

WETLAND REVIEW BOARD APPLICATION INFORMATION AND 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 within a floodway, floodplain, wetlands or watercourse (i.e. seawall, in-water beach sanding, etc...)**, the white form marked *Michigan Department of Environmental Quality (MDEQ) "Application for Permit"* must be completed and filed with the Environmental Department as well as the MDEQ.

When sending in the completed application to West Bloomfield Township, please be sure we have an original signature on the application. The application will not be accepted without this.

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 (734) 953-8905.***

If your project involves **work only within an environmental features setback (25 feet from a wetland/watercourse) (i.e. landscaping, removal of vegetation, construction, ect...)**, please complete and return the attached blue form marked "*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 you are unsure of what application to use, please contact the Environmental Office at (248) 451-4876, to avoid unnecessary delays.

The Planning Commission makes decisions on wetland and environmental features setback applications that are part of a subdivision plat, site plan or lot split. *Projects that do not require the review and approval of the Planning Commission (i.e., seawalls, beach sandings, permanent docks, etc.) are reviewed only by the Wetlands Review Board.*

APPLICATIONS WILL NOT BE RECEIVED BY THIS 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. General information:

- a. All applications must be submitted on the proper forms 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.
- b. **For projects to be reviewed by the Wetlands Review Board, submit twelve (12) 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 (12) 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 for further details.
- c. For projects that require Planning Commission and/or Township Board approval (new subdivisions, new commercial buildings, etc. ..), submit a total of twenty-four (24) copies of the site plan, plat or lot split.
- d. 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:
 1. 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;
 2. Existing contour data for the entire property with a vertical contour interval of no more than five (5) feet, and vertical contour data at an interval of no more than two (2) feet for all areas to be disturbed by the proposed operation, extending for a distance of at least fifty (50) feet beyond the limits of such areas. Indicated elevations shall be based on United States Geological Survey data;
 3. 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;
 4. 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.

- d. All applications, plot plans and fees must be filed with the Environmental Department a minimum of two (2) 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. The applicant will received confirmation in writing two (2) weeks prior to the meeting. Final scheduling for meetings will be done by the Environmental Staff.
- e. Regular meetings of the Wetlands Review Board are held the second and fourth Wednesday of every month at 7:30 p.m. Regular meetings of the Planning Commission are held the second and fourth Tuesday of every month beginning at 7:00 p.m. **YOU OR SOMEONE TO REPRESENT YOU MUST BE PRESENT AT THE MEETING.**
- f. There will be a 21day appeal period. During this time, anyone may appeal the decision to the Township Board. If no appeals have been recorded, the permit will then be issued. The permit is valid for two (2) years from the date of approval, unless otherwise specified. A permit from the Building and Engineering Departments may also be required before construction can begin.
- g. 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 (see below).
- h. If an extension of a valid permit is needed, the request must be submitted in writing to the Environmental Department **one (1) month prior to the permit expiration date.**
- i. 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 26-48, Environmental Features Setback. These ordinances are available at the Environmental Department for a fee.
- j. **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 (90) days and a fine of five hundred dollars (\$500.00) for each day that the violation exists.***

2. Fees/Escrow

a. Single Family Properties, Essential Services, and Subdivision/Lake Associations

- (1) **\$350.00** - \$50.00 administrative fee (plus \$300.00 maximum escrow) for projects involving the construction of boulder seawalls at existing ordinary high water mark, upland or lake bottom beach replenishment/top-dressing, seawall/bulkhead repair or replacement, and any other wetland or water dependent project which does not involve the loss of any wetlands, 100-year floodplain, natural fringe vegetation or other aquatic resource , and the construction of any non-water or non-wetland dependent operation (e.g., residential construction, driveways, utilities and landscaping/grading which impacts only the existing manicured lawn within 25 feet of a wetlands or watercourse. *(For After-The-Fact permit requests the fees will be: \$450.00 - \$150.00 administrative fee plus \$300.00 escrow).*
- (2) **\$450.00** - \$100.00 administrative fee (plus \$350.00 initial escrow) for projects involving the construction of new bulkheads, dredging, new boat launches, access paths/boardwalks, new lake bottom sanding or any other water or wetland dependent activities where limited disruption to wetlands, 100-year floodplain, natural fringe vegetation or other aquatic resources is proposed. *(For After-The-Fact permit requests the fees will be: \$550.00 - \$200.00 administrative fee plus \$350.00 escrow).*
- (3) **\$550.00** - \$200.00 administrative fee (plus \$350.00 initial escrow) for the construction of any non-water or non-wetland dependent operation (e.g., residential additions, accessory structures, driveways, utilities, and landscaping, but not including the construction of new single family residences) which would result in the loss of impact of wetlands, 100-year floodplain, natural fringe vegetation or other aquatic resources, and the construction of new single family residences which result in the loss of any 100-year floodplain or natural wetland fringe vegetation. *(For After-The-Fact permit requests the fees will be: \$650.00 - \$300.00 administrative fee plus \$350.00 escrow).*
- (4) **\$950.00** - \$500.00 administrative fee (plus \$450.00 initial escrow) for the construction of new single family residences which result in the loss of any designated wetlands. *(For After-The-Fact permit requests the fees will be: \$1050.00 - \$600.00 administrative fee plus \$450.00 escrow)*

b. Acreage Developments (Commercial, New Plats, Condominiums, etc.)

- (1) \$750.00 initial fee for first public hearing before the Wetland Review Board, maximum \$430.00 for Wetland Review Board on-site inspection (depending on actual costs), and \$350.00 for every meeting

thereafter, plus \$1,500.00 initial escrow. *(For After-The-Fact permit requests the fees will be: \$2,350.00 - \$850.00 administrative fee plus \$1,500.00 escrow)*

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. Upon completion of the application, please submit to:

Charter Township of West Bloomfield
Environment Department
4550 Walnut Lake Road
P. O. Box 250130
West Bloomfield, MI 48325-0130
Phone: (248) 451-4876
Fax: (248) 451-4787 or (248) 451-4871

***Note:** After the final motion has been made for the property by the Wetland Review Board, there is a 21 day appeal period. At this point, the applicant or any interested party have the option of appealing the Wetland Review Board's decision to the West Bloomfield Township Board. A letter in writing must be addressed and submitted to the Township Clerk along with a check for \$250.00 within that 21 day period. The letter must state the case number and what exactly of the motion you are appealing. The Clerk's Office will schedule you on the next available Township Board meeting.*