



WETLAND RESTORATION EARLY COORDINATION MEETING REQUEST

The Michigan Department of Environmental Quality (MDEQ) has entered into a Memorandum of Understanding (MOU) on wetland restoration and enhancement with the Michigan Department of Natural Resources (MDNR), the Michigan Department of Agriculture and Rural Development (MDARD), the United States Department of Agriculture (USDA) Farm Service Agency (FSA), the USDA Natural Resources Conservation Service (NRCS), the United States Fish and Wildlife Service (USFWS), Ducks Unlimited, Inc. (DU) and those working with them. To facilitate project planning and to streamline the permitting process, the MDEQ's Water Resources Division (WRD) has agreed to conduct early coordination meetings and provide technical assistance for wetland restoration and enhancement projects.

This form may be used by local, state, or federal conservation agencies or nonprofit conservation organizations to request early coordination and technical assistance for projects that restore or enhance wetland functions and result in a net increase of wetland acreage or functions and services.

If you would like to request a wetland restoration early coordination meeting with WRD staff, please submit the following information to the local WRD district office or the WRD Wetland Restoration Coordinator in Lansing:

1. A completed Wetland Restoration Early Coordination Meeting Request form. You must provide all the requested information to allow us to process your request.

The Wetland Restoration Early Coordination Meeting Request form preferably should be signed by the landowner. However, the restoration agency contact person may sign the form if they have obtained the landowner's authorization allowing MDEQ staff to meet with the applicant and/or restoration agency contact and enter the property described on this form for the purpose of conducting the early coordination meeting.

2. A map indicating the location of your project site (a county map or one obtained from an internet mapping system, is acceptable). This map should include all streets, roads, intersections, highways, and a north arrow.
3. A preliminary site plan, if available.

Providing any other available information will allow staff to better evaluate your project. Other information that may be helpful in WRD's review includes photographs of the site, aerial photos, soil maps, National Wetland Inventory maps, United States Geological Survey topo maps, more detailed site plans, etc. You may also provide a draft wetland restoration permit application. The [wetland restoration permit application](#) is available at www.michigan.gov/wetlands.

Please send the completed form and accompanying information to the WRD field representative assigned to the county where the project is located, or to the WRD, Wetland Restoration Coordinator at P.O. Box 30458 Lansing, Michigan 48909-7958; or e-mail to zbiciakr@michigan.gov. To determine the appropriate WRD field representative and to obtain their contact information please see the [Land/Water Interface Permitting Staff Map](#). With pre-approval from MDEQ staff, the completed form and accompanying information may be provided at the time of the meeting.

WRD staff will contact you to schedule a meeting at a mutually convenient time. Meetings will be scheduled as soon as staff's time and/or weather conditions allow.

There is no fee required when this form is used by a local, state, or federal conservation agency or nonprofit conservation organization for projects that restore or enhance wetland functions and results in a net increase of wetland acreage or functions and services.



WETLAND RESTORATION EARLY COORDINATION MEETING REQUEST

This form may only be used by local, state, or federal conservation agencies or nonprofit conservation organizations for projects that restore or enhance wetland functions and result in a net increase of wetland acreage or functions and services. There is no fee required when this form is used by a qualified agency or organization.

Applicant			Property Owner		
Applicant:			Property Owner:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Fax:	Phone:		Fax:
E-mail:			E-mail:		
Restoration Agency Contact Information					
Agency Contact:			Agency:		
Address:					
City:		State:		Zip:	
Phone:		Fax:		E-mail:	
Site Location					
Address:		Township/City:		Zip:	
County:		Town:	Range:	Section:	
Project Name:					
Directions (nearest major intersection and directions from major intersection):					
Project Information					
Project Description (use additional sheets if necessary):					
Estimated total project area (acres):					
Will wetlands be involved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			Estimated acreage of impact:		
Has a wetland delineation been conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No			Estimated cubic yards of fill:		
Will inland lakes and streams be involved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			Waterbody name:		
Will a regulated 100-year floodplain be involved? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure			Other resources involved (critical dunes, high-risk erosion areas, etc.):		
Provide the following:					
<input type="checkbox"/> A map indicating the location of your project site (a county map or one obtained from an internet mapping system, is acceptable). This map should include all streets, roads, intersections, highways, and a north arrow.					
<input type="checkbox"/> A preliminary site plan, if available.					
Signature					
I hereby certify that I am familiar with the information contained in this application, and that it is true and accurate. I also certify that I am the landowner or I have obtained the landowner's authorization for MDEQ staff to meet with the applicant and/or restoration agency contact and enter the property described on this form for the purposes of the early coordination meeting. I understand that there are penalties for submitting false information and that any finding pursuant to this request may be revoked if information on this request is untrue.					
Signed _____			Date _____		

**WETLAND RESTORATION EARLY COORDINATION MEETING REPORT
FOR OFFICIAL MDEQ USE ONLY**

Date Meeting Held:

Attendees: _____

Location:

STAFF COMMENTS:

FINDINGS REGARDING THE NEED FOR A PERMIT UNDER PART 301, INLAND LAKES AND STREAMS AND PART 303, WETLANDS PROTECTION, OF THE NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION ACT, 1994 PA 451, AS AMENDED

The Department of Environmental Quality has determined that:

- A permit is required under Part 301 or Part 303. Please reference the file number at the top of this form when submitting a permit application.
- A permit is not required under part 301 or Part 303. **(This can only be determined for meetings on the project site.)**
- It cannot be determined whether a permit is required given the information presented.

This determination is based on the attached project plans prepared by _____ and dated/or received on _____ and other attached information provided at the time of this meeting only. Given the informal nature of the Early Coordination Meeting this determination shall be used primarily for planning purposes and is not legally binding on the MDEQ.

DEQ Staff Signature

Date

THIS DOCUMENT IS NOT A PERMIT Staff cannot indicate during an early coordination meeting whether or not a permit will be issued. The MDEQ cannot make a decision regarding a permit until it has considered all of the information provided in the final permit application, and in some instances, has also considered comments received in response to a public notice of the project. Therefore, staff cannot legally tell you whether your project will be authorized in advance of a permit application. They can, however, give you information that will improve the likelihood that it will meet regulatory standards, and thus be authorized, or they may also be able to identify issues which will be of significant concern.