



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION

**PERMIT APPLICATION FOR WASTEWATER SYSTEMS**

Construction - Alteration - Addition or Improvement as Described Herein  
Required under the Authority of Part 41, Sewerage Systems, of 1994 PA 451, as amended (Act 451)

This application becomes a Part 41 Construction Permit only when signed and issued by authorized DEQ staff.

**INSTRUCTIONS:** Complete items 1 through 32 on this form and complete the Project Basis of Design (attached form EQP-4600A) or provide same information. Print or type all information except for signatures. Complete the Streamlined Checklist (EQP5937) for sewer projects that qualify; checklist available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction). Complete the Non-Governmental Ownership Checklist (attached form EQP-4600C) for non-governmentally owned projects. Deliver complete application, plans and specifications, and attachments to the DEQ district office having jurisdiction for the project.

**PROCESSING TIME FRAME:** Part 13, Permits, of Act 451 allows 150 days for processing of an administratively complete Part 41 permit application, with extensions available when requested by the applicant. However, permits are generally processed within 45 days or less for routine projects. For information regarding recent permit processing time frames, refer to the [WRD Metrics Web page](#) (refer to metric B-9). For a fee, an expedited permit review process is available for applicants seeking quicker review time frames; information about this process is available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction) or click [here](#).

**REQUIRED NOTIFICATIONS:** The permittee shall provide Startup Notification (just prior to excavation) including permit number and date of issuance and Completion Notification (upon completion of the project) including permit number and date of issuance to the DEQ district office having jurisdiction for the project (attached form EQP-4600B).

<b>PERMIT NUMBER</b> (DEQ USE ONLY)		<b>DATE OF ISSUANCE</b> (DEQ USE ONLY)	
1. <b>Municipality or Organization Name and Address</b> that will own the wastewater facilities to be constructed. This permit is to be issued to:		Permit Stamp Area (DEQ use only)	
2. <b>Owner's Contact Person</b> (provide name for questions) Contact: Phone:			
3. <b>Project Name</b> (Provide phase number if project is segmented)	4. <b>Project Location</b>	5. <b>County</b> (location of project)	

ISSUED UNDER THE AUTHORITY OF THE DIRECTOR OF THE DEPARTMENT OF ENVIRONMENTAL QUALITY

cc:

Issued by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**If this box is marked see special conditions attached to this permit.**

**GENERAL PERMIT CONDITIONS**

- This **PERMIT** only authorizes the construction, alteration, addition, or improvement of the wastewater system as described herein and is issued solely under the authority of Part 41 of Act 451.
- Issuance of this **PERMIT** does not authorize any violation of federal, state, or local laws or regulations, nor does it obviate the need to obtain other permits or approvals from the DEQ or other units of government as may be required by law.
- This **PERMIT** expires two (2) years after the above date of issuance unless construction starts prior to the expiration date in accordance with R 299.2939(2) of the Part 41 Administrative Rules.
- Any portion of the herein described facilities constructed prior to the date of issuance is not authorized by this **PERMIT** and is a violation of Act 451.
- No sewer shall be placed into service unless and until the outlet sewer has been constructed, tested, and placed into service.
- Failure to meet any condition of this **PERMIT** or any requirement of Act 451 constitutes a violation of Act 451.
- The applicant must provide notice of impending construction to public utilities and comply with the requirements of the Protection of Underground Facilities Act, 1974 PA 53, as amended (MISS DIG).
- All earth changing activities must be conducted in accordance with Part 91, Soil Erosion and Sedimentation Control, of Act 451.
- All construction activity impacting wetlands shall be conducted in accordance with Part 303, Wetlands Protection, of Act 451.
- Intentionally providing false information in this application constitutes a violation of Section 249 of the Michigan Penal Code, 1931 PA 328, as amended.

6. **Facilities Description** In the space below, provide a detailed description of the proposed project in the format shown in the examples at the bottom of this page. Applications with inadequate facilities descriptions **will be returned**. Use additional sheets if needed.

