FOR GUIDANCE USE ONLY
Ponds Constructed in Upland

REGULATORY REFERENCE	FEE
Part 301. Inland Lakes and Streams Minor Permit Category 29 and	$100
Part 31. Water Resources Administrative Rule 316(a),	$100

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, is not within (inline) a lake or a stream, but is within 500 ft of a lake or stream.
- 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, floodplain, 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.
- Project includes one of the following:
  1) Construction of a new pond, or expansion of a pond,
  2) Maintenance dredging of an existing pond within the original footprint of the pond, and not more than 5 acres in size that was previously permitted under Part 301.
- All outflow structures shall meet Stormwater Outfall Structures Minor Permit Category.

Note: Floodplains that have a watershed of less than two (2) square miles may not be regulated;

APPLICATION REQUIREMENTS

The following Sections of the Permit Application must be completed:

Sections 1-9 | Section 10B | Section 11

If you answer Yes to this question, complete the section of the application indicated.

Will the pond be located in floodplain? Section 13

Include the following drawing:

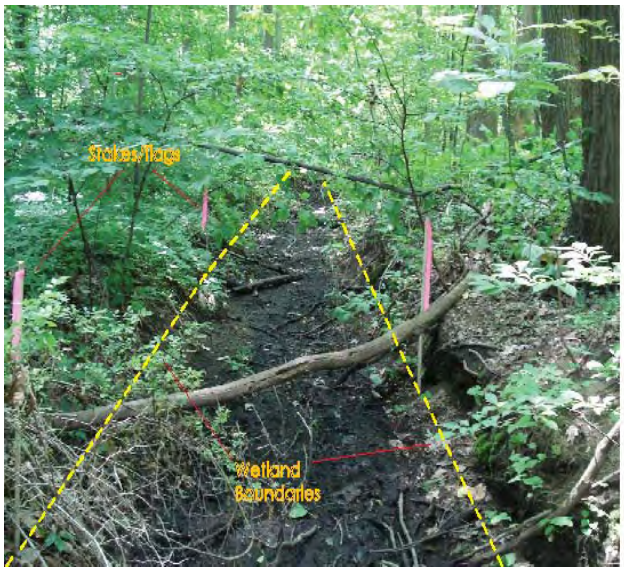
Site Location Map

Include the following site plan and cross-section drawings:

