. All applications, plot plans and fees must be filed with the Development Services Department a minimum of four weeks prior to a scheduled meeting. In the event of a back-log of cases, the applicant will be scheduled on the next available meeting. Final scheduling for meetings will be done by the township staff.
7. Regular meetings of the Wetlands Review Board are held the second and fourth Wednesday of every month at 7:30 p.m. **YOU OR SOMEONE TO REPRESENT YOU MUST BE PRESENT AT THE MEETING.**
8. **Permits heard before the Wetland Board** - If the request is approved, there will be a 21 day appeal period. During this time, anyone may appeal the decision to the township board. A letter in writing must be addressed and submitted to the Township Clerk along with a check for \$250.00. The letter must state the case number and what you are appealing. The Clerk's Office will schedule you on the next available meeting. If no appeals have been recorded, the permit will then be issued. The permit is valid for one year from the date of approval, unless otherwise specified. A permit from building and engineering may also be required before construction can begin.
9. **Administrative Permits** - There will be a 21 day public notice period during which parties may submit written objection explaining why the permit application requires further review. For specifics on proposed projects, contact the Development Services Department at (248) 451-4852, or check the permit application postings on the website. If at the end of the 21 days no objections were received, or if the objections were not merited, the permit will be granted. In addition, all permits will be subject to a 21 day appeal period during which the permit holder must wait to begin work. If at the end of this period no appeals were received, the applicant may move forward with the project.
10. If specified as a condition of the permit, a preservation notice will be recorded with the Oakland County Register of Deeds. The recording fee will be deducted from the initial escrow deposit.
11. If an extension of a valid permit is needed, the request must be submitted in writing to the Development Services Department **one month prior to the permit expiration date.**
12. Reference is made to the West Bloomfield Code of Ordinances, Chapter 12, as amended, the Rules of Procedure for the West Bloomfield Township Floodplain and Wetland Review Board, and Chapter 26, Zoning - Section 5.4, Environmental Features Setback. These ordinances are available at the Development Services Department for a fee.
13. **The West Bloomfield ordinances governing floodplain and wetland areas provides for criminal penalties for any violations. Any person who performs any prohibited activity or causes any prohibited activity to be performed within the wetland, watercourse, floodplain area, or within 25 feet of a wetland or watercourse without a permit is subject to a jail term of ninety days and a fine of \$500.00 for each day that the violation exists.**

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