



## Streamlined Review for Floodplain: Minor Projects

### Michigan Department of Environmental Quality Water Resources Division (WRD)

A streamlined permit review process for selected minor floodplain projects is available through the Water Resources Division (WRD) District Offices. Minor project categories for floodplain projects are found in Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended.

The streamlined application process for floodplain projects is available through the local WRD District Offices, dependent on work load, and provided all the criteria outlined below is met and the information requested on the following page is complete and submitted in full with the initial application.

The minor project **must** meet the following criteria to be eligible for the streamlined review.

1. The site must be located in a community that has a Flood Insurance Rate Map with floodway designations and flood elevation data.
2. The site must be in the non-floodway portion of the floodplain.
3. The site must not be located within a wetland regulated under Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Demonstration that wetlands are not impacted can be provided through including an assessment or a signed statement from the property owner /agent that the project will not impact regulated wetlands will help assure expedited review.

Projects that include a proposal to place more than 300 cubic yards of fill within the 100-year floodplain are not eligible for the streamlined permit review process.

For more information on whether a specific project application is eligible for the streamlined review, please contact the Floodplain Engineer in the project's WRD district office. Applications must be submitted by mail or email, attn: MDEQ-WRD, District Floodplain Engineer. Note the Cadillac district floodplain engineer covers both the Cadillac and Gaylord Offices out of the Cadillac office.

**The permit application form can be found at [www.michigan.gov/jointpermit](http://www.michigan.gov/jointpermit). District office maps are provided at [www.Michigan.gov/deg](http://www.Michigan.gov/deg) , select "Locations" from the top line. General floodplain information and staff contacts may be found at [www.michigan.gov/floodplainmanagement](http://www.michigan.gov/floodplainmanagement).**

*Applications that are incomplete or do not meet the requirements for streamlined review below will go through the normal processing and will not be eligible for a streamlined review.*

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## To be considered complete, the application package must include:

- 1. The completed MDEQ application for permit, signed by the property owner. See the checklist provided with the application for more information. The application may be signed by the owner's agent with a letter from the owner authorizing the agent to apply for the permit.
- 2. A credit card authorization or check made out to the "State of Michigan" for the proper application fee of \$100.
- 3. A location map and directions to the project site. The location map should include measured distances to the nearest intersection. Sample Drawings are available with the application.
- 4. Detailed site plans that include:
  - Horizontal (plan view) dimensions of project features
  - Vertical (elevation) dimensions of project features. Elevation certificates, elevation surveys, or drawings are acceptable for providing elevation information.
  - Cross section drawings through any fill areas and any proposed buildings. The cross sections should show existing and proposed grades and proposed floor elevations.
  - Volumes of cut and fill in cubic yards (provide computations).
  - At least one set of scaled 8.5" x 11" or 11" x 17" plans, reduced as necessary.
- 5. 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.
- 6. A letter or statement from the local unit of government. Sample wording: "*{City/Township}* is aware of the request to the Department of Environmental Quality to issue a floodplain occupation permit for *{project description}* on a parcel of land at \_\_\_\_\_ and owned by \_\_\_\_\_. We have the following comments \_\_\_\_ or We have no comments at this time."
- 7. A letter or copy of the permit from the County Drain Commissioner if the project abuts a county drain. Sample wording of letter: "*{County Drain Commission}* is aware of the request to the Department of Environmental Quality to issue a floodplain occupation permit for *{project description}* on a parcel at \_\_\_\_\_ owned by \_\_\_\_\_. We have the following comments \_\_\_\_ or We have no comments at this time."
- 8. A letter or copy of the permit from the local health department if on-site sewer or water is part of the project. Sample wording of letter: "\_\_\_\_\_ *{County Health Department}* has no objection at this time to the Department of Environmental Quality issuing a floodplain occupation permit for *{project description}* on a parcel at \_\_\_\_\_ owned by \_\_\_\_\_. We have the following comments \_\_\_\_ or We have no comments at this time." (This letter is not required for hookups to municipal supply and sewer.)

*Where appropriate, items that do not apply, such as fill volumes when no fill is proposed, may be omitted from the required information.*

Acceptance of an application for permit and the application fee does not guarantee issuance of a permit. Applications are reviewed and permitted or denied in accordance with applicable regulations. The application fee is a review fee and is non-refundable regardless of whether a permit is issued or denied.

- January 10, 2013-