FOR GUIDANCE USE ONLY
Building or Expanding a Pond

REGULATORY REFERENCE	FEE
Part 303. Wetlands Protection General Permit Category A, and Part 31. Water Resources Administrative Rule 316(a),	**$100**
Part 301. Inland Lakes and Streams Administrative Rule 6(1)h	**$50**

GENERAL GUIDANCE

You must answer *True* to *all* of the following statements for application to qualify as a minor permit, and to use this guide:

- Total surface area of the existing and proposed pond does not exceed 5 acres, and does not have a direct connection to any waterbody.
- Pond and dredge spoils are not located in designated Natural River, Critical Dune Area, or Environmental Area.
- Dredge spoils are clean, unpolluted, are not located in wetland, floodway, lake, or stream, are stabilized so that they do not erode, and are placed in a manner to prevent flooding of neighboring properties.
- Dredge spoils will be located on the applicant's property, or written authorization has been given from the landowner where they will be located.
- Location of the dredge spoils is indicated on project plans.

In Wetland:

- Project includes one of the following:
  1) Construction of a new pond, or expansion of a pond, where the proposed and existing ponds impact no more than 1/3 acre of wetland.
  2) Maintenance dredging of an existing pond within the original footprint of the pond, and not more than 1 acre in size.
- Wetland impacted is not a forested, rare, unique, or uncommon wetland type.
- No permits have been issued for construction or expansion of a pond in wetland on the proposed parcel in the past 5 years.

Near Lake or Stream:

- Pond is within 500 feet of a lake, or stream. (Permit may not be required if greater than 500 feet from a lake or stream)

Note: Floodplains that have a watershed of less than two (2) square miles may not be regulated; Placement of more than 300 cubic yards in floodplain may require compensating cut.

APPLICATION REQUIREMENTS

Note: On-line users can go to the appropriate section or drawing by pressing the indicated button

The following Sections of the Permit Application must be completed: Sections 1-9 | Section 11

If you answer Yes to any of these questions, complete the sections of the application indicated.

Will the pond be located in a wetland? Section 10B | Section 12

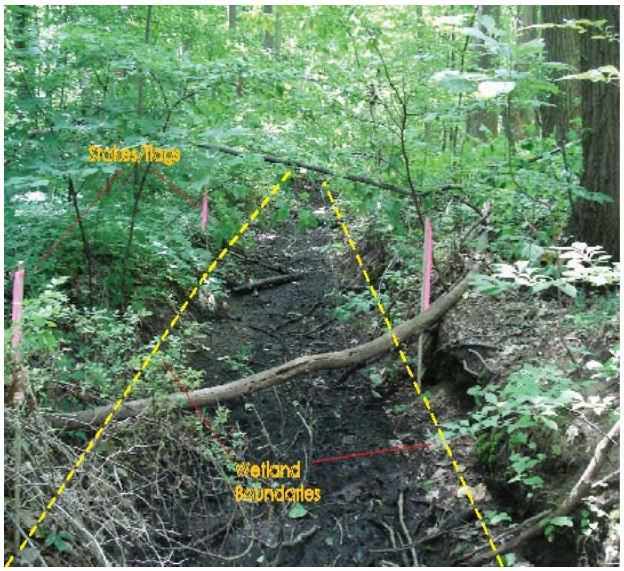
Will the pond be located in floodplain? Section 10B | Section 13