Pond Site Plan | Pond Cross-Section

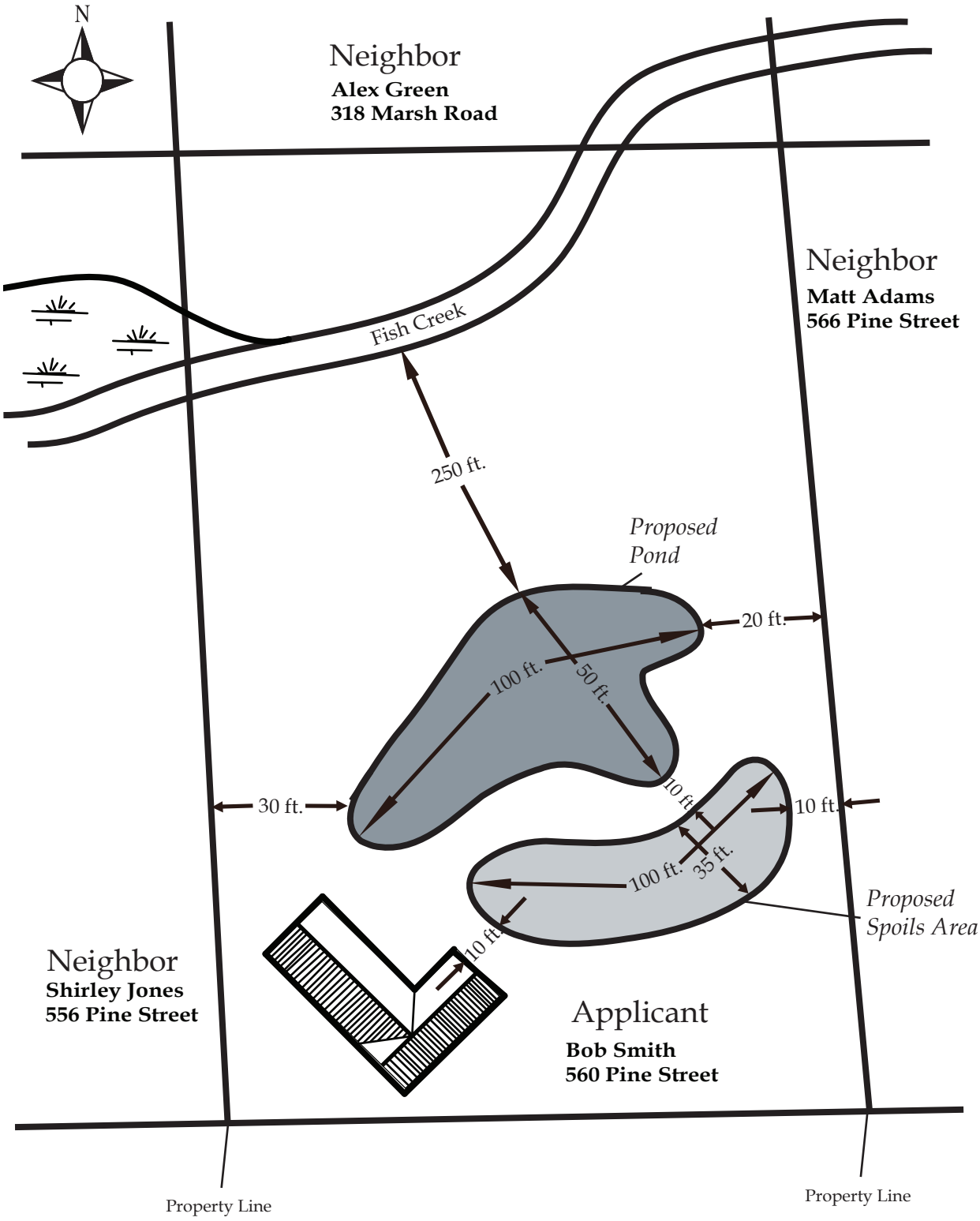
Download an Application

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

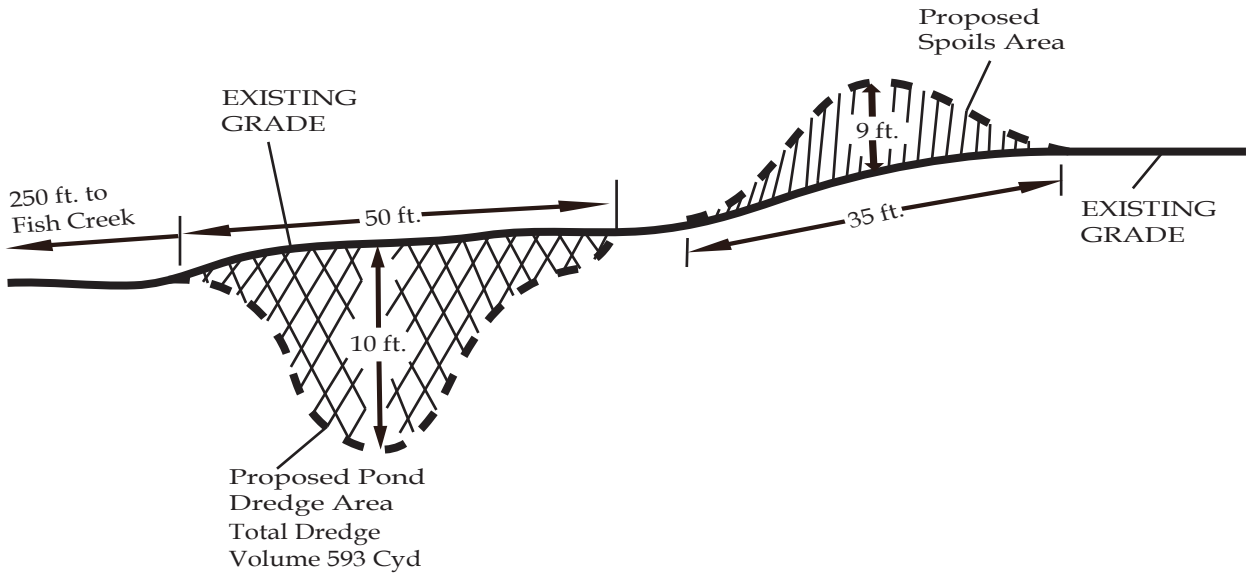


Mark the **proposed pond and spoils location** with **stakes/flagging tape**:

