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 Water Resources Division  
 Phone: 517-373-9244, Fax: 517-241-9003  
 Website: [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit)



## Joint Permit Application

For work in Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams,  
 High Risk Erosion Areas and Critical Dune Areas

[www.mi.gov/jointpermit](http://www.mi.gov/jointpermit)

<p><b>What is the purpose of the Joint Permit Application?</b></p>	<p>This Joint Permit Application was developed to facilitate the state and federal permit application process administered by the Michigan Department of Environmental Quality (DEQ) and the U.S. Army Corps of Engineers (USACE).</p> <p>The Joint Permit Application is a multi-purpose application used to describe and quantify proposed activities regulated by the DEQ and/or the USACE. This application is for those activities regulated by the following Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended by the State of Michigan.</p> <ul style="list-style-type: none"> <li>• Part 301, Inland Lakes and Streams</li> <li>• Part 325, Great Lakes Submerged Lands</li> <li>• Part 303, Wetlands Protection</li> <li>• Floodplain Regulatory Authority found in Part 31, Water Resources Protection</li> <li>• Part 315, Dam Safety</li> <li>• Part 323, Shorelands Protection and Management (High Risk Erosion Areas)</li> <li>• Part 353, Sand Dunes Protection and Management (Critical Dune Areas)</li> </ul> <p>The regulated activities are summarized in Appendix D. The statutes and rules are available at <a href="http://www.mi.gov/jointpermit">www.mi.gov/jointpermit</a>.</p> <p>This application is also for those activities regulated by the USACE within the waters of the United States under Section 10, Rivers and Harbors Act of 1899 (33 U.S.C. 403) and Section 404, Clean Water Act of 1977 (33 U.S.C. 1344).</p> <p><b>Pre-Application Meeting:</b> This is an optional service available for activities proposed in inland lakes and streams (Part 301), wetlands (Part 303) and critical dune areas (Part 353). A pre-application meeting can answer many questions regarding whether or not a permit is required and the review process. The application form and fee schedule are available at <a href="http://www.mi.gov/jointpermit">www.mi.gov/jointpermit</a>.</p>
<p><b>How do I complete the Joint Permit Application?</b></p> <p><i>An accurate and complete application package is required for processing; inaccurate or missing information will delay processing.</i></p>	<p><b>There are three parts to a complete Joint Permit Application package:</b></p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Maps and Drawings</li> <li>3. Fee</li> </ol> <p>Follow the checklists on the following page for each part of the application package.</p> <p><b>When you have questions or need assistance in completing the application package refer to the following information on our website <a href="http://www.mi.gov/jointpermit">www.mi.gov/jointpermit</a> or you may contact the appropriate district office, page iii, or through the website link “Who to Contact”.</b></p> <ul style="list-style-type: none"> <li>• Joint Permit Application Training Manual</li> <li>• EZ Guides for small projects</li> <li>• Acronyms in Appendix A</li> <li>• Sample drawings in Appendix B</li> <li>• Minor Project and General Permit Categories in Appendix C</li> <li>• Fee schedule in Appendix C</li> <li>• State and Federal Authority and Penalties in Appendix D</li> <li>• Glossary in Appendix E</li> </ul>



### Application Checklist

*The following website will provide township, range, section, latitude and longitude information:*

[www.mcgi.state.mi.us/wetlands/](http://www.mcgi.state.mi.us/wetlands/)

[www.geocoder.us](http://www.geocoder.us)

*In each section check all boxes that apply to your project.*

*Show and label property lines on the site plan.*

*Label existing and proposed contours, dimensions, excavation and/or fill on the site plans and cross sections.*

*Provide tables for multiple impact areas.*

### 1. Application Form

- Complete Sections 1 through 9 of the application form.
- An authorization letter from the property owner if someone other than the property owner is signing the application.
- Complete those Sections 10 through 20 that apply to your project. Follow the instructions at the beginning of each section. For additional information, the instructions for each sample drawing in Appendix B indicate the application sections you will most likely need to complete. Complete the application form as much as possible before adding attachments. Label each attachment with the applicant's name.
- Stake or flag the area for site inspection including the property corners, proposed road or driveway centerlines, and areas of proposed impacts. The site must be flagged when the application is submitted.

### 2. Maps and Drawings

- All maps and drawings must be black and white, legible, reproducible, and sized to 8.5" x 11". Aerial photographs do not substitute for site plans. If larger drawings or blueprints are required to show adequate detail for review, you may also submit one full size copy.
- Vicinity Map: A map to the proposed project location that includes ALL streets, roads, intersections, highways, or cross-roads to the project. Do not assume review staff knows your project location.
- Project Site Plan: Overhead drawings to scale or with dimensions, length and width, of the proposed project are required. Show and label property lines on the site plan.
- Cross-section drawings are required. Provide the cross-sections and profile views to scale or with dimensions, length, width, and height.
- Elevation data must include a description of the reference point or benchmark used and its corresponding elevation. For projects on the Great Lakes or Section 10 Waters, elevations must be provided in IGLD 85. For observed Great Lake water elevations in IGLD, visit the USACE website under "water levels". If elevations are from still water, provide the observation date and water elevation. On inland sites, elevations can use NGVD 29, NAVD 88, a local datum or an assumed bench mark.
- Provide descriptive photographs of the proposed work site showing vegetation if wetlands are involved or the shoreline for shore protection projects. All photographs must be labeled with your name and the date of the photograph, indicate what they show, and be referenced to the site plan. Proposed activities or structure(s) may be indicated directly on the photographs using indelible markers or ink pens. Provide aerial photographs 1:400 or larger for major projects.

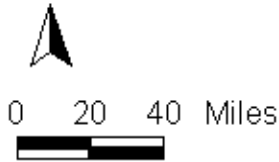
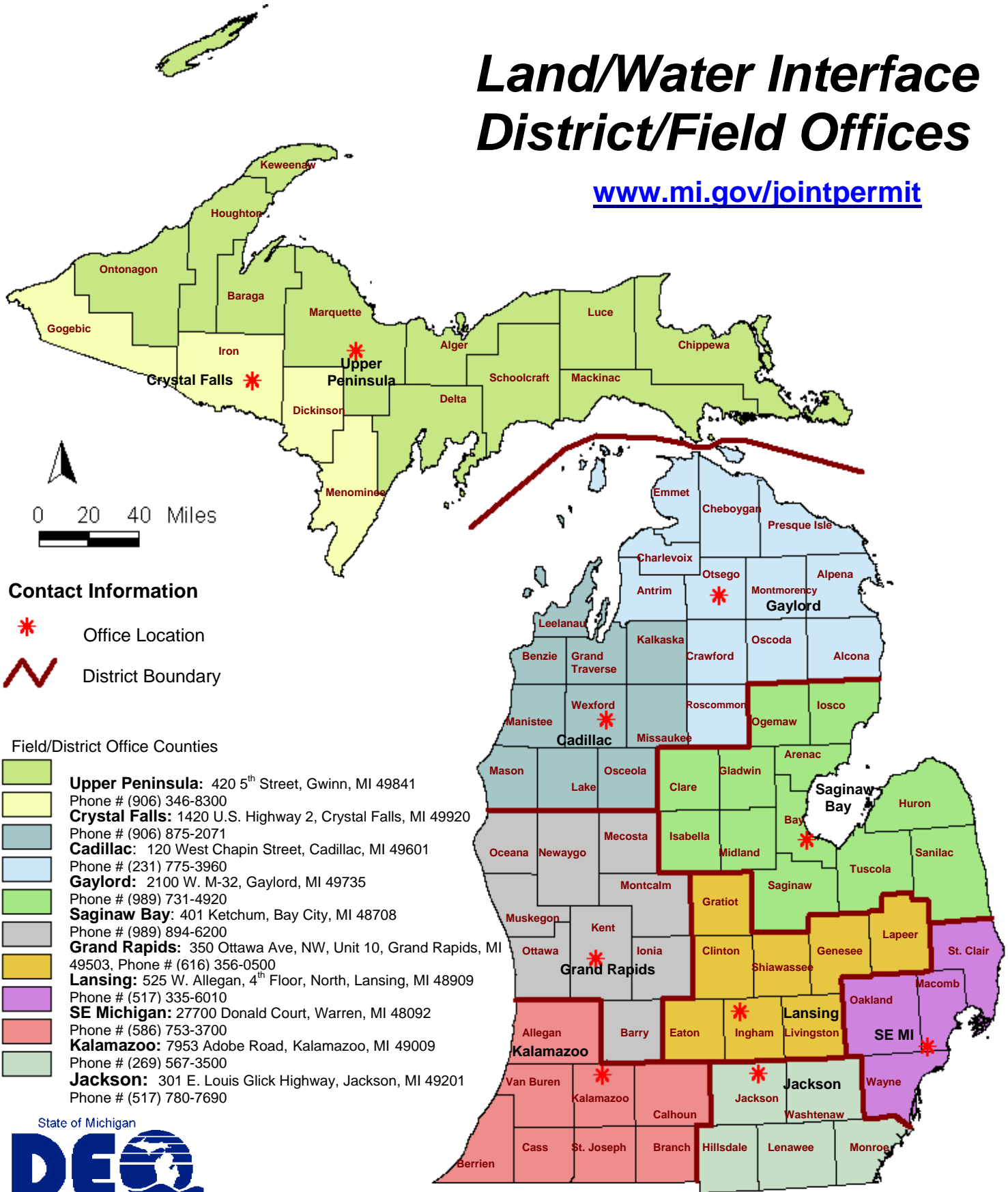
### 3. Fee