Will the spoils be placed in floodplain? Section 10A | Section 13

Include the following drawing: Site Location Map

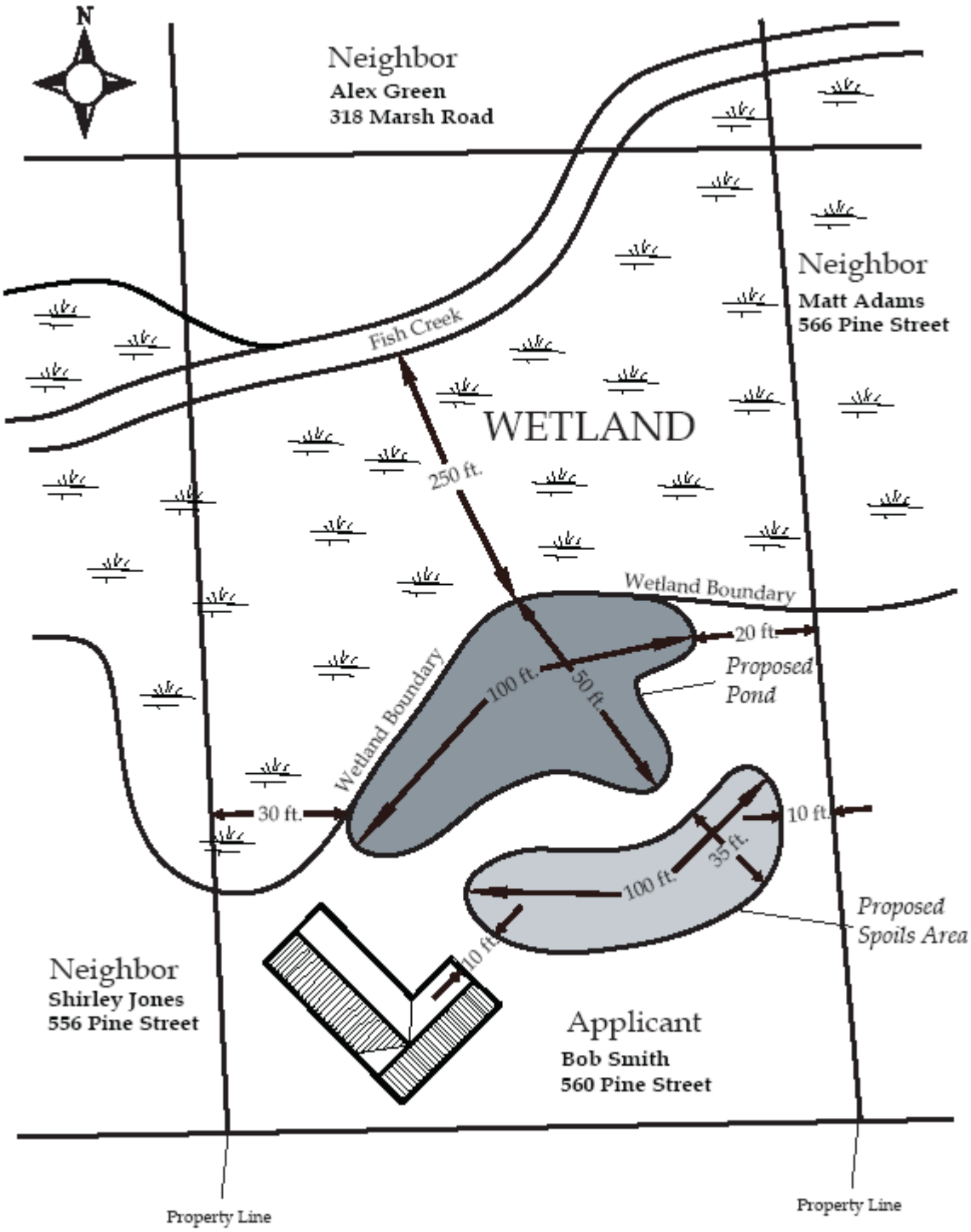
Include the following site plan and cross-section drawing: Pond Site Plan | Pond Cross-Section

Mark the boundaries of the **wetland or floodplain** with **stakes/flagging tape** if the pond or spoils will be located in wetland or floodplain:



Mark the **proposed pond and spoils location** with **stakes/flagging tape**:

Sample Site Plan
Pond



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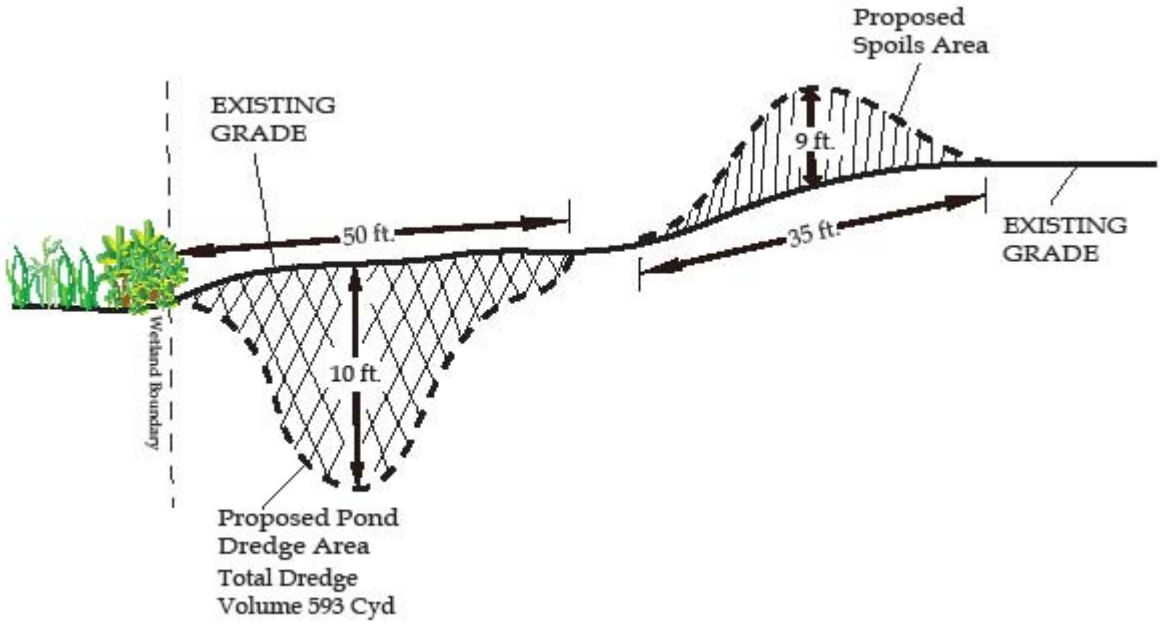
Sample Cross-Section
Pond



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US Army Corps of Engineers (USACE)

Michigan Department of Environmental Quality (MDEQ)

Clear Form

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AGENCY USE				AGENCY USE
	Previous USACE Permit or File Number	Date Received	Land and Water Management Division, MDEQ File Number	
	USACE File Number		*Marina* Operating Permit Number	
			Fee received $	

- Complete all items in Sections 1 through 9 and those items in Sections 10 through 21 that apply to the project. Clear drawings and cross sections must be provided.