Sample Site Plan
Pond



Sample Cross-Section
Pond



U.S. Army Corps of Engineers
Detroit District Office
Phone: 313-226-2218, Fax: 313-226-6763
Website: www.lre.usace.army.mil

Michigan Department of Environmental Quality
Water Resources Division
See staff map on page iii for contact information
Website: www.mi.gov/jointpermit

Joint Permit Application

For Work in Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, High Risk Erosion Areas and Critical Dune Areas

www.mi.gov/jointpermit

What is the purpose of the Joint Permit Application?	This Joint Permit Application was developed to facilitate the state and federal permit application process administered by the Michigan Department of Environmental Quality (DEQ) and the U.S. Army Corps of Engineers (USACE). The Joint Permit Application is a multi-purpose application used to describe and quantify proposed activities regulated by the DEQ and/or the USACE. This application is for those activities regulated by the following Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended by the State of Michigan. • Part 301, Inland Lakes and Streams • Part 325, Great Lakes Submerged Lands • Part 303, Wetlands Protection • Floodplain Regulatory Authority found in Part 31, Water Resources Protection • Part 315, Dam Safety • Part 323, Shorelands Protection and Management (High Risk Erosion Areas) • Part 353, Sand Dunes Protection and Management (Critical Dune Areas) The regulated activities are summarized in Appendix D. The statutes and rules are available at www.mi.gov/jointpermit. This application is also for those activities regulated by the USACE within the waters of the United States under Section 10, Rivers and Harbors Act of 1899 (33 U.S.C. 403) and Section 404, Clean Water Act of 1977 (33 U.S.C. 1344). Preapplication Meeting: This is an optional service available for activities proposed in inland lakes and streams (Part 301), wetlands (Part 303), and critical dune areas (Part 353). A preapplication meeting can answer many questions regarding whether or not a permit is required and the review process. The application form and fee schedule are available at www.mi.gov/jointpermit.
How do I complete the Joint Permit Application? *An accurate and complete application package is required for processing; inaccurate or missing information will delay processing.*	**There are three parts to a complete Joint Permit Application package:** 1. Application Form 2. Maps and Drawings 3. Fee Follow the checklists on the following page for each part of the application package. **When you have questions or need assistance in completing the application package refer to the following information on our website www.mi.gov/jointpermit or you may contact the appropriate district office, page iii, or through the website link "Who to Contact."** • Joint Permit Application Training Manual • EZ Guides for small projects • Acronyms in Appendix A • Sample drawings in Appendix B • Minor Project and General Permit Categories in Appendix C • Fee schedule in Appendix C • State and Federal Authority and Penalties in Appendix D • Glossary in Appendix E

Application Checklist

The following website will provide township, range, section, latitude and longitude information:

www.mcgi.state.mi.us /wetlands/

In each section check all boxes that apply to your project.

Show and label property lines on the site plan.

Label existing and proposed contours, dimensions, excavation and/or fill on the site plans and cross sections.

Provide tables for multiple impact areas.

1. Application Form

- ❑ Complete Sections 1 through 9 of the application form.
- ❑ An authorization letter from the property owner if someone other than the property owner is signing the application.
- ❑ Complete those Sections 10 through 20 that apply to your project. Follow the instructions at the beginning of each section. For additional information, the instructions for each sample drawing in Appendix B indicate the application sections you will most likely need to complete. Complete the application form as much as possible before adding attachments. Label each attachment with the applicant's name.
- ❑ Stake or flag the area for site inspection including the property corners, proposed road or driveway centerlines, and areas of proposed impacts. The site must be flagged when the application is submitted.