- Payment to the **State of Michigan**. Fees typically range from \$50.00 to \$4,000.00 depending on the type of project. Refer to Appendix C of the application and/or visit [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit) to determine the appropriate fee for your project and to download a form for credit card or electronic fund transfer payment. **Checks can only be submitted to our central Lansing office.**
- To send applications directly to the field offices, refer to page iii, or refer to [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit) "who to contact" for address and/or phone number.
- Applications with check payments, that cross county boundaries, or are from public agencies eligible to receive federal and/or state transportation funding for a project involving public roadways, non-motorized paths, airports, or related facilities should be mailed to: DEQ, WRD, PCU, P.O. Box 30458, Lansing, MI 48909-7958.



# Land/Water Interface District/Field Offices

[www.mi.gov/jointpermit](http://www.mi.gov/jointpermit)



### Contact Information

- Office Location
- District Boundary

### Field/District Office Counties

- Upper Peninsula:** 420 5<sup>th</sup> Street, Gwinn, MI 49841  
Phone # (906) 346-8300
- Crystal Falls:** 1420 U.S. Highway 2, Crystal Falls, MI 49920  
Phone # (906) 875-2071
- Cadillac:** 120 West Chapin Street, Cadillac, MI 49601  
Phone # (231) 775-3960
- Gaylord:** 2100 W. M-32, Gaylord, MI 49735  
Phone # (989) 731-4920
- Saginaw Bay:** 401 Ketchum, Bay City, MI 48708  
Phone # (989) 894-6200
- Grand Rapids:** 350 Ottawa Ave, NW, Unit 10, Grand Rapids, MI 49503, Phone # (616) 356-0500
- Lansing:** 525 W. Allegan, 4<sup>th</sup> Floor, North, Lansing, MI 48909  
Phone # (517) 335-6010
- SE Michigan:** 27700 Donald Court, Warren, MI 48092  
Phone # (586) 753-3700
- Kalamazoo:** 7953 Adobe Road, Kalamazoo, MI 49009  
Phone # (269) 567-3500
- Jackson:** 301 E. Louis Glick Highway, Jackson, MI 49201  
Phone # (517) 780-7690



Department of Environmental Quality

## Water Resources Division

## 517-373-1170



## APPENDICES

<b>Appendix A:</b>	Acronyms and Abbreviations .....	A-1
<b>Appendix B:</b>	Sample Drawings	
	1. General Instructions for all Drawings and Sample Site Location Maps .....	B-1
	2. Inland Lake Shore Protection .....	B-2
	3. Bulkhead/Seawall .....	B-2
	4. Pond Construction .....	B-3
	5. Floodplain Fill.....	B-3
	6. Wetland Boardwalk.....	B-4
	7. Dredging .....	B-4
	8. Driveway Across Wetland.....	B-5
	9. Residential Wetland Fill and Boardwalk Construction .....	B-5
	10. Docks - Piers - Mooring Piles .....	B-6
	11. Beach Sanding .....	B-6
	12. Pipe/Utility Crossings in a Trench.....	B-7
	13. Pipe/Utility Crossings using Directional Bore.....	B-7
	14. Bridge or Culvert (4 drawings) .....	B-8
	15. Dam Construction .....	B-12
	16. Water Intake .....	B-12
	17. Great Lakes Shore Protection .....	B-13
	18. Maintenance Dredge Channel.....	B-13
	19. Proposed Residence in a High Risk Erosion Area .....	B-14
	20. Proposed Residence in a Critical Dune Area .....	B-14
	21. Marina Site Plan .....	B-15
	22. Outlet Pipe .....	B-16
	23. Temporary Logging Road Crossing.....	B-16
<b>Appendix C:</b>	Fees and Categories for Minor Project and General Permit for Minor Activities .....	C-1
<b>Appendix D:</b>	State Authority, Federal Authority, Privacy Act Statement, and State and Federal Penalties.....	D-1
<b>Appendix E:</b>	Glossary (listed words are italicized in the application package) .....	E-1

Application status can be viewed on the Water Resources Division (WRD) website at [www.deq.state.mi.us/CIWPIS](http://www.deq.state.mi.us/CIWPIS). During the application period, if any information is missing from the application or if any clarification is needed regarding materials provided, the application is incomplete and staff will request the information from the applicant/agent by letter, email, fax or phone call. If a complete response is not provided within 30 days, the application will be closed. Some regulatory parts allow extensions if requested within the 30 day time frame. Once the WRD has received the information necessary for review of the project, including a thoroughly completed application, consistent drawings that have adequate detail for review and the full application fee, the file will be reviewed for final processing. A mailed postcard or a public notice will provide the file number and the telephone number of the office where the application is being processed. The review time to determine if an application is complete for processing ranges from 15 to 30 days. Technical processing times, after the application is administratively complete, may range from 60 to 90 days. Processing times will be longer if a public hearing is held. Staff from your local District/Field Office may visit the project site and may request additional information prior to a decision on the application. Application fees are not refundable or transferable.

**If a federal permit will also be required, a copy of the permit application will be sent to the Detroit District Office, USACE, for processing at the federal level.** Additional copies of this application form can be downloaded from the WRD website at [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit) or can be photocopied from the original. If you have any questions about the permitting process or if you need to modify your application, you can contact the WRD by phone or fax at the addresses on the previous page, or email at [DEQ-WRD-jointpermit@michigan.gov](mailto:DEQ-WRD-jointpermit@michigan.gov).



<b>AGENCY USE</b>	<b>Previous USACE File Number</b>	<b>Date Received</b>	<b>DEQ File Number</b>
	<b>USACE File Number</b>		<b>Fee received \$</b>

Validate that all parts of this checklist are submitted with the application package. Fill out application and additional pages as needed.