1 PROJECT LOCATION INFORMATION

- Refer to your property's legal description for the Township, Range, and Section information, and your property tax bill for your Property Tax Identification Number(s).

Address		Township Name(s)	Township(s)	Range(s)	Section(s)
City/Village	County(ies)	Property Tax Identification Number(s)			
Name of Waterbody	Project Name or Job Number	Subdivision/Plat	Lot Number	Private Claim	

Project types (check all that apply): ☐ private ☐ public/government ☐ industrial ☐ commercial ☐ multi-family ☐ building addition ☐ new building or *structure* ☐ building renovation or restoration ☐ river restoration ☐ single-family ☐ other (explain)

The proposed project is on, within, or involves (check all that apply)

☐ a legally established County Drain (date established_____)

☐ a stream ☐ a pond (less than 5 acres) ☐ a Great Lake or *Section 10 Waters* ☐ a *natural river* ☐ a new marina

☐ a river ☐ a channel/canal ☐ a designated *high risk erosion area* ☐ a *dam* ☐ a *structure* removal

☐ a ditch or drain ☐ an *inland lake* (5 acres or more) ☐ a designated *critical dune area* ☐ a wetland ☐ a utility crossing

☐ a *floodway* area ☐ a *100-year floodplain* ☐ a designated *environmental area* ☐ 500 feet of an existing waterbody

2 DESCRIBE PROPOSED PROJECT AND ASSOCIATED ACTIVITIES, AND THE CONSTRUCTION SEQUENCE AND METHODS

- Attach separate sheets, as needed, including necessary drawings, sketches, photographs, aerials, or plans.

3 APPLICANT, AGENT/CONTRACTOR, AND PROPERTY OWNER INFORMATION

- The applicant can be either the property owner or the person or company that proposes to undertake the activity.
- If the applicant is a corporation, both the corporation and its owner must provide a written document authorizing the agent/contractor to act on their behalf.

Applicant (individual or corporate name)	Agent/Contractor (firm name and contact person)
Mailing Address	Address
City State Zip Code	City State Zip Code
Daytime Phone Number with Area Code Cell Phone Number	Daytime Phone Number with Area Code Cell Phone Number
Fax E-mail	Fax E-mail

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? ☐ No ☐ Yes

If No, provide a letter signed by the property owner authorizing the agent/contractor to act on his or her behalf or a copy of easements or right-of-ways. If multiple owners, attach all property owners' names, mailing addresses, and telephone numbers. Disclose any DEQ conservation easements or other easements, deed restrictions, leases, or any other encumbrance upon the property in the project area. A copy of the land restriction must be provided.

Property Owner's Name (If different from applicant)	Mailing Address
Daytime Phone Number with Area Code Cell Phone Number	City State Zip Code

4 PROPOSED PROJECT PURPOSE, INTENDED USE, AND ALTERNATIVES CONSIDERED (Attach additional sheets if necessary)

- The purpose must include any new development or expansion of an existing land use.
- Include a description of alternatives considered to avoid or minimize resource impacts. Include factors such as, but not limited to, alternative construction technologies; alternative project layout and design; alternative locations; local land use regulations and infrastructure; and pertinent environmental and resource issues.
- For utility crossings, include both alternative routes and alternative construction methods.

5 LOCATING YOUR PROJECT SITE

- Provide the requested information listed below to help staff locate your project site.
- Attach a copy of a map, such as a plat, county, or USGS topographic map, clearly showing the site location and include an arrow indicating the north direction.
- Project area must be staked at the time of application submittal.

Is there an access road to the project? ☐ No ☐ Yes (If Yes, type of road, check all that apply) ☐ private ☐ public ☐ improved ☐ unimproved

Name of roads at closest main intersection_____ and _____

Directions from main intersection

_____

Style of house or other building on site ☐ ranch ☐ 2-story ☐ cape cod ☐ bi-level ☐ cottage/cabin ☐ pole barn ☐ none ☐ other (describe)_____

Color_____Color of adjacent property house and/or buildings_____

House number _____Address is visible on ☐ house ☐ garage ☐ mailbox ☐ sign ☐ other _____

Street name _____ Fire lane number_____ Lot number _____

How can your site be identified if there is no visible address? _____

Provide directions to the project site, with distances from the best and nearest visible landmark and waterbody _____

Does project cross boundaries of two or more political jurisdictions? (City/Township, Township/Township, County/County, etc.)
☐ No ☐ Yes (If Yes, list jurisdiction names.)

6 List all other federal, interstate, state, or local agency authorizations required for the proposed activity, including all approvals or denials received.