**EXAMPLES OF FACILITIES DESCRIPTIONS**

Sanitary Sewers and/or Force Mains	250 feet of 10" sanitary sewer in Mark Avenue between John and Lincoln Streets. <b>OR</b> 250' of 10" sewer in an easement from the intersection of Mark Avenue and John Street to the north.
Pumping Stations	A wetwell/drywell, suction lift, submersible, etc. pumping station rated for 250 gpm at a TDH of 34' located at the northeast corner of Mark Avenue and Lincoln Street, and equipped with two pumps, backup power, pump around capability, and all other equipment as required for proper operation.
Wastewater Treatment Facilities	A 10 million gpd (avg. flow) facility located at the north end of Ronald Street including a 2.0 million gallon equalization basin, six 0.5 million gallon primary clarifiers, four 0.75 million gallon aeration basins with fine bubble aerators, four 0.8 million gallon circular secondary clarifiers, ultraviolet disinfection, and all necessary appurtenances and piping as shown on the plans and described in the specifications for the proper operation of the treatment facility to provide a discharge quality in compliance with the facility's discharge permit.



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<b>GENERAL PROJECT INFORMATION – Complete All Boxes Below</b>	
7. Design engineer's name, engineering firm, address, phone no., and e-mail address:	8. Indicate who will prepare "as-built" plans for this project: <input type="checkbox"/> Design Engineer in Box 7 <input type="checkbox"/> Other - name, organization, address, and phone no.:
9. Indicate who will provide project construction inspection: <input type="checkbox"/> Engineering firm listed in Box 7 <input type="checkbox"/> Other - name, organization, address, and phone no.:	10. Is groundwater dewatering expected for this project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, provide dewatering specifications. If YES, will water wells or water bodies be impacted? <input type="checkbox"/> YES <input type="checkbox"/> NO
11. To which wastewater collection system will the project connect?	12. To which wastewater treatment system will the project connect? Final discharge is to: <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water
13. Will this project be within 50 ft. of a private water well? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, locate on plans.	14. Will this project be within 200 ft. of a public water well? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, locate on plans.
15. Is the project construction activity within a wetland (as defined by Section 30301(p) of Part 303 of Act 451)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a wetland permit? <input type="checkbox"/> YES <input type="checkbox"/> NO	16. Is the project construction activity within a 100-year floodplain (as defined by Section 3101 of Part 31, Water Resources Protection, of Act 451, and the associated Administrative Rules)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a floodplain permit? <input type="checkbox"/> YES <input type="checkbox"/> NO
17. Is the project construction activity below the ordinary high water mark of an inland lake or stream (as defined by Section 30101(f) of Part 301 of Act 451)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for an inland lakes and streams permit? <input type="checkbox"/> YES <input type="checkbox"/> NO	18. Is the project construction activity within 500 ft. of a lake, reservoir, or stream? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, has application been made for a Soil Erosion and Sedimentation Control Permit? <input type="checkbox"/> YES <input type="checkbox"/> NO Is owner listed in box 2 of this application an Authorized Public Agency (Section 9110 of Part 91 of Act 451)? <input type="checkbox"/> YES <input type="checkbox"/> NO
19. Will the proposed construction activity be part of a project involving the disturbance of five (5) or more acres of land? <input type="checkbox"/> YES <input type="checkbox"/> NO Please contact 517-284-5587 with questions regarding the storm water regulations. If YES, is project regulated by the National Pollutant Discharge Elimination System (NPDES) storm water regulations? <input type="checkbox"/> YES: Attach copy of application or NPDES authorization to discharge storm water from construction activities. <input type="checkbox"/> NO: Describe why activity is not regulated:	
20. Is the project in or adjacent to a site of known soil or groundwater contamination? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a copy of a plan acceptable to the DEQ for handling contaminated soils and/or groundwater disturbed during construction. Contact the local DEQ office for listings of Michigan sites of environmental contamination.	

<b>SEWER SYSTEM CAPACITY</b>			
21. Are there any known capacity concerns in the collection system downstream of the proposed project? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, <b>include a full explanation with the application.</b>	Flow Rate	Units	
22. Proposed project peak design flow rate:			
23. Total capacity of the existing outlet sewer:			
24. Current peak hour flow into the existing outlet sewer:			
25. Design capacity of nearest downstream pumping station (largest pump out of service):	N.A. <input type="checkbox"/>		
26. Current peak hour flow into nearest downstream pump station:	N.A. <input type="checkbox"/>		

<b>OVERFLOWS AND BASEMENT FLOODING – For Proposed Sewer Projects, Mark All Boxes That Apply</b>
27. Has the downstream collection system overflowed or flooded basements in the past five years? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach a listing of events in the past five years including date, location, cause, and corrective action.
28. Has the downstream collection system owner entered into an agreement satisfactory to the DEQ to address sanitary sewer overflows and flooding of basements? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, enter agreement name and number: .