- All items in Sections 1 through 9 are completed.
- Project-specific Sections 10 through 20 are completed.
- Dimensions, volumes, and calculations are provided for all impact areas.
- All information contained in the headings for the appropriate Sections (1-20) are addressed, and identified attachments (➔) are included.
- Map, site plan(s), cross sections; one set must be black and white on 8 ½ by 11 inch paper; photographs.
- Application fee is attached.

**1 Project Location Information** For Latitude, Longitude, and TRS info anywhere in Michigan see [www.mcgi.state.mi.us/wetlands/](http://www.mcgi.state.mi.us/wetlands/)

Project Address (road, if no street address)	Zip Code	Municipality Township/Village/City)	County
Property Tax Identification Number(s)	Latitude ____ . _____ N		Township/Range/Section (TRS) T__ __ N or S; R__ __ E or W; Sec__
Subdivision/Plat and Lot Number	Longitude - ____ . _____ W		OR Private Claim #

**2 Applicant and Agent Information**

Owner/Applicant (individual or corporate name)	Agent/Contractor (firm name and contact person)
Mailing Address	Mailing Address
City State Zip Code	City State Zip Code
Contact Phone Number Fax	Contact Phone Number Fax
Email	E-mail
<input type="checkbox"/> No <input type="checkbox"/> Yes Is the applicant the sole owner of all property on which this project is to be constructed and all property involved or impacted by this project? ➔ If no, attach letter(s) of authorization from all property owners including the owner of the disposal site.	
Property Owner's Name (If different from applicant)	Mailing Address
Contact Phone Number	City State Zip Code

**3 Project Description**

Project Name	Pre-Application File Number ____ - ____ - _____ -P
Name of Water body	Date project staked/flagged
The proposed project is on, within, or involves (check all that apply)	
<input type="checkbox"/> an inland lake (5 acres or more) <input type="checkbox"/> a pond (less than 5 acres) <input type="checkbox"/> a stream, river, ditch or drain <input type="checkbox"/> a legally established County Drain Date Drain was established _____ <input type="checkbox"/> a channel/canal <input type="checkbox"/> 500 feet of an existing water body	<input type="checkbox"/> a Great Lake or Section 10 Waters <input type="checkbox"/> a wetland <input type="checkbox"/> a 100-year floodplain <input type="checkbox"/> a dam <input type="checkbox"/> a designated high risk erosion area <input type="checkbox"/> a designated critical dune area <input type="checkbox"/> a designated environmental area
<b>Project Use</b> <input type="checkbox"/> private <input type="checkbox"/> commercial <input type="checkbox"/> public/government <input type="checkbox"/> project is receiving federal/state transportation funds <input type="checkbox"/> wetland restoration <input type="checkbox"/> other _____	

Indicate the type of permit being applied for:  General Permit  Minor Project  Individual (All other projects.) ➔ See Appendix C.

Written Summary of All Proposed Activities  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Construction Sequence and Methods  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**4 Project Purpose, Use and Alternatives** *Attach additional sheets as necessary.*

Describe the purpose of the project and its intended use; include any new development or expansion of an existing land use.

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Describe the alternatives considered to avoid or minimize resource impacts. Include factors such as, but to limited to, alternative locations, project layout and design, and construction technologies. For utility crossings include alternative routes and construction methods.

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**5 Locating Your Project Site** *Attach a legible black and white map with a North arrow.*

Names of roads of closest intersection

Directions from main intersection to the project site, with distances from the best and nearest visible landmark and water body

Description of buildings on the site ( <i>color; 1 or 2 story, other</i> )	Description of adjacent landmarks or buildings ( <i>address; color; etc</i> )
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How can your site be identified if there is no visible address?

**6 Easements and Other Permits**

No  Yes Is there a conservation easement or other easement, deed restriction, lease, or other encumbrance upon the property?  
 ➤ If yes, attach a copy. Provide copies of court orders and legal lake levels if applicable.

List all other federal, interstate, state, or local agency authorizations including required assurances for Critical Dune Area projects.

Agency	Type of Approval	Number	Date Applied	Date approved /denied	Reason for denial

**7 Compliance**

If a permit is issued, when will the activity begin? (M/D/Y)	Proposed completion date (M/D/Y)
--	----------------------------------

No  Yes Has any construction activity commenced or been completed in a regulated area?  
 ➤ If Yes, identify the portion(s) underway or completed on drawings or attach project specifications and give completion date(s).

No  Yes Were the regulated activities conducted under a DEQ and/or USACE permit?  
 ➤ If Yes, list the permit numbers \_\_\_\_\_

No  Yes Are you aware of any unresolved violations of environmental law or litigation involving the property?  
 ➤ If Yes, attach explanation.

**8 Adjacent Property Owners** *Provide current mailing addresses. Attach additional sheets/labels for long lists.*

<input type="checkbox"/> Established Lake Board	Contact Person	Mailing Address	City	State and Zip Code
<input type="checkbox"/> Lake Association				

List all adjacents. If you own the adjacent lot, provide the requested information for the first adjacent parcel that is not owned by you.

Property Owner's Name	Mailing Address	City	State and Zip Code

**9 Applicant's Certification** *Read carefully before signing.*

I am applying for a permit(s) to authorize the activities described herein. I certify that I am familiar with the information contained in this application; that it is true and accurate; and, to the best of my knowledge, that it is in compliance with the State Coastal Zone Management Program. I understand that there are penalties for submitting false information and that any permit issued pursuant to this application may be revoked if information on this application is untrue. I certify that I have the authority to undertake the activities proposed in this application. By signing this application, I agree to allow representatives of the DEQ, USACE, and/or their agents or contractors to enter upon said property in order to inspect the proposed activity site before and during construction and after the completion of the project. I understand that I must obtain all other necessary local, county, state, or federal permits and that the granting of other permits by local, county, state, or federal agencies does not release me from the requirements of obtaining the permit requested herein before commencing the activity. I understand that the payment of the application fee does not guarantee the issuance of a permit.

<input type="checkbox"/> Property Owner <input type="checkbox"/> Agent/Contractor <input type="checkbox"/> Corp. or Public Agency / Title	Printed Name	Signature	Date
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**10 Projects Impacting Inland Lakes, Streams, Great Lakes, Wetlands or Floodplains**

- Complete only those sections A through M applicable to your project.
- If your project impacts wetlands also complete Section 12. If your project impacts regulated floodplains also complete Section 13.
- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width (ft) times the average depth (ft) and divide by 27. Example: (25 ft long x 10 ft wide x 2 feet deep) / 27 = 18.5 cubic yards
- Some projects on the Great Lakes require an application for conveyance prior to Joint Permit Application completeness.
  - ➔ Provide a black and white overall site plan, with cross-section and profile drawings. Show existing lakes, streams, wetlands, and other water features; existing structures; and the location of all proposed structures, land change activities and soil erosion and sedimentation control measures. Review Appendix B and EZ Guides for aid in providing complete site-specific drawings.
  - ➔ Provide tables for multiple impact areas or multiple activities such as multiple fill areas or multiple culverts. Include your calculations.

**Water Level Elevation**

On inland waters  NGVD 29  NAVD 88  other \_\_\_\_ Observed water elevation (ft) \_\_\_\_ date of observation (M/D/Y) \_\_\_\_  
 On a Great Lake  IGLD 85  surveyed  converted from observed still water elevation.

**A. PROJECTS REQUIRING FILL** (See All Sample Drawings)

- ➔ Attach a site plan and cross-section views to scale showing maximum and average fill dimensions with calculations.
- ➔ For multiple impact areas on a site provide a table with location, dimensions and volumes for each fill area.