Agency	Type approval	Identification number	Date applied	Date approved / denied	If denied, reason for denial

7

If a permit is issued, date activity will commence (M/D/Y)	Proposed completion date (M/D/Y)
Has any construction activity commenced or been completed in a regulated area? ☐ No ☐ Yes If Yes, identify the portion(s) underway or completed on drawings or attach project specifications and give completion date(s) (M/D/Y)	Were the regulated activities conducted under a MDEQ permit? ☐ No ☐ Yes If Yes, list the MDEQ permit number

Are you aware of any unresolved violations of environmental law or litigation involving the property? ☐ No ☐ Yes (If Yes, explain)

8 PUBLIC NOTIFICATION (Attach additional sheets if necessary)

- Complete information for all *adjacent and impacted property owners* and the lake association or established lake board, including the contact person's name.
- If you own the adjacent lot, provide the requested information for the first adjacent parcel beyond your property line.

Property Owner's Name	Mailing Address	City	State	Zip Code

Name of ☐ Established Lake Board ☐ or Lake Association
and the Contact Person's name, phone number, and mailing address

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, is in compliance with the State *Coastal Zone Management Program* and the *National Flood Insurance 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 MDEQ, USACE, and/or their agents or contractors to enter upon said property in order to inspect the proposed activity site and the completed 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.

- All applicants must complete **all** of the items in Sections 1 through 9 on pages 1 and 2 of this application.
- Complete those items in Sections 10 through 21 that apply to the project. Submit only those pages where you have provided information.
- Your application will not be processed if the application form is not completely filled out.
- List here the application page numbers being submitted and a brief description of other attachments included with your application.
- Submit 8.5" by 11," 8.5" by 14" or 11" by 17" size drawings with 4 copies. The USACE requires one set of drawings on 8.5" x 11" paper, with all notations clearly legible. Larger copies may be submitted in addition to the standard size copies.
- A letter of authorization from the owner must be included if not signed below by the owner.

☐ Property Owner ☐ Agent/Contractor ☐ Corporation - Title_____	Printed Name	Signature **Sign here when finished**	Date

10 PROJECTS IMPACTING WETLANDS OR FLOODPLAINS OR LOCATED ON AN INLAND LAKE OR STREAM OR A GREAT LAKE

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? Check boxes A through N that may be applicable to your project and provide the requested information.
? If your project may affect wetlands, also complete Section 12. If your project may impact regulated *floodplains*, also complete Section 13.
? Provide an overall site plan showing 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 sample drawings for guidance in completing site-specific drawings for your project.
? Some projects on the Great Lakes require an application for conveyance prior to Joint Permit Application completeness.
? On a Great Lake use IGLD 85 ☐ surveyed ☐ converted from observed still water elevation. On inland waters, ☐ NGVD 29 ☐ local datum ☐ other _____
Observed water elevation (ft) , date of observation (M/D/Y)

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

? 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.
? Attach both plan and *cross-section* views to scale showing maximum and average fill dimensions.

(Check all that apply) ☐ *floodplain* fill ☐ wetland fill ☐ *riprap* ☐ *seawall*, *bulkhead*, or *revetment* ☐ bridge or culvert
☐ boat launch ☐ off-shore swim area ☐ beach sanding ☐ boatwell ☐ crib *dock* ☐ other _____

Fill dimensions (ft) length width maximum depth	Total fill volume (cu yd)	Maximum water depth in fill area (ft)

Type of clean fill ☐ pea stone ☐ sand ☐ gravel ☐ wood chips ☐ other _____ | Will *filter fabric* be used under proposed fill? ☐ No ☐ Yes (If Yes, type)

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

Fill will extend _____ feet into the water from the *shoreline* and *upland* _____ feet out of the water. | Fill volume below OHWM (cu yd) _____

☐ B. PROJECTS REQUIRING DREDGING OR EXCAVATION (For dredging projects see Sample Drawing 7, for excavation see other applicable Sample Drawings)

? 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.
? Attach both plan and *cross-section* views to scale showing maximum and average dredge or excavation dimensions.
? The applicant will be notified if sediment sampling is required.

(Check all that apply) ☐ *floodplain* excavation ☐ wetland dredge or draining ☐ *seawall, bulkhead, or revetment*
☐ navigation ☐ *boat well* ☐ boat launch ☐ other _____

Total dredge/excavation volume (cy)	Dimensions length width depth	Dredge/excavation volume below OHWM (cu yd)	Method and equipment for dredging

Has proposed dredge material been tested for contaminants? ☐ No ☐ Yes (If Yes, attach testing results) | Will dredged or excavated spoils be placed ☐ on-site ☐ off-site. Attach a detailed disposal area site plan, location map. If dispose off site, provide address and letter of authorization.

Has this same area been previously dredged? ☐ No ☐ Yes (If Yes, provide date and permit number, if available)
If Yes, are you proposing to enlarge the previously dredged area ☐ No ☐ Yes

Is long-term maintenance dredging planned? ☐ No ☐ Yes (If Yes, when and how much?)