**29. TREATED WASTEWATER DISCHARGE AUTHORIZATION – Mark Boxes As Appropriate**

A. Does project include a new treatment facility or expansion, a change in discharge method, or a new discharge location?  
 YES – Complete B below     NO – skip to item 30

B. If A is marked YES, indicate discharge authorization and provide the requested information:

1. NPDES or Groundwater Discharge Permit No: \_\_\_\_\_ Permit Authorized Flow Rate: \_\_\_\_\_ Units: \_\_\_\_\_
2. Local health department approval. **Include a copy of the approval with this application.**

**30. OWNERSHIP – Mark A or B as Appropriate Below**

A. Ownership will be by a governmental entity **before the sewer is placed in service.**

B. Ownership will be by a non-governmental entity, and a **completed Non-Governmental Ownership Checklist is included with this application.**

**Note:** A completed **Non-Governmental Ownership Checklist** (EQP-4600C) must be included with the application for **non-governmentally owned projects**. The checklist is attached to this application and the supporting information is available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction).

**31. COMPLETE APPLICATION CHECKLIST – Please confirm that this application is complete by using this checklist. Mark the box if the condition is met. This will help reduce DEQ review time and speed permit issuance.**

<input type="checkbox"/> A. Items 1 to 30 of the application are completed.	<input type="checkbox"/> E. Owner's certification signed and complete (item 32).
<input type="checkbox"/> B. A contamination management plan is included for sites with known contamination (item 20). <input type="checkbox"/> N.A.	<input type="checkbox"/> F. A detailed basis of design is included with the application. Form EQP-4600A (attached) or similar form is completed providing information required by Rule 35(3) of the Part 41 Administrative Rules of Act 451.
<input type="checkbox"/> C. For projects with local health department discharge authorization, a copy of the health department authorization is included (item 29). <input type="checkbox"/> N.A.	<input type="checkbox"/> G. Final plans and specifications sealed and signed by a Michigan licensed professional engineer are provided.
<input type="checkbox"/> D. For non-governmentally owned projects, provide the Non-Governmental Ownership Checklist and all documents required by the checklist (item 30). <input type="checkbox"/> N.A.	

**32. OWNER'S CERTIFICATION – The owner of the proposed facilities or the owner's authorized representative shall complete the following owner's certification:**

I, \_\_\_\_\_ (name), acting as the \_\_\_\_\_ (title/position) for \_\_\_\_\_ (entity owning proposed facilities) certify that the information provided in and with this application is true and accurate to the best of my knowledge, and I certify that the plans and specifications and other documents submitted to the DEQ with the Part 41 Permit Application accurately represent what I intend to construct under the terms of the Part 41 Permit, once issued. Also, I certify that this proposed project as detailed in the plans and specifications submitted under this application is in compliance with the requirement of Rule 41(a) of the Part 41 Administrative Rules of Act 451, which states that "Proper devices are or will be available and are in satisfactory operation for the collection, transportation and treatment before discharge into any public watercourse, lake, drain, ditch or groundwater, of the sewage or wastes collected or conveyed by such systems, or a definite program or agreement satisfactory to the department leading to the construction and operation of such collection, transportation or treatment devices shall have been officially adopted by the applicant for such permit and filed in the offices of the department." Further, I hereby acknowledge the requirement to provide Startup Notification (just prior to excavation) with the permit number and date of issuance and Completion Notification (upon completion of the project) with the permit number and date of issuance to the DEQ district office having jurisdiction for the project.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (TYPED): \_\_\_\_\_ PHONE: \_\_\_\_\_





Michigan Department of Environmental Quality  
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Permit Application for Wastewater Systems (Continued)

## REQUIRED NOTIFICATIONS

### Sample Notification Form

*Part 41, Sewerage Systems, of 1994 PA 451, as amended*

### **NOT** To Be Submitted With Application (For Construction Notifications)

The **permittee** shall provide Startup Notification just prior to excavation and Completion Notification upon completion of the project to the Part 41 Engineer in the local DEQ district office, Water Resources Division, by telephone, e-mail, or first class mail. This form or other format may be used as long as the permit number, date of issuance, project name, and type of notification (startup or completion) are provided.

Permit No: \_\_\_\_\_

Issuance Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Mark box to identify type of notification and enter date.