Purpose  bioengineered shore protection  boat ramp  boat well  bridge or culvert  crib dock  
 riprap  seawall  swim area  other \_\_\_\_\_

Dimensions of fill (ft)			Total volume (cubic yards)	Volume below OHWM (cubic yards)
Length	Width	Maximum Depth		
Maximum water depth in fill area (ft)			Area filled (sq ft)	Will filter fabric be used under proposed fill? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, type) _____

Fill will extend \_\_\_\_\_ feet into the water from the shoreline and upland \_\_\_\_\_ feet out of the water.

Type of clean fill  peastone \_\_\_\_%  sand \_\_\_\_%  gravel \_\_\_\_%  other \_\_\_\_\_

Source of clean fill  commercial  on-site ➔ If on-site, show location on site plan.  
 other ➔ If other, attach description of location.

**B. PROJECTS REQUIRING DREDGING OR EXCAVATION** (See Sample Drawings)

- Refer to [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit) for spoils disposal and authorization requirements.
- ➔ Attach a site plan and cross-section views to scale showing maximum and average dredge or excavation dimensions with calculations.
- ➔ For multiple impact areas on a site provide a table with location, dimensions and volumes for each dredge/excavation area.

Purpose  boat ramp  boat well  bridge or culvert  maintenance dredge  
 navigation  pond/basin  other \_\_\_\_\_

Dimensions (ft)			Total volume (cu yds)	Volume below OHWM (cu yds)
Length	Width	Maximum Depth		
Has this same area been previously dredged?			<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, provide date and permit number: _____
Will the previously dredged area be enlarged?			<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, when and how much? _____
Is long-term maintenance dredging planned?			<input type="checkbox"/> No <input type="checkbox"/> Yes	If Yes, how often? _____

Dredge or Excavation Method  Hydraulic  Mechanical  other \_\_\_\_\_

**Spoils Disposal**  
 Dredged or excavated spoils will be placed  on-site  landfill  USACE confined disposal facility  other upland off-site  
 For disposal, provide a ➔ Detailed spoils disposal area location map and site plan with property lines.  
 ➔ Letter of authorization from property owner of spoils disposal site, if disposed off-site.  
 For volumes less than 5,000 cu yards, has proposed dredge material been tested for contaminants within the past 10 years?  
 No  Yes ➔ If Yes, provide test results with a map of sampling locations.

**C. PROJECTS REQUIRING RIPRAP** (See Sample Drawings 2, 3, 8, 12, 14, 22, and 23)

Riprap water ward of the ordinary high water mark: dimensions (ft)	length	width	depth	Volume(cu yd)
Riprap landward of the ordinary high water mark: dimensions (ft)	length	width	depth	Volume(cu yd)
Type and size of riprap (inches)			Will filter fabric or pea stone be used under proposed riprap?	
<input type="checkbox"/> field stone <input type="checkbox"/> angular rock <input type="checkbox"/> other _____			<input type="checkbox"/> No <input type="checkbox"/> Yes, Type _____	



<input type="checkbox"/> <b>D. SHORE PROTECTION PROJECTS</b> (See EZ Guides and Sample Drawings 2, 3, and 17. Complete Sections 10A, B, and/or C.)			
➔ For bioengineering projects include the list of native plants/seeds, if available.			
Type and length (ft)	<input type="checkbox"/> bioengineering (ft) ____	<input type="checkbox"/> revetment (ft) ____	<input type="checkbox"/> riprap (ft) ____ <input type="checkbox"/> seawall/bulkhead (ft) ____
Structure is	<input type="checkbox"/> new <input type="checkbox"/> repair <input type="checkbox"/> replacement of an existing structure	Will the existing structure be removed? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Proposed Toe Stone (linear feet) _____		Distance of project from adjacent property lines (ft)	
Distance of project from an obvious fixed structure (example - 50 ft from SW corner of house)			
For bioengineering projects indicate the structure type <input type="checkbox"/> brush bundles <input type="checkbox"/> coir log <input type="checkbox"/> live stakes <input type="checkbox"/> tree revetment <input type="checkbox"/> other _____			
<input type="checkbox"/> <b>E. DOCK - PIER – MOORING PILINGS</b> (See Sample Drawing 10)			
➔ Attach a copy of the property legal description, mortgage survey, or a property boundary survey report.			
Dock Type <input type="checkbox"/> open pile <input type="checkbox"/> filled <input type="checkbox"/> crib <input type="checkbox"/> floating <input type="checkbox"/> cantilevered <input type="checkbox"/> spring piles <input type="checkbox"/> piling clusters <input type="checkbox"/> other _____			
Is the structure within the applicant's riparian area interest area? <input type="checkbox"/> No <input type="checkbox"/> Yes ➔ Show parcel property lines on the site plan.			
Proposed structure dimensions (ft) length width		Use <input type="checkbox"/> private <input type="checkbox"/> public <input type="checkbox"/> commercial	
Dimensions of nearest adjacent structures (ft) length width		Distance of dock from adjacent property lines (ft)	
<input type="checkbox"/> <b>F. BOAT WELL</b> (See EZ Guide. Complete Sections 10A and 10B)			
Dimensions (ft) length width depth		Number of boats	
Type of sidewall stabilization <input type="checkbox"/> concrete <input type="checkbox"/> riprap <input type="checkbox"/> steel <input type="checkbox"/> vinyl <input type="checkbox"/> wood <input type="checkbox"/> other _____			
Volume of backfill behind sidewall stabilization (cu yd)		Distance of boat well from adjacent property lines (ft)	
<input type="checkbox"/> <b>G. BOAT RAMP</b> (See EZ Guide. Complete sections 10A, 10B, and 10C for mattress and pavement fill, dredge, and riprap)			
Type <input type="checkbox"/> new <input type="checkbox"/> existing <input type="checkbox"/> maintenance/improvement		Use <input type="checkbox"/> private <input type="checkbox"/> public <input type="checkbox"/> commercial	
Existing overall boat ramp dimensions (ft) length width depth		Type of construction material <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> stone <input type="checkbox"/> other _____	
Proposed overall ramp dimensions (ft) length width depth		Proposed ramp dimensions (ft) below ordinary high water mark length width depth	
Number of proposed skid piers	Proposed skid pier dimensions (ft) length width		Distance of ramp from adjacent property lines (ft)
<input type="checkbox"/> <b>H. BOAT HOIST – ROOFS</b> (See EZ Guide)			
Type <input type="checkbox"/> cradle <input type="checkbox"/> side lifter <input type="checkbox"/> other _____		Located on <input type="checkbox"/> seawall <input type="checkbox"/> dock <input type="checkbox"/> bottomlands	
Hoist dimensions, including catwalks (ft) Length Width			
Area occupied, including cat walks (sq ft)		Distance of hoist from adjacent property lines (ft)	
Permanent Roof <input type="checkbox"/> No <input type="checkbox"/> Yes ➔ If Yes, how is the roof supported?		Maximum Roof Dimensions (ft): length width height	
<input type="checkbox"/> <b>I. BOARDWALKS and DECKS in WETLANDS or FLOODPLAINS</b> (See Sample Drawings 5 and 6. Complete Sections 12 and/or 13)			
➔ Provide a table for multiple boardwalks and decks proposed in one project; include locations and dimensions.			
<b>Wetlands</b>		<b>Floodplains</b>	
Boardwalk <input type="checkbox"/> on pilings <input type="checkbox"/> on fill	Deck <input type="checkbox"/> on pilings <input type="checkbox"/> on fill	Boardwalk <input type="checkbox"/> on pilings <input type="checkbox"/> on fill	Deck <input type="checkbox"/> on pilings <input type="checkbox"/> on fill
Dimensions (ft)	Dimensions (ft)	Dimensions (ft)	Dimensions (ft)
Length Width	Length Width	Length Width	Length Width
<input type="checkbox"/> <b>J. INTAKE PIPES</b> (See Sample Drawing 16) or <b>OUTLET PIPES</b> (See Sample Drawing 22)			
If outlet pipe, discharge is to <input type="checkbox"/> inland lake <input type="checkbox"/> stream, drain or river <input type="checkbox"/> overland flow <input type="checkbox"/> Great Lake <input type="checkbox"/> wetland <input type="checkbox"/> other			
Number of pipes	Pipe diameters and invert elevations	Does pipe discharge below the OHWM?	<input type="checkbox"/> No <input type="checkbox"/> Yes
		Is the water treated before discharge?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Type <input type="checkbox"/> headwall <input type="checkbox"/> end section <input type="checkbox"/> other _____		Dimensions of headwall OR end section (ft) Length Width Height	