☐ C. PROJECTS REQUIRING RIPRAP (See Sample Drawings 2, 3, 8, 12, 14, 17, 22, and 23. Others may apply)

Riprap waterward of the ☐ shoreline OR ☐ ordinary high water mark	Dimensions (ft) length width depth	Volume (cu yd)
Riprap landward of the ☐ *shoreline* OR ☐ *ordinary high water mark*	Dimensions (ft) length width depth	Volume (cu yd)

Type of *riprap* ☐ field stone ☐ angular rock ☐ other_____ | Will *filter fabric* be used under proposed *riprap*? ☐ No ☐ Yes (If Yes, type)_____

☐ D. SHORE PROTECTION PROJECTS (See Sample Drawings 2, 3, and 17)

(check all that apply) ☐ *riprap* – length (ft.) _____ ☐ *seawall/bulkhead* – length (ft.) _____ ☐ *revetment* – length (ft.) _____ | Distances of project from both property lines (ft)

☐ E. DOCK - PIER – MOORING PILINGS (See Sample Drawing 10)

Type ☐ open pile ☐ filled ☐ crib | *Seasonal structure*? ☐ No ☐ Yes

Proposed *structure* dimensions (ft) length width | Dimensions of nearest adjacent *structures* (ft) length width

☐ F. BOAT WELL (No Sample Drawing available)

Type of bank stabilization ☐ wood ☐ steel ☐ concrete ☐ vinyl ☐ *riprap* ☐ other_____

Boat well dimensions (ft) length width depth	Number of boats
Volume of backfill behind sidewall stabilization (cu yd)	Distances of *boat well* from adjacent property lines (ft)

☐ G. BOAT LAUNCH (No Sample Drawing available) (check all that apply) ☐ new ☐ existing ☐ public ☐ private ☐ commercial ☐ replacement

Proposed overall boat launch dimensions (ft) length width depth	Type of material ☐ concrete ☐ wood ☐ stone ☐ other
Existing overall boat launch dimensions (ft) length width depth	Boat launch dimensions (ft) below *ordinary high water mark* length width depth
Distances of launch from both property lines (ft)	Number of skid *piers* / Skid *pier* dimensions (ft) width length

☐ H. BOAT HOIST (No Sample Drawing available)

(Check all that apply) ☐ *seasonal* ☐ permanent ☐ cradle ☐ side lifter ☐ other _____ | located on ☐ *seawall* ☐ *dock* ☐ bottomlands

☐ I. BOARDWALKS AND DECKS IN ☐ WETLANDS - OR - ☐ FLOODPLAINS (See Sample Drawings 5 and 6. Provide table if necessary)

(Check all that apply) ☐ boardwalk ☐ deck | Boardwalk or deck is on ☐ fill ☐ *piling* | Dimensions (ft) length width

10 Continued - PROJECTS IMPACTING WETLANDS OR FLOODPLAINS OR LOCATED ON AN INLAND LAKE OR STREAM OR A GREAT LAKE

☐ J. INTAKE PIPES (See Sample Drawing 16) ☐ OUTLET PIPES (See Sample Drawing 22)

Type ☐ headwall ☐ end section ☐ pipe ☐ other_____	If outlet pipe, discharge is to ☐ wetland ☐ *inland lake* ☐ stream, drain, or river ☐ Great Lake ☐ other_____
Dimensions of headwall OR end section (ft) length width depth	Number of pipes / Pipe diameters and invert elevations

☐ K. MOORING AND NAVIGATION BUOYS (No Sample Drawing available)

- Provide an overall site plan showing the distances between each buoy, distances from the shore to each buoy, and depth of water at each buoy in feet.
- Provide cross-section drawing(s) showing anchoring system(s) and dimensions.

Number of buoys	Type of anchor system	Purpose of buoy ☐ mooring ☐ navigation ☐ swimming
Dimensions of buoys (ft) width height		Do you own the property along the *shoreline*? ☐ No ☐ Yes If No, you must provide an authorization letter from the property owner(s)

☐ L. GROINS (No Sample Drawing available)

- Provide an overall site plan showing the distances (ft) of the outermost *groins* from the property lines, distances between *groins*, length and width of each *groin*, and the distance from the existing toe of the bluff to the lakeward end of the *groins*.
- If existing *groins* are located on adjacent properties, provide distances (ft) from closest neighboring *groin* to your property lines on the site plan. Provide *cross-section* views showing the length and height of each *groin* and the height of *groin* ends above the observed water level (date and time). If step down type, show the height of each section above the observed water level.

Number of *groins*	Type of *groin* ☐ steel ☐ wood ☐ other _____	Will *groin* be placed on a foundation? ☐ No ☐ Yes (If Yes, dimensions of foundation (ft)) length width height

☐ M. FENCES IN WETLANDS, STREAMS, OR FLOODPLAINS (No Sample Drawing available)

- Provide an overall site plan showing the proposed fencing through wetlands, streams, or *floodplains*.
- Provide drawing of fence profile showing the design, dimension, post spacing, board spacing, and distance from ground to bottom of fence (if in a *floodplain*).