2. Maps and Drawings

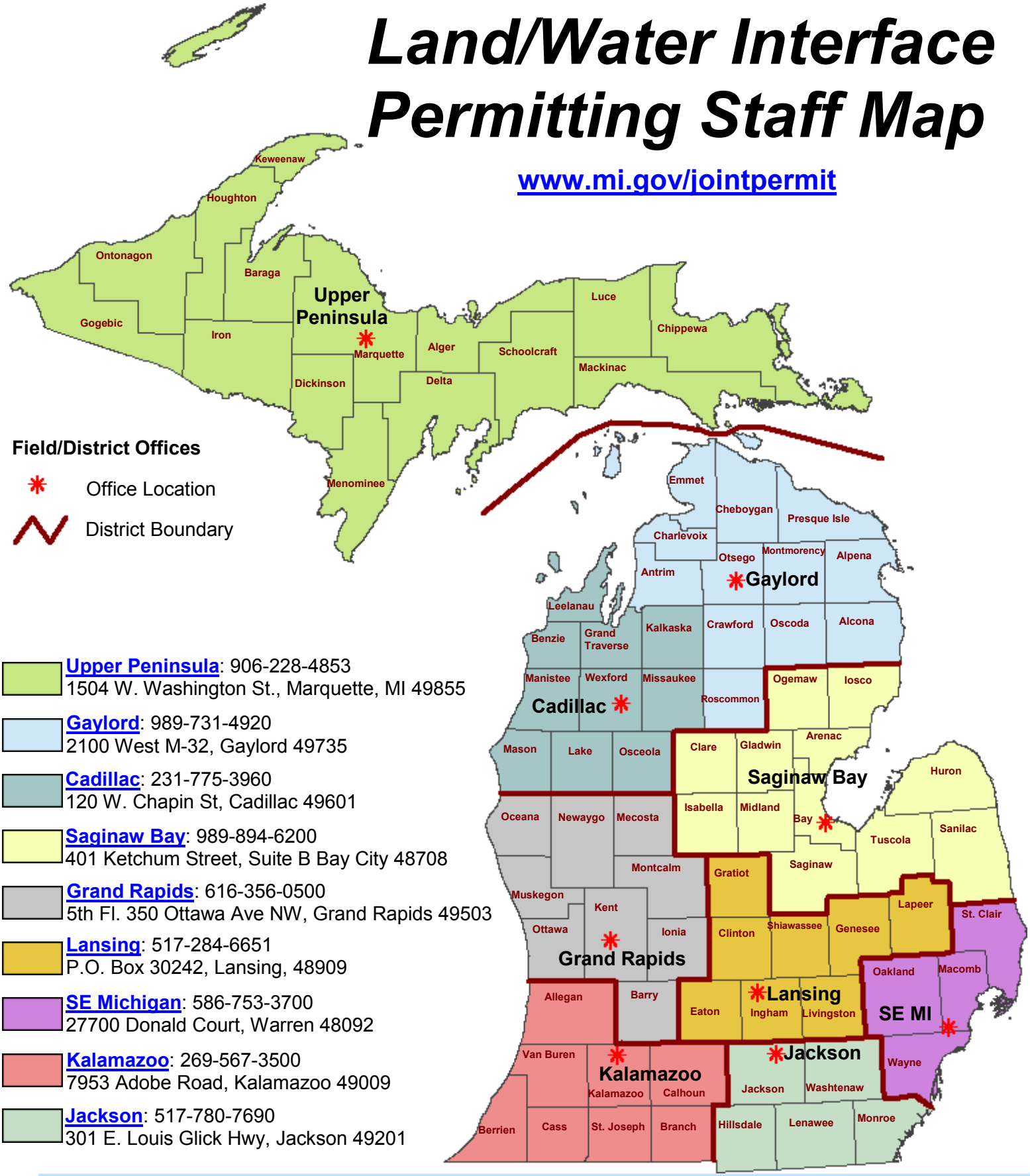
- ❑ All maps and drawings must be black and white, legible, reproducible, and sized to 8.5” x 11”. Aerial photographs do not substitute for site plans. If larger drawings or blueprints are required to show adequate detail for review, you may also submit one full size copy.
- ❑ Vicinity Map: A map to the proposed project location that includes ALL streets, roads, intersections, highways, or cross-roads to the project. Do not assume review staff knows your project location.
- ❑ Project Site Plan: Overhead drawings to scale or with dimensions, length and width, of the proposed project are required. Show and label property lines on the site plan.
- ❑ Cross-section drawings are required. Provide the cross-sections and profile views to scale or with dimensions, length, width, and height.
- ❑ Elevation data must include a description of the reference point or benchmark used and its corresponding elevation. For projects on the Great Lakes or Section 10 Waters, elevations must be provided in IGLD 85. For observed Great Lake water elevations in IGLD, visit the USACE website under “water levels”. If elevations are from still water, provide the observation date and water elevation. On inland sites, elevations can use NGVD 29, NAVD 88, a local datum or an assumed bench mark.
- ❑ Provide descriptive photographs of the proposed work site showing vegetation if wetlands are involved or the shoreline for shore protection projects. All photographs must be labeled with your name and the date of the photograph, indicate what they show, and be referenced to the site plan. Proposed activities or structure(s) may be indicated directly on the photographs using indelible markers or ink pens. Provide aerial photographs 1:400 or larger for major projects.