<input type="checkbox"/> <b>K. MOORING and NAVIGATION BUOYS</b> (See EZ Guide for Sample Drawing) ➔ Provide a site plan showing the distances between each buoy and from the shore to each buoy, and depth (ft) of water at each location. ➔ Provide cross-section drawing(s) showing anchoring system(s) and dimensions.			
Purpose of buoy <input type="checkbox"/> mooring <input type="checkbox"/> navigation <input type="checkbox"/> scientific structures <input type="checkbox"/> swimming <input type="checkbox"/> other			
Number of buoys	Dimensions of buoys (ft) width                      height                      swing radius                      chain length	Boat Lengths	Type of anchor system
Buoy Location: Latitude    ___ . ___ N    Longitude    -- ___ . ___ W.    ➔ Provide a table for multiple buoys.			
Do you own the property along the shoreline?		<input type="checkbox"/> No <input type="checkbox"/> Yes    ➔ If No, attach an authorization letter from the property owner(s).	
Do you own the bottomlands?		<input type="checkbox"/> No <input type="checkbox"/> Yes    ➔ If No, attach an authorization letter from the property owner(s).	
<input type="checkbox"/> <b>L. FENCES</b> ➔ Provide an overall site plan showing the proposed fencing through streams, wetlands or floodplains. ➔ Provide a drawing of fence profile showing the design, dimension, post spacing, mesh, and distance from ground to bottom of fence.			
Purpose of fence <input type="checkbox"/> Airport <input type="checkbox"/> Cervidae <input type="checkbox"/> Livestock <input type="checkbox"/> Residential <input type="checkbox"/> Security <input type="checkbox"/> Other			
Total length (ft) of fence through streams    wetlands    floodplains		Fence height (ft)	Fence type and material
<input type="checkbox"/> <b>M. OTHER</b> - e.g., structure removal, maintenance or repair, aerator, dry fire hydrant, gold prospecting, habitat structures, scientific measuring devices, soil borings, or survey activities.			
Structure description, dimensions and volumes. Complete Sections 10A-C as applicable. _____ _____ _____			
<b>11 Expansion Of An Existing Or Construction Of A New Lake Or Pond</b> (See Sample Drawings 4 and 15) ➔ Complete Section 10J for outlets and Section 17 for water control structures. ➔ Provide elevations, cross-sections and profiles of outlets, dams, dikes, water control structures and emergency spillways to nearest water bodies.			
Which best describes your proposed water body use (check all that apply) <input type="checkbox"/> mining <input type="checkbox"/> recreation <input type="checkbox"/> storm water retention basin <input type="checkbox"/> wastewater basin <input type="checkbox"/> wildlife <input type="checkbox"/> other _____			
Water source for lake/pond <input type="checkbox"/> groundwater <input type="checkbox"/> natural springs <input type="checkbox"/> Inland Lake or Stream <input type="checkbox"/> storm water runoff <input type="checkbox"/> pump <input type="checkbox"/> sewage <input type="checkbox"/> other _____			
Location of the lake/basin/pond <input type="checkbox"/> floodplain <input type="checkbox"/> wetland <input type="checkbox"/> stream (inline) <input type="checkbox"/> upland			
Maximum dimensions (ft) length                      width                      depth		Maximum Area: <input type="checkbox"/> acres <input type="checkbox"/> sq ft _____	
Has the there been a hydrologic study performed on the site?		<input type="checkbox"/> No <input type="checkbox"/> Yes    ➔ If Yes, provide a copy.	
Has the DEQ conducted a wetland assessment for this parcel?		<input type="checkbox"/> No <input type="checkbox"/> Yes    ➔ If Yes, provide a copy or WIP number:	
Has a professional wetland delineation been conducted for this parcel?		<input type="checkbox"/> No <input type="checkbox"/> Yes    ➔ If Yes, provide a copy with data sheets.	
Spoils Disposal	Dredged or excavated spoils will be placed <input type="checkbox"/> on-site <input type="checkbox"/> landfill <input type="checkbox"/> USACE confined disposal facility <input type="checkbox"/> other upland off-site For disposal, provide a ➔ Detailed spoils disposal area location map and site plan with property lines. ➔ Letter of authorization from property owner of spoils disposal site, if disposed off-site.		



**12 Activities That May Impact Wetlands** (See Sample Drawings 8 & 9). Complete other Sections as applicable.

- Locate your site and wetland information with the DEQ Wetlands Map Viewer at [www.mcqi.state.mi.us/wetlands/](http://www.mcqi.state.mi.us/wetlands/)
- For information on the DEQ's Wetland Identification Program (WIP) visit [www.mi.gov/wetlands](http://www.mi.gov/wetlands).
  - Provide a detailed site plan with labeled property lines, upland and wetland areas, and dimensions and volumes of wetland impacts.
  - Complete the wetland dredge and wetland fill dimension information below for each impacted wetland area.
  - Attach tables for multiple impact areas or activities.
  - Attach at least one cross-section for each wetland dredge and/or fill area; show wetland and upland boundaries on the cross-section.

Has the DEQ conducted a wetland assessment for this parcel?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, provide a copy or WIP number: _____
Has a professional wetland delineation been conducted for this parcel?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, provide a copy with data sheets
Is there a recorded DEQ easement on the property?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, provide the easement number _____
Did the applicant purchase the property before October 1, 1980?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, provide documentation.
Is any grading or mechanized land clearing proposed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, label the locations on the site plan.
Has any of the proposed grading or mechanized land clearing been completed?	<input type="checkbox"/> No <input type="checkbox"/> Yes	➤ If Yes, label the locations on the site plan

Proposed Activity	<input type="checkbox"/> boardwalk or deck (Section 10I)	<input type="checkbox"/> bridges and culverts (Section 14)	<input type="checkbox"/> designated environmental area
	<input type="checkbox"/> dewatering	<input type="checkbox"/> draining surface water	<input type="checkbox"/> driveway / road
	<input type="checkbox"/> fences (Section 10L)	<input type="checkbox"/> fill or dredge	<input type="checkbox"/> restoration
	<input type="checkbox"/> septic system	<input type="checkbox"/> stormwater discharge (Section 10J)	<input type="checkbox"/> other _____

FILL	Dimensions	Area	Average depth (ft)	Volume (cu yd)
	maximum length (ft) maximum width (ft)	<input type="checkbox"/> acres <input type="checkbox"/> sq ft		
DREDGE	Dimensions	Area	Average depth (ft)	Volume (cu yd)
	maximum length (ft) maximum width (ft)	<input type="checkbox"/> acres <input type="checkbox"/> sq ft		

Spoils Disposal	Dredged or excavated spoils will be placed <input type="checkbox"/> on-site <input type="checkbox"/> landfill <input type="checkbox"/> USACE confined disposal facility <input type="checkbox"/> other upland off-site
	For disposal, provide a ➤ Detailed spoils disposal area location map and site plan with property lines. ➤ Letter of authorization from property owner of spoils disposal site, if disposed off-site.