(check all that apply) ☐ wetlands ☐ streams ☐ *floodplains*	Total length (ft) of fence through wetlands _____ streams_____ *floodplains*_____	Fence height (ft)_____	Fence type and material

☐ N. OTHER - e.g., *structure* removal, *marine railway*, *low sand trap wall, breakwater*, and structural foundations in wetlands or *floodplains*

11 EXPANSION OF AN EXISTING OR CONSTRUCTION OF A NEW LAKE OR POND (See Sample Drawings 4 and 15)

Which best describes your proposed waterbody use (check all that apply)
☐ wildlife ☐ *stormwater retention basin* ☐ *stormwater detention basin* ☐ recreation ☐ wastewater basin ☐ other _____

Water source for lake/pond
☐ groundwater ☐ natural springs ☐ *Inland Lake or Stream* ☐ stormwater runoff ☐ pump ☐ sewage ☐ other_____

Location Of the lake/basin/pond ☐ floodplain ☐ wetland ☐ upland

Will project involve construction of a *dam*, dike, outlet control *structure*, or *spillway*? ☐ No ☐ Yes (If Yes, complete Section 17)

12 ACTIVITIES THAT MAY IMPACT WETLANDS (See Sample Drawings 8 & 9)

- For information on the MDEQ's *Wetland Assessment* Program, visit the LWMD website or call 517-373-1170.

(check all that apply) ☐ fill (Section 10A) ☐ dredge or excavation (Section 10B) ☐ boardwalk or deck (Section 10I) ☐ dewatering ☐ fences (Section 10M) ☐ bridges and culverts (Section 14) ☐ draining surface water ☐ other_____

Has a professional wetland delineation been conducted for this parcel? ☐ No ☐ Yes (If Yes, provide a copy; if federal method was used, supply data sheets)	Applicant purchased property ☐ before OR ☐ after October 1, 1980.

Is there a recorded DEQ easement on the property? ☐ No ☐ Yes (If Yes, provide the number _____)

Has the MDEQ conducted a *wetland assessment* for this parcel? ☐ No ☐ Yes (If Yes, provide a copy)

Describe the wetland impacts, proposed use or development, and efforts to avoid/minimize impacts. Describe the wetland alternatives and provide the type and amount of mitigation proposed if more than 1/3 acre is to be impacted.

Is any grading or mechanized land clearing proposed? ☐ No ☐ Yes (If Yes, show locations on site plan)	Has any of the proposed grading or mechanized land clearing been completed? ☐ No ☐ Yes (If Yes, label and show locations on site plan)

- Complete the wetland dredge and wetland fill dimension information for each impacted wetland area.
- Attach additional sheets if necessary and label the impacted wetland areas on a site plan drawn to scale. Attach at least one typical *cross-section* for each wetland dredge and/or fill area. Also complete Section 10A for fill and Section 10B for dredge or excavation activities.
- If dredge material will be disposed of on site, show the location on site plan in an *upland* area and include *soil erosion and sedimentation control measures*.

Wetland dredge dimensions	maximum length (ft)	maximum width (ft)	dredge area ☐ acres ☐ sq ft	average depth (ft)	dredge volume (cu yd)
Wetland fill dimensions	maximum length (ft)	maximum width (ft)	fill area ☐ acres ☐ sq ft	average depth (ft)	fill volume (cu yd)

Total wetland dredge area ☐ acres ☐ sq ft	Total wetland dredge volume (cu yd)
Total wetland fill area ☐ acres ☐ sq ft	Total wetland fill volume (cu yd)

The proposed project will be serviced by ☐ public sewer ☐ private septic system (If septic system, show existing and new or expanded system on plans)	If septic system, has application been made to the County Health Department for a permit? ☐ No ☐ Yes	If Yes, has permit been issued? ☐ No ☐ Yes (If Yes, provide copy)

13 FLOODPLAIN ACTIVITIES (See Sample Drawing 5. Others may apply.)

? Attach additional sheets with the requested information when multiple *floodplain* activities are included in this application.

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(check all that apply) ☐ fill ☐ excavation ☐ 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 yd)	Compensating cut volume below the 100-year floodplain elevation (cu yd)

14 BRIDGES AND CULVERTS (Including Foot and Cart Bridges)

? Provide detailed site-specific drawings of existing and proposed *Plan View* (Sample Drawing 14A), Elevation View (Sample Drawing 14B), Stream and *Floodplain Cross-Section* (Sample Drawing 14C), Stream Profile (Sample Drawing 14D) and *Floodplain* Fill (Sample Drawing 5) at a scale adequate for detailed review.

? Provide the requested information that applies to your project. If there is not an existing *structure*, leave the "Existing" column blank.

? If you choose to have a Licensed Professional Engineer "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 then you must use the "Required Certification Language". You may request a copy by phone, email, or mail. A hydraulic report supporting this certification may also be required.

? Attach additional sheets with the requested information when multiple crossings are included in this application.