**Startup Notification:** Excavation will begin on or about \_\_\_\_\_ (date)

**Completion Notification:** Project was completed on \_\_\_\_\_ (date)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY  
WATER RESOURCES DIVISION

**NON-GOVERNMENTAL OWNERSHIP CHECKLIST**  
Addendum to **PERMIT APPLICATION FOR WASTEWATER SYSTEMS**  
*Part 41, Sewerage Systems, of 1994 PA 451, as amended (Act 451)*

Permit applications for non-governmentally owned, publicly used sewerage systems must include a completed copy of this checklist. Water Resources Division (WRD) Policy and Procedure WRD-010 for addressing this issue is available at [www.michigan.gov/deq](http://www.michigan.gov/deq) (select Water; then select Wastewater Construction).

<b>Items 1 through 5:</b> Enter information as on page 1 of the PERMIT APPLICATION FOR WASTEWATER SYSTEMS (EQP-4600).	
1. <b>Legal Entity and Address</b> that will own the proposed wastewater facilities:	3. <b>Project Name</b>
	4. <b>Project Location</b>
2. <b>Owner's Contact Person</b> (provide name for questions) Name: _____ Phone: _____	5. <b>County</b> (location of project)

**6. Operation and Maintenance (O&M) Program for the proposed sewerage system:**  
Use **Section A** if the local unit of government (LUG) has accepted responsibility in accordance with MCL 324.3109(3).  
Use **Section B** if the LUG has declined to accept responsibility in accordance with MCL 324.3109(3) and the applicant has set up a Section B program to fulfill WRD-010.  
Use **Section C** if the LUG has declined to accept responsibility in accordance with MCL 324.3109(3) and the applicant has fulfilled WRD-010 in some other manner.

**Section A** For projects that the LUG has accepted responsibility.  
Yes No  
  A copy of a resolution from the LUG agreeing to accept responsibility is attached.  
  A copy of the O&M agreement between the LUG and the owner is attached.

**Section B** For projects that the LUG has declined to accept responsibility and the following program has been put in place.  
1. **Either**  A LUG signed statement declining responsibility is attached. OR  Proof of LUG unresponsiveness is attached.  
Yes No  
2. a   A "legal entity" has been created to own and be responsible for the sewerage system.  
b   Each co-owner of the sewerage system is a member of the "legal entity."  
c   A copy of the "legal entity" creation certificate from the Department of Licensing and Regulatory Affairs is attached.  
3. a   A Restrictive Covenant that runs with the project land is executed and is in effect. Enter Liber \_\_\_\_\_ and Page \_\_\_\_\_  
b   The Restrictive Covenant has been recorded on the titles of all properties served by the project.  
c   The Restrictive Covenant provides for continued proper operation and maintenance of the sewerage system.  
D   The Restrictive Covenant fully complies with R 299.2941 and 299.2955 of the Part 41 Administrative Rules of Act 451 and WRD-010.  
4. a   The cost of 5 years of O&M of the sewerage system has been calculated and certified by a Michigan Licensed P.E.  
b   An escrow account with escrow agreement in the 5-year O&M amount has been established in accordance with WRD-010.  
C   The escrow account is payable to the "legal entity" and is restricted for emergency O&M of the sewerage system.

**Section C** For projects that the LUG has declined to accept responsibility and WRD-010 is fulfilled in some alternative way.  
1. **Either**  A LUG signed statement of declination of responsibility is attached. OR  Proof of LUG unresponsiveness is attached.  
Yes No  
2.   A program is in force and effect that fulfills all the requirements of WRD-010.  
3.   A full explanation of how the program intends to fulfill all of the requirements of WRD-010 is included with this application.  
**Note:** The DEQ will review alternative operation and maintenance assurance programs to confirm that they meet all requirements.

**7. Owner's Certification:** I, \_\_\_\_\_ (name), acting as the \_\_\_\_\_ (title/position) for \_\_\_\_\_ (entity owning the proposed facilities) do hereby certify that the information provided on this checklist is true and accurate to the best of my knowledge. I also hereby certify that the documents described above on this checklist have been executed, are currently in effect, and have been completed in conformance with WRD-010; Part 41 of Act 451 (MCL 324.4101 *et seq.*); and R 299.2941 and 299.2955 of the Part 41 Administrative Rules. I will provide any document herein described to the DEQ upon request.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone No: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a notary public in and for \_\_\_\_\_ County, Michigan.

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_