Septic System	The proposed project will be serviced by: <input type="checkbox"/> public sewer <input type="checkbox"/> private septic system ➤ Show system on plans.	If a private septic system is proposed, has an application for a permit been made to the County Health Department? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, has a permit been issued? <input type="checkbox"/> No <input type="checkbox"/> Yes ➤ Provide a copy of the permit.
---------------	--	---

Describe the wetland impacts, the proposed use or development, and the alternatives considered:

\_\_\_\_\_

\_\_\_\_\_

Does the project impact more than 1/3 acre of wetland?  No  Yes

➤ If Yes, submit a Mitigation Plan with the type and amount of mitigation proposed. For more information go to [www.mi.gov/wetlands](http://www.mi.gov/wetlands)

Describe how impacts to waters of the United States will be avoided and minimized:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how the impact to waters of the United States will be compensated. OR Explain why compensatory mitigation should not be required for the proposed impacts.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**13 Floodplain Activities** (See Sample Drawing 5 and others. Complete other applicable sections.)

- For more information go to [www.mi.gov/floodplainmanagement](http://www.mi.gov/floodplainmanagement). This site also lists the projects and requirements for an expedited floodplain review under "Expedited Review Information for Minor Floodplain Projects."
- Examples of projects proposed within the non-floodway portions of the 100-year-floodplain which may qualify for an expedited review: Open pile decks and boardwalks; residences, commercial/industrial facilities, garages and accessory structures; parking lots; pavilions, gazebos, large community playground structures; residential swimming pools
- Examples of projects proposed within the floodway portions of the floodplain which may qualify for an expedited review: Open pile decks and boardwalks, (non-enclosed) that are anchored to prevent floatation and that do not extend over the bed and bank of a watercourse; parking lots constructed at grade or resurfacing that is no more than 4 inches above the existing grade; dry hydrants that do not require fill placement; scientific structure such as staff gauges, water monitoring devices, water quality testing devices, and core sampling devices which meet specific design criteria and fish structures that meet specific design criteria.
- For expedited review include:
  - Photographs of the work site labeled to identify what is being shown and with the direction of the photo clearly indicated. Include photographs of any river or stream adjacent to the project.
  - A letter or statement from the local unit of government acknowledging your proposed application. See the website for sample wording.
- A hydraulic analysis or hydrologic analysis may be required to fully assess floodplain impacts.
- The state building code requires an Elevation Certificate for any building construction or addition in a floodplain. A sample form can be found at [www.fema.gov/nfip/elvinst.shtm](http://www.fema.gov/nfip/elvinst.shtm).
  - Attach additional sheets or tables for multiple proposed floodplain activities and provide hydraulic calculations.
  - Show reference datum used on plans.

Proposed Activity <input type="checkbox"/> fill <input type="checkbox"/> excavation or cut <input type="checkbox"/> other _____	100-year floodplain elevation (ft) (if known) _____ Datum <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> other _____
--	---

Site is \_\_\_\_\_ feet above  ordinary high water mark (OHWM) OR  observed water level. Date of observation (M/D/Y) \_\_\_\_\_

Fill volume below the 100-year floodplain elevation (cu yds) _____	Compensating cut volume below the 100-year floodplain elevation (cu yds) _____
--	--

Type of construction is  residential    garage/pole barn    non residential    other \_\_\_\_\_

Construction is  new    addition   AND   Serviced by  public sewer    private septic    other \_\_\_\_\_

Lowest adjacent grade (ft): existing \_\_\_\_\_ proposed \_\_\_\_\_  
 datum    NGVD 29    NAVD 88    other \_\_\_\_\_

	Existing Structure Information	Proposed Structure Information
Buildings and/or Additions	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab on grade <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab on grade <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other
	Foundation floor elevation (ft) _____	Foundation floor elevation (ft) _____
	Height of crawl space/basement from finished foundation floor to bottom of floor joists (ft) _____	Height of crawl space/basement from finished foundation floor to bottom of floor joists (ft) _____
	Elevation of 1st floor above basement floor/crawl space (ft) _____	Elevation of 1st floor above basement floor/crawl space (ft) _____
	For enclosed areas below the flood elevation, such as a crawl space, garages and accessory structures: Area of proposed foundation (sq ft) _____ Elevation of proposed enclosed area (ft) _____ datum <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> other _____	
	Number of flood vents _____ net opening of each vent (sq inches) _____ lowest elevation of flood vents (ft) _____	



**14 Bridges And Culverts** Including Foot and Cart Bridges. (See EZ Guides and Sample Drawings 5, 14A, 14B, 14C, 14D.)

- Complete other applicable Sections, including 10A-C.
- A hydraulic analysis or hydrologic analysis may be required to fully assess impacts. → Attach hydraulic calculations.
- High Water Elevation - describe reference point and highest known water level above or below reference point and date of observation.
  - Attach additional sheets for multiple bridges and/or culverts.
  - Provide detailed site-specific drawings of existing and proposed Plan and Elevation View at a scale adequate for detailed review.
  - Provide all information in the boxes below; do not write in a reference to plan sheets. Show reference datum used on plans.

<b>Stream Information</b>	The site has a high water elevation (ft) _____ <input type="checkbox"/> above or <input type="checkbox"/> below the Reference Point of _____ Date observed _____	
	Reference datum used <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> IGLD 85 (Great Lakes coastal areas) <input type="checkbox"/> other _____	
	Average stream width (ft) at the ordinary high water mark (OHWM) outside the influence of any ponding or scour holes around the structure	Upstream _____ Downstream _____
	Cross-sectional area of primary channel (sq ft) _____ (See Sample Drawing 14C for more information)	
	The width of the stream where the water begins to overflow its banks. Bankfull width (ft) _____	
	The invert of the stream 100-feet from structure (ft)	Upstream _____ Downstream _____
	Is the existing culvert perched? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide a profile of the channel bottom at the high and low points for a distance of 200 feet upstream and downstream of the culvert.	

Complete this form for each bridge / culvert location.		Existing	Proposed
<b>Bridge</b>	Number of bridge spans		
	Bridge type (concrete box beam, concrete I-beam, timber, etc.)		
	Bridge span ( length perpendicular to stream) (ft)		
	Bridge width (parallel to stream) (ft)		
	Bottom of bridge beam (ft)	Upstream _____ Downstream _____	
	Stream invert elevation at bridge (ft)	Upstream _____ Downstream _____	
	Bridge rise from bottom of beam to streambed (ft)		
<b>Culvert</b>	Number of culverts		
	Culvert type (arch, bottomless, box, circular, elliptical, etc.)		
	Culvert material (concrete, corrugated metal, plastic, etc.)		
	Culvert length (ft)		
	Culvert <input type="checkbox"/> width <input type="checkbox"/> diameter (ft)		
	Culvert height prior to any burying (ft)		
	Depth culvert will be buried (ft)		
	Elevation of culvert crown (ft)	Upstream _____ Downstream _____	
	Higher elevation of <input type="checkbox"/> culvert invert OR <input type="checkbox"/> streambed within culvert (ft)	Upstream _____ Downstream _____	
<b>Complete for both Bridges and Culverts</b>	Entrance design (mitered, projecting, wingwalls, etc.)		
	Total structure waterway opening above streambed (sq ft)		
	Total structure waterway area below the 100-year elevation (sq ft) (if known)		
	Elevation of road grade at structure (ft)		
	Elevation of low point in road (ft)		
	Distance from low point of road to mid-point of bridge crossing (ft)		
	Length of approach fill from edge of bridge/culvert to existing grade (ft)		
	A Licensed Professional Engineer may certify that your project will not cause a harmful interference for a range of flood discharges up to and including the 100-year flood discharge. The "Required Certification Language" is found under "forms" on the "maps, forms and documents" link from the <a href="http://www.mi.gov/jointpermit">www.mi.gov/jointpermit</a> page or a copy may be requested by phone, email, or mail. A hydraulic report supporting this certification may also be required.		
Is Certification Language attached? <input type="checkbox"/> No <input type="checkbox"/> Yes			