		Existing	Proposed			Existing	Proposed
Culvert type (box, circular, arch) and material (corrugated metal, timber, concrete, etc.)				Bridge span (length perpendicular to stream) OR culvert ☐ width ☐ diameter (ft)			
Bridge type (concrete box beam, timber, concrete I-beam, etc.)				Bridge width (parallel to stream) OR culvert length (ft)			
Entrance design (projecting, mitered, wingwalls, etc.)				Bridge *rise* (from bottom of beam to streambed) OR Culvert *rise* (from top of culvert to streambed) (ft)			
Total *structure waterway opening* above streambed (sq ft)							
☐ elevation of culvert crown	Upstream			Higher elevation of ☐ culvert invert OR ☐ streambed within culvert (ft)	Upstream		
☐ bottom of bridge beam (ft)	Downstream				Downstream		
Elevation of road grade at *structure* (ft)				Distance from low point of road to mid-point of bridge crossing (ft)			
Elevation of low point in road (ft)							

Cross-sectional area of primary channel (sq ft) (See Sample Drawing 14C)	Average stream width at OHWM outside the influence of the structure (ft)	upstream _____ downstream _____

Reference datum used (show on plans with description) ☐ *NGVD 29* ☐ *IGLD 85* (Great Lakes coastal areas) ☐ local

High water elevation – describe reference point and highest known water level above or below reference point and date of observation.

15 STREAM, RIVER, OR DRAIN CONSTRUCTION ACTIVITIES (No sample drawing available)

? Complete Section 10A for fill, Section 10B for dredge or excavation, and Section10C for *riprap* activities.

? If side casting or other proposed activities will impact wetlands or *floodplains*, complete Sections 12 and 13, respectively.

? Provide an 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 *cross-section* (elevation) drawings necessary to clearly show existing and proposed conditions. Be sure to indicate drawing scales.

? For activities on legally established county drains, provide original design and proposed dimensions and elevations.

(check all that apply) ☐ maintenance ☐ improvement ☐ relocation ☐ enclosure ☐ new drain ☐ wetlands ☐ other _____

Dimensions (ft) of existing stream/drain channel to be worked on. length width depth

Dimensions (ft) of new, relocated, or enclosed stream/drain channel. length width depth	Volume of Dredge/excavation (cu yds)

Existing channel average water depth in a normal year (ft)	Proposed side *slopes* (vertical / horizontal)

How will *slopes* and bottom be stabilized?

Will old/enclosed stream channel be backfilled to top of bank grade? ☐ No ☐ Yes	Length of channel to be abandoned (ft)	Volume of fill (cu yds)

If an enclosed *structure* is proposed, check type ☐ concrete ☐ corrugated metal ☐ plastic ☐ other _____

Dimensions of the structure size length volume of fill

Will spoils be disposed of on site? ☐ No ☐ Yes (If Yes, show location of spoils on site plan in an *upland* area.)

Reference datum used (show on plans with description) ☐ *NGVD 29* ☐ *IGLD 85* (Great Lakes coastal areas) ☐ local_____

16 DRAWDOWN OF AN IMPOUNDMENT

- If wetlands will be impacted, also complete Section 12.

Type of drawdown ☐ over winter ☐ temporary ☐ one-time event ☐ annual event ☐ permanent (*dam* removal) ☐ other_____

Reason for drawdown

Has there been a previous drawdown? ☐ No ☐ Yes (If Yes, provide date (M/Y))

Previous MDEQ permit number, if known

Does waterbody have established legal lake level? ☐ No ☐ Yes ☐ 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 ☐ surface ☐ bottom ☐ 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)

- If wetlands will be impacted, also complete Section 12.
- 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 permitable from an environmental standpoint.

- Attach detailed engineering plans for a *dam* repair, *dam alteration*, *dam abandonment*, or *dam* removal.

Which one best describes your project? ☐ new *dam* construction ☐ reconstruction of a *failed dam* ☐ enlargement of an existing *dam* ☐ *dam repair* ☐ *dam alteration* ☐ *dam abandonment* ☐ *dam* removal ☐ 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, also complete Section 16)	
Riprap Volume (cu yd)	Dredging/excavation Volume (cu yd)	Fill volume (cu yd)	Does *structure* allow complete drainage of waterbody? ☐ No ☐ Yes
Benchmark elevation (ft)	Datum used ☐ Local ☐ *NGVD 29* ☐ other_____	Describe benchmark and show on plans	

Have you engaged the services of a Licensed Professional Engineer? ☐ No ☐ Yes (If Yes, name, registration number, and 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)

- The following additional information is required 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 length (ft)	Embankment top width (ft)	Embankment bottom width (ft)	Embankment *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, submit results with permit application)	Will a cold water *underspill* be provided? ☐ No ☐ Yes (If Yes, invert elevation (ft.) _____)	Do you have flowage rights to all proposed flooded property at the design flood elevation? ☐ No ☐ Yes

18 UTILITY CROSSINGS (See Sample Drawings 12 and 13)

- If side casting is required, complete Subsections 10A and 10B. If spoils will be placed in wetlands or wetlands may be impacted, complete Section 12.
- Attach additional sheets with the requested information as needed for multiple crossings.