3. Fee

- ❑ Payment to the **State of Michigan**. Fees typically range from $50 to $4,000 depending on the type of project. Refer to Appendix C of the application and/or visit www.mi.gov/jointpermit to determine the appropriate fee for your project and for directions to pay by credit card or electronic fund transfer payment.
- ❑ Applications should be sent directly to the district offices. Please refer to page iii, or refer to www.mi.gov/jointpermit “who to contact” for address and/or phone number. Applications that cross county boundaries should be sent to the district containing the primary work effort.
- ❑ Applications for dams regulated under Part 315 or from public agencies eligible to receive federal and/or state transportation funding for a project involving public roadways, non-motorized paths, airports, or related facilities should be mailed to: DEQ, WRD, P.O. BOX 30458, LANSING, MI 48909-7958.

Land/Water Interface Permitting Staff Map

www.mi.gov/jointpermit



Upper Peninsula: 906-228-4853
1504 W. Washington St., Marquette, MI 49855

Gaylord: 989-731-4920
2100 West M-32, Gaylord 49735

Cadillac: 231-775-3960
120 W. Chapin St, Cadillac 49601

Saginaw Bay: 989-894-6200
401 Ketchum Street, Suite B Bay City 48708

Grand Rapids: 616-356-0500
5th Fl. 350 Ottawa Ave NW, Grand Rapids 49503

Lansing: 517-284-6651
P.O. Box 30242, Lansing, 48909

SE Michigan: 586-753-3700
27700 Donald Court, Warren 48092

Kalamazoo: 269-567-3500
7953 Adobe Road, Kalamazoo 49009

Jackson: 517-780-7690
301 E. Louis Glick Hwy, Jackson 49201

Water Resources Division 517-284-5567

APPENDICES

Appendix A: Acronyms and Abbreviations A-1

Appendix B: Sample Drawings

1. General Instructions for all Drawings and Sample Site Location Maps B-1
2. Inland Lake Shore Protection B-2
3. Bulkhead/Seawall B-2
4. Pond Construction B-3
5. Floodplain Fill B-3
6. Wetland Boardwalk B-4
7. Dredging B-4
8. Driveway Across Wetland B-5
9. Residential Wetland Fill and Boardwalk Construction B-5
10. Docks - Piers - Mooring Piles B-6
11. Beach Sanding B-6
12. Pipe/Utility Crossings in a Trench B-7
13. Pipe/Utility Crossings using Directional Bore B-7
14. Bridge or Culvert (4 drawings) B-8
15. Dam Construction B-12
16. Water Intake B-12
17. Great Lakes Shore Protection B-13
18. Maintenance Dredge Channel B-13
19. Proposed Residence in a High Risk Erosion Area B-14
20. Proposed Residence in a Critical Dune Area B-14
21. Marina Site Plan B-15
22. Outlet Pipe B-16
23. Temporary Logging Road Crossing B-16

Appendix C: Fees and Categories for Minor Project and General Permit for Minor Activities C-1

Appendix D: State Authority, Federal Authority, Privacy Act Statement, and State and Federal Penalties D-1

Appendix E: Glossary (listed words are italicized in the application package) E-1