**15 Stream, River, Or Drain Construction, Relocation And Enclosure Activities**

- Complete Section 10C for riprap activities.
- If side casting or other proposed activities will impact wetlands or floodplains, complete Sections 12 and 13, respectively.
  - Provide a scaled overall site plan showing existing lakes, streams, wetlands, and other water features; existing structures; and the location of all proposed structures and land change activities.
  - Provide scaled cross-section (elevation) drawings necessary to clearly show existing and proposed conditions.
  - For activities on legally established county drains, provide original design and proposed dimensions and elevations.

Stream Information	Water elevation (ft) _____ datum <input type="checkbox"/> NGVD 29 <input type="checkbox"/> NAVD 88 <input type="checkbox"/> IGLD 85 (Great Lakes coastal areas) <input type="checkbox"/> other _____ ➤ Show elevation on plans with description.	
	Dimensions (ft) of existing stream/drain channel (ft)	length width depth
	Existing channel average water depth in a normal year (ft)	
Proposed Activity <input type="checkbox"/> enclosure <input type="checkbox"/> improvement <input type="checkbox"/> maintenance <input type="checkbox"/> new drain <input type="checkbox"/> relocation <input type="checkbox"/> wetlands <input type="checkbox"/> other _____		
If an enclosed structure is proposed, check material type <input type="checkbox"/> concrete <input type="checkbox"/> corrugated metal <input type="checkbox"/> plastic <input type="checkbox"/> other _____		
Dimensions (ft) of the structure: diameter length		Volume of fill (cu yds)
Will old/enclosed stream channel be backfilled to top of bank grade? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Length of channel to be abandoned (ft)		Volume of fill (cu yds)
Dimensions (ft) of improved, maintained, new, relocated or wetland stream/drain channel. length width depth		Volume of dredge/excavation (cu yds)
How will slopes and bottom be stabilized?		Proposed side slopes (vertical / horizontal)
Spoils Disposal	Dredged or excavated spoils will be placed <input type="checkbox"/> on-site <input type="checkbox"/> landfill <input type="checkbox"/> USACE confined disposal facility <input type="checkbox"/> other upland off-site For disposal, provide a ➤ Detailed spoils disposal area location map and site plan with property lines. ➤ Letter of authorization from property owner of spoils disposal site, if disposed off-site.	

**16 Drawdown Of An Impoundment**

- If wetlands will be impacted, complete Section 12.

Type of drawdown <input type="checkbox"/> over winter <input type="checkbox"/> temporary <input type="checkbox"/> one-time event <input type="checkbox"/> annual event <input type="checkbox"/> permanent (dam removal) <input type="checkbox"/> other _____		
Reason for drawdown _____		
Has there been a previous drawdown? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide date (M/D/Y) _____		Previous DEQ permit number, if known
Does waterbody have established legal lake level? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Not Sure		Dam ID Number, if known
Extent of vertical drawdown (ft)	Impoundment design head (ft)	Number of adjacent or impacted property owners
Date drawdown would start (M/D/Y)	Date drawdown would stop (M/D/Y)	Rate of drawdown ( ft/day)
Date refilling would start (M/D/Y)	Date refill would end (M/D/Y)	Rate of refill (ft/day)
Type of outlet discharge structure to be used <input type="checkbox"/> surface <input type="checkbox"/> bottom <input type="checkbox"/> mid-depth	Impoundment area at normal water level (acres)	Sediment depth behind impoundment discharge structure (ft)

**17 Dam, Embankment, Dike, Spillway, or Control, Structure, Activities** (See Sample Drawing 15)

- For more information go to [www.mi.gov/damsafety](http://www.mi.gov/damsafety). If wetlands will be impacted, complete Section 12.
- Information on removing a dam is available at [www.mi.gov/damsafety](http://www.mi.gov/damsafety) and following the Related Link – DEQ Dam Removal web site.
  - Attach site-specific conceptual plans for construction of a new dam, reconstruction of a failed dam, or enlargement of an existing dam for resource impact review. Detailed engineering plans are required once the activity has been determined to be permissible.
  - Attach detailed signed and sealed engineering plans for a Part 315 dam repair, dam alteration, dam abandonment, or dam removal.
  - Part 315 Dam Safety application fees are added to all other application fees.

Proposed Activity  abandonment  alteration  enlargement of an existing dam  
 removal  repair  reconstruction of a failed dam  
 new dam construction  other \_\_\_\_\_

Dam ID Number, if known \_\_\_\_\_ Type of outlet discharge structure  surface  bottom  mid-depth

Will proposed activities require a drawdown of the waterbody to complete the work?  No  Yes ➔ If Yes, complete Section 16.

Does the structure allow complete drainage of the waterbody?  No  Yes Impoundment size (acres) \_\_\_\_\_

Benchmark elevation (ft) \_\_\_\_\_ Datum  NGVD 29  NAVD 88  Local  
 Describe the benchmark and show on the plans  other \_\_\_\_\_

Dredging/excavation volume (cu yd) \_\_\_\_\_ Fill volume (cu yd) \_\_\_\_\_ Riprap volume (cu yd) \_\_\_\_\_

Have you engaged the services of a Licensed Professional Engineer?  No  Yes

Engineer's Name \_\_\_\_\_ Registration Number \_\_\_\_\_ Mailing Address \_\_\_\_\_

Will a water diversion during construction be required?  No  Yes

If Yes, describe how the stream flow will be controlled through the dam construction area during the proposed project activities:  
 \_\_\_\_\_  
 \_\_\_\_\_

Complete the following for a new dam, reconstruction of a failed dam or enlargement of an existing dam

Describe the type of dam and how you will design the dam and embankment to control seepage through and underneath the dam.  
 \_\_\_\_\_  
 \_\_\_\_\_

Embankment top elevation (ft) \_\_\_\_\_ Streambed elevation at downstream embankment toe (ft) \_\_\_\_\_

Structural height (difference between embankment top elevation and streambed elevation at downstream embankment toe) (ft)

Embankment dimensions length (ft) \_\_\_\_\_ top width (ft) \_\_\_\_\_ bottom width (ft) \_\_\_\_\_ slopes (vertical / horizontal) Upstream \_\_\_\_\_ Downstream \_\_\_\_\_

Proposed normal pool elevation (ft) \_\_\_\_\_ Impoundment flood elevation (ft) \_\_\_\_\_

Maximum vertical drawdown capability (ft) \_\_\_\_\_ Attach operational procedure of the proposed structure, if available.

Have soil borings been taken at dam location?  No  Yes ➔ If Yes, attach results.