What method will be used to construct the crossings? ☐ *flume* ☐ *plow* ☐ open trench ☐ jack and bore ☐ directional drilling

Crossing of ☐ *Inland Lake or Stream* ☐ *floodplain* ☐ international waters ☐ wetlands (also complete Section 12)

Type	Number of wetland crossings	Number of inland lake or stream crossings	Pipe diameter (in.)	Pipe length per crossing (ft.)	Distance below streambed or wetland (in.)	Trench width (ft.)
☐ sanitary sewer						
☐ storm sewer						
☐ watermain						
☐ cable						
☐ oil/gas pipeline						

19 MARINA CONSTRUCTION AND OPERATING PERMIT INFORMATION (See Sample Drawing 21)

? *Marinas* located on one of 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.
? Enclose a copy on any current pump-out agreement with another *marina* facility.
? Attach a copy of the property legal description or a property boundary survey report to your application.
? Some projects on the Great Lakes require an application for conveyance prior to Joint Permit Application completeness.

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Marina owner	Marina name
Mailing address	Location address
City State Zip Code	City State Zip Code
Marina owner's daytime telephone number with area code	Marina's daytime telephone number with area code
Check the reasons for submitting this application ☐ Owner's name change ☐ Construction of a new *marina* ☐ Issuance of a new *Marina* Operating Permit ☐ Expansion/modification of an existing *marina* ☐ Reissuance of a *Marina* Operating Permit	Current Marina Operating Permit Number Expiration Date (M/D/Y)

	Existing	Proposed		Existing	Proposed
Number of boat slips/wells			Are sanitary pump-out facilities available?	☐ No ☐ Yes	☐ No ☐ Yes
Number of launch ramps/lanes			Number of hoist/take-out wells		
Number of mooring buoys			Number of gas pumps		
Lineal feet of broadside dockage			Name of *marina* insurance company		
Number of parking spaces					

20 HIGH RISK EROSION AND CRITICAL DUNE AREAS (See Sample Drawings 19 and 20, also Sample Drawing 9 if wetlands are impacted)

? Construction in *critical dune areas* on *slopes* greater than a 1-foot vertical *rise* in a 3-foot horizontal plane (33 percent) are prohibited without a special exception.
? Construction in *critical dune areas* on *slopes* that measure from a 1-foot vertical *rise* in a 4-foot horizontal plane (25 percent) to less than a 1-foot vertical *rise* in a 3-foot horizontal plane (33 percent) requires plans prepared by a registered architect or licensed professional engineer.
? Construction in critical dune areas requires the following written assurances: 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) letter from applicant stating tree/vegetation removal complies with instructions of the local Soil Conservation District.
? All property boundaries and proposed *structure* corners, septic system, water well, and driveway locations must be staked before the MDEQ site inspection.
? Scaled overhead and cross-section plans that include all property boundaries, and the location and dimensions of all structures and terrain alterations must be included.
? Additional information, including the building construction plans, may be required to complete the application review.

Parcel dimensions (ft) width depth	Property is a ☐ platted lot ☐ unplatted parcel	Year current property boundaries created	Date project staked
Type of construction activities ☐ home ☐ garage ☐ driveway ☐ septic ☐ addition ☐ renovation ☐ other_____			
The proposed project will be serviced by ☐ public sewer ☐ private septic system (If septic system, show existing and new or expanded system on plans)	If septic system, has application been made to the County Health Department for a permit? ☐ No ☐ Yes If Yes, has permit been issued? ☐ No ☐ Yes	If Yes, critical dune projects require County Health Department approval submitted with application.	Number of individual living-units in proposed building

Existing construction is on ☐ *pilings* ☐ basement ☐ concrete slab ☐ crawl space	Proposed new construction will be on ☐ *pilings* ☐ basement ☐ concrete slab ☐ crawl space
Existing construction material above foundation wall ☐ stud frame ☐ log ☐ block ☐ other_____	Proposed new construction material above foundation wall ☐ stud frame ☐ log ☐ block ☐ other_____
Existing siding material ☐ wood ☐ vinyl ☐ block ☐ other_____	Proposed new siding material ☐ wood ☐ vinyl ☐ block ☐ other_____
Area of the existing foundation, excluding attached garage (sq ft)	Area of the proposed foundation, Excluding attached garage (sq ft)
Area of the existing garage foundation (sq ft)	Area of the proposed garage foundation (sq ft)
If renovating or restoring existing *structure*, renovation or restoration cost $ _____ Current *structure* replacement value $_____	Tax assessed value of existing *structure* (excluding land value) $ _____ Assessment year _____

21 ACTIVITIES IN DESIGNATED ENVIRONMENTAL AREAS (No Sample Drawings Available)

? Many designated *environmental areas* are completely or partially wetlands. Be sure to complete Section 12 if your proposed activities will also occur in wetlands.
? If you are proposing any alteration in a designated *environmental area*, attach a detailed site plan.

(Check all that apply) ☐ placement of *structures* ☐ grading or other soil alteration ☐ alteration of natural drainage
☐ alteration of vegetation ☐ boardwalk or deck ☐ driveway or road
☐ dredge ☐ fill ☐ culvert ☐ other_____

Has the MDEQ staff or anyone else conducted a *wetland assessment* for this parcel? ☐ No ☐ Yes (If Yes, provide copy of response)