Application status can be viewed on the Water Resources Division (WRD) website at www.michigan.gov/miwaters . During the application period, if any information is missing from the application or if any clarification is needed regarding materials provided, the application is incomplete and staff will request the information from the applicant/agent by letter, email, fax or phone call. If a complete response is not provided within 30 days, the application will be closed. Some regulatory parts allow extensions if requested within the 30 day time frame. Once the WRD has received the information necessary for review of the project, including a thoroughly completed application, consistent drawings that have adequate detail for review and the full application fee, the file will be reviewed for final processing. A mailed postcard or a public notice will provide the file number and the telephone number of the office where the application is being processed. The review time to determine if an application is complete for processing ranges from 15 to 30 days. Technical processing times, after the application is administratively complete, may range from 60 to 90 days. Processing times will be longer if a public hearing is held. Staff from your local District/Field Office may visit the project site and may request additional information prior to a decision on the application. Application fees are not refundable or transferable.

If a federal permit will also be required, a copy of the permit application will be sent to the Detroit District Office, USACE, for processing at the federal level. Additional copies of this application form can be downloaded from the WRD website at www.mi.gov/jointpermit or can be photocopied from the original. If you have any questions about the permitting process or if you need to modify your application, you can contact the WRD by phone or fax at the addresses on the previous page, or email at DEQ-WRD-MiWaters@michigan.gov .

General Instructions For All Drawings

Required drawings:

- ❑ **Site location map** that clearly identifies your project location. Draw a map, copy a plat map or a county map, or create a map using the Internet (see Sample Drawing 1).
- ❑ **Overall site plan** showing areas of proposed impacts, existing lakes, streams, wetlands, *floodplains,* and other water features. Include name of waterbodies, property boundaries and corners, easement boundaries, neighboring property owner information, and *soil erosion and sedimentation control measures*.
- ❑ ***Plan view*** and ***cross-section*** (elevation) drawings that are site-specific and adequate for detailed review. Show both existing and proposed conditions (see Sample Drawings 2 through 23).

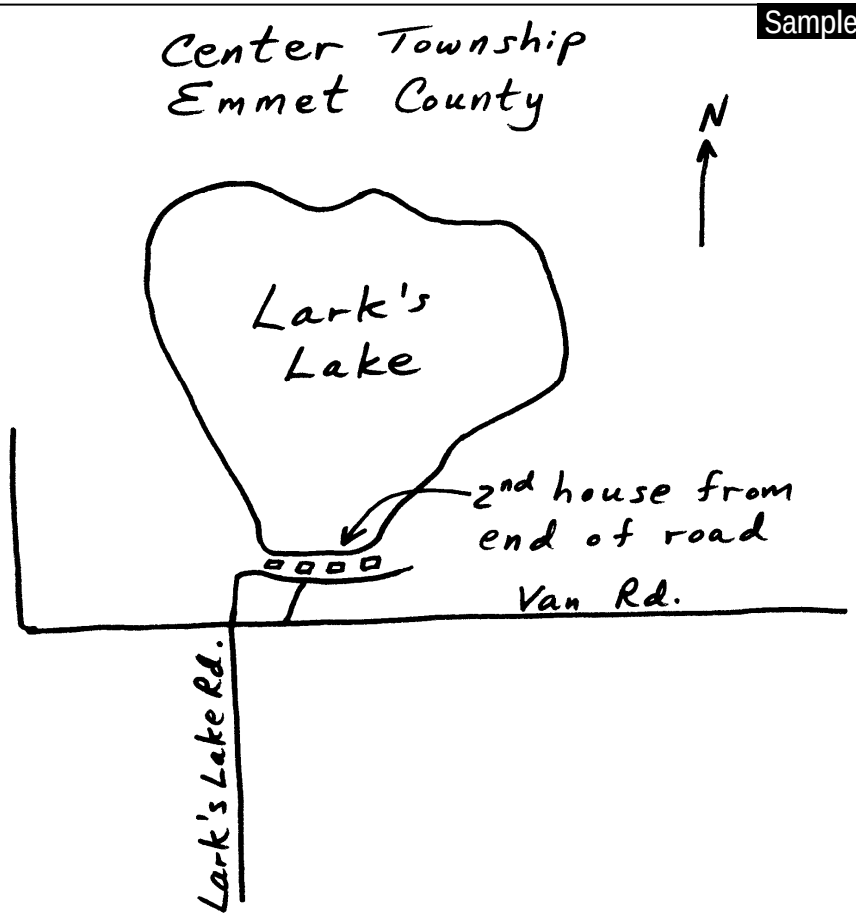
All drawings should:

- ❑ Be legible and clearly labeled on standard weight paper of 8-1/2 x 11-inch size.
- ❑ Title block on each drawing which includes: proposed activity; applicant's name; waterbody; city, village or township; county; drawing number and number in set (i.e., Drawing 1 of 4), and date prepared.
- ❑ Reference a datum (*NGVD 29*, NAVD 88, *IGLD 85*) if the proposed project is on *Section 10 Waters*.
- ❑ Be drawn to scale with the scale identified on each drawing. Show vertical scale if different than horizontal scale on each drawing.
- ❑ All plan view drawings should include a north arrow.
- ❑ Label all existing and proposed relevant features and dimensions relative to those features, especially those that correspond to questions on the application form.
- ❑ Include soil erosion and sedimentation control measures.

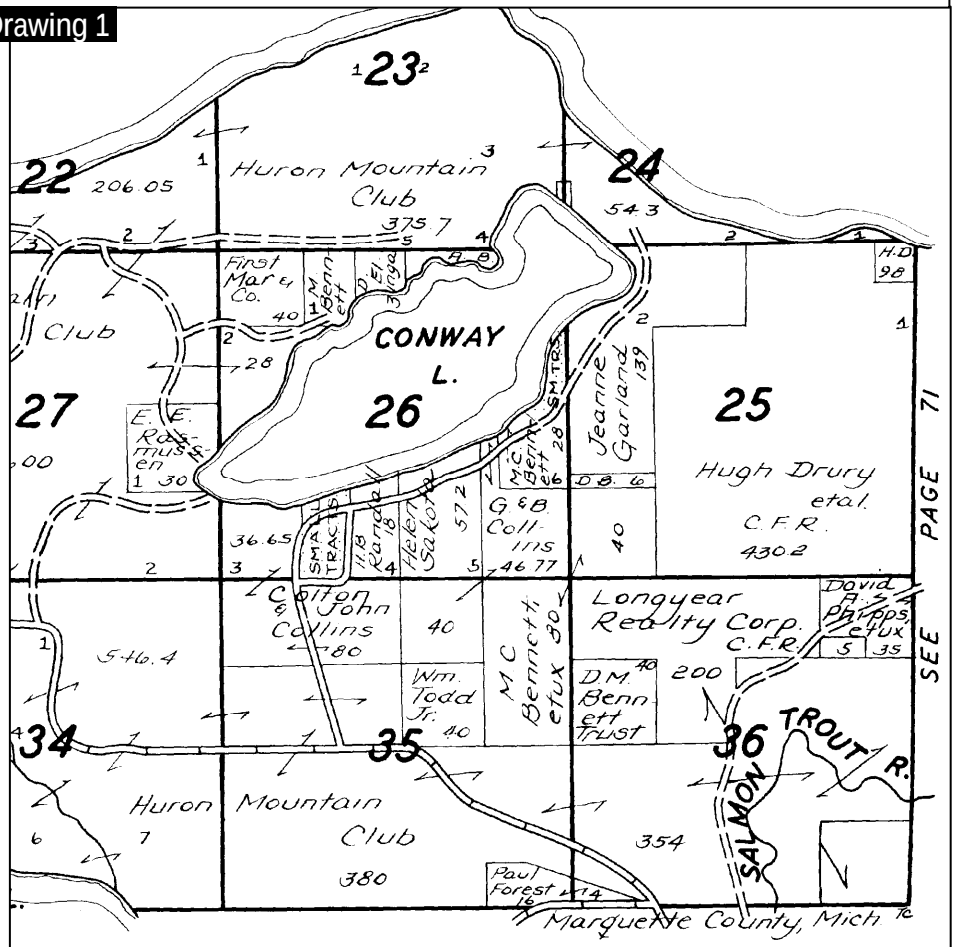
NOTE: To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width (ft) times the average depth (ft) and divide by 27.

Return to EZ Guide

Sample Drawing 1



Site location map using a hand-drawn map that is clearly labeled



Site location map using a copy of a county plat book