Will a cold water underspill be provided?  No  Yes ➔ If Yes, provide the invert elevation (ft) \_\_\_\_\_

Do you have flowage rights to all proposed flooded property at the design flood elevation?  No  Yes ➔ If No, provide a letter of authorization from the property owner.



**18 Utility Crossings** (See Sample Drawings 12 and 13, and EZ Guide)

- If side casting is proposed, complete Sections 10A and 10B. If spoils will be placed in or impact wetlands, complete Section 12.
  - Attach additional sheets or tables with the requested information as needed for multiple crossings.
  - For wetland crossings using the open trench method show clay plugs at the wetland/upland boundaries on the plans.

Crossing of  Inland Lake or Stream  floodplain  Great Lake  wetlands (also complete Section 12)

What method will be used to construct the crossings?  directional boring  jack and bore  open trench  plow / knife  flume

Utility Type	Number of lake or stream crossings	Number of wetland crossings	Pipe diameter with casing (in)	Pipe length per crossing (ft)	Distance below streambed or wetland (in)	Trench width (ft)
<input type="checkbox"/> sanitary sewer						
<input type="checkbox"/> storm sewer						
<input type="checkbox"/> watermain						
<input type="checkbox"/> cable						
<input type="checkbox"/> electric						
<input type="checkbox"/> fiber optic cable						
<input type="checkbox"/> oil/gas pipeline						

**19 Marina Construction, Expansion and Reconfiguration** (See Sample Drawing 21)

- For more information go to [www.mi.gov/marinas](http://www.mi.gov/marinas)
- Marinas located on the Great Lakes, including Lake St. Clair, may be required to secure leases or conveyances from the state of Michigan to place structures on the bottomlands. If a conveyance is necessary, an application must be submitted before the Joint Permit Application can be determined complete.
  - Fully complete Section 10 E. For multiple structures provide a table with the requested information.
  - Enclose a copy of any current pump-out agreement with another marina facility, if on-site sanitary pump out facilities are not available.
  - Attach a copy of the property legal description, mortgage survey, or a property boundary survey to your application.
  - The WRD may require a riparian interest area (RIA) estimate survey, sealed by a licensed surveyor, in order to determine whether the proposed project will adversely impact riparian rights. Include any available sealed RIA estimate survey and/or written authorizations from affected adjacent riparian owners with your application.

Proposed Marina Activity  New construction  Expansion  Reconfiguration

Do you have an existing Great Lake Conveyance?  No  Yes For more information visit [www.mi.gov/deqgreatlakes](http://www.mi.gov/deqgreatlakes).

Are sanitary pump-out facilities available?  No  Yes | Is there a pump out agreement?  No  Yes If Yes, provide a copy.

Marina Description	Current Count	Final Count
Number of boat slips/wells (do not include broadside dockage or mooring buoys)		
Lineal feet of broadside dockage		
Maximum number of boats at broadside dockage		
Number of mooring buoys		
Number of launch ramps/lanes		



**20 Critical Dune Areas And High Risk Erosion Areas** (See Sample Drawings 19 and 20, also Sample Drawing 9 for wetlands)

**Critical Dune Areas (See Sample Drawing 20)**

- For more information go to [www.mi.gov/degsanddunes/](http://www.mi.gov/degsanddunes/)
- All property boundaries, proposed structure corners including decks, septic system, water well, driveway, grading, and terrain alteration locations must be staked before the WRD site inspection.
- Scaled overhead and cross-section plans that include all property boundaries, location and dimensions of all structures and terrain alterations, and construction access must be included. Cross-sections must show existing and proposed grades including foundations.
- Additional information may be required to complete the application review.
  - ➔ Construction in critical dune areas requires the following written assurances submitted with the application:
    - 1) permit or letter from County Enforcing Agent stating project complies with Part 91 (Soil Erosion and Sedimentation Control),
    - 2) permit or letter from County Health Department for work on a septic system, and
    - 3) a copy of the assurance letter received from the local Conservation District indicating your project has been reviewed and the prepared instructions or plans for vegetation removal will be followed during and after the construction process.
- Construction in critical dune areas on slopes greater than 33 percent (1vertical: 3 horizontal) is prohibited without a special exception.
- Construction in critical dune areas on slopes that measure from 25 percent (1 vertical: 4 horizontal) to less than 33 percent requires plans prepared by a registered architect or licensed professional engineer.

**High Risk Erosion Areas (See Sample Drawing 19)**

- For more information go to [www.mi.gov/jointpermit](http://www.mi.gov/jointpermit), select HREA under "related links"
- All property boundaries and proposed structure corners and septic system locations must be staked before the WRD site inspection.
- Scaled overhead plans that include all property boundaries, and the location and dimensions of all structures and septic systems must be included.
- Additional information, including the building construction plans, may be required to complete the application review.

<b>Complete for all Critical Dune Areas and/or High Risk Erosion Areas</b>	Parcel dimensions (ft) width _____ depth _____	Date project staked (M/D/Y) _____
	Property is a <input type="checkbox"/> platted lot <input type="checkbox"/> unplatted parcel	Year current property boundaries created _____
	Type of construction activities <input type="checkbox"/> addition <input type="checkbox"/> driveway <input type="checkbox"/> garage <input type="checkbox"/> home <input type="checkbox"/> renovation <input type="checkbox"/> septic <input type="checkbox"/> other _____	
	The proposed project will be serviced by <input type="checkbox"/> public sewer <input type="checkbox"/> private septic system. ➔ On the plans show the location and dimensions of the private septic system. If a private septic system is proposed has application been made to the County Health Department for a permit? <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, has a permit been issued? <input type="checkbox"/> No <input type="checkbox"/> Yes ➔ If Yes, provide a copy of the permit for all Critical Dune Area projects.	
	If in a High Risk Erosion Area provide the number of individual living-units in the proposed building _____	

<b>Critical Dune Areas</b>	Utility Installation	Proposed New Construction
	Installation Method <input type="checkbox"/> directional bore <input type="checkbox"/> plowing in <input type="checkbox"/> open trench <input type="checkbox"/> other _____	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other _____
	➔ Show utility locations and dimensions on the site plan.	Area of existing structure (sq ft)
	➔ Show construction access route on the site plan.	Area of proposed structure (sq ft)
	➔ Show existing and proposed grades on the cross-section.	Area of existing deck (sq ft)
	➔ Show locations of vegetation to be removed on the site plan.	Area of proposed deck (sq ft)

<b>High Risk Erosion Areas</b>	Existing Structure Information	Proposed New Construction
	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other _____	Foundation type <input type="checkbox"/> basement <input type="checkbox"/> concrete slab <input type="checkbox"/> pilings <input type="checkbox"/> crawl space <input type="checkbox"/> other _____
	Material above foundation wall <input type="checkbox"/> block <input type="checkbox"/> log <input type="checkbox"/> stud frame <input type="checkbox"/> other _____	Material above foundation wall <input type="checkbox"/> block <input type="checkbox"/> log <input type="checkbox"/> stud frame <input type="checkbox"/> other _____
	Siding material <input type="checkbox"/> block <input type="checkbox"/> vinyl <input type="checkbox"/> wood <input type="checkbox"/> other _____	Siding material <input type="checkbox"/> block <input type="checkbox"/> vinyl <input type="checkbox"/> wood <input type="checkbox"/> other _____
	Area of the foundation, excluding attached garage (sq ft)	Area of the foundation, excluding attached garage (sq ft)
	Area of the garage foundation (sq ft)	Area of garage foundation (sq ft)
	If renovating or restoring an existing structure, indicate the renovation or restoration cost \$	
	Current structure replacement value \$	
	Tax assessed value of existing structure excluding land value \$	Assessment Year



# 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.**

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