



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
WATER RESOURCES DIVISION

**ADMINISTRATIVELY COMPLETE
ENGINEERED SITE PLAN DESIGN PACKAGE REQUIREMENTS CHECKLIST**

The Completed Checklist Shall Be Included With The Site Plan Design Package

The engineered site plan should include all of the following elements **to be considered administratively complete** unless it is demonstrated in writing that they do not apply:

Project Name: _____

Project Tracking Code: _____

- Cover Letter:** General information for the reviewing engineer must be included:
 - Project Name.
 - Tracking Code.
 - Site Name or Location.
 - Name, Phone Number and e-mail of Project Contact Person.
 - Name, Phone Number and e-mail of Engineer that designed the structure(s).
- A clear statement of the goal of the project as it relates to the goal of the watershed plan the project is based on.**
- Basis of design** including:
 - Pertinent land use information.
 - Pertinent soils information.
 - Design flows.
 - If Watershed Management Plan identifies a water quality issue, the design includes water quality calculations (First Flush Volume).
 - Not Applicable.
 - If Watershed Management Plan identifies a flashiness issue, the design includes water quantity calculations (the difference in the Presettlement/Post Development two-year/24-hour runoff volume and/or rate).
 - Not Applicable.
 - Design calculations for all practices, including computer outputs and inputs.
 - Not Applicable.
 - Any unusual circumstances, concerns or design limitations.
 - An indication that maintenance of the practice(s) has been agreed to by the grantee or landowner (submit a copy of the landowner letter).
 - An analysis of the impact of the proposed practices on existing conveyances, best management practices (BMP) or the stream channel.

- Drawing of the site** including:
 - The location of natural features, including waterbodies and wetlands.
 - The location of all physical structures of relevance (e.g. storm sewers, utilities, drainage ditches).
 - Location of all proposed BMPs.
 - Existing elevations/grades.
 - Design elevations/grades.
 - Some indication of the direction of drainage (if no elevation/grades).
 - The seal of a professional engineer, registered landscape architect, or equivalent, as appropriate for the project and approved by the Department of Environment, Great Lakes, and Energy (EGLE). Engineered drawings are preferred. Architectural drawings, Computer Aided Design drawings and others are acceptable if legible.

- Vegetative Practices:**
 - Vegetation type, location, and selection methodology.
 - Vegetation Quantity (plugs and/or lbs. of seed).

OR

 - NA – No Vegetative Practices Utilized.

- Specifications Used:** Include the specifications used. This can be included on the site plan itself or as part of the basis of design.

- Permit Statement:** A *statement* verifying that all applicable permits will be obtained before implementation. (Note that the grantee may be able to attach a copy of the “Standard Statements” sheet submitted as part of a grant application package.)

- Maintenance plan:** A maintenance plan specifies who will do what to maintain the integrity of BMPs that have been implemented at a particular site. Maintenance plans shall include:
 - Frequency and conditions, upon which regular maintenance activities will be performed,
 - How maintenance problems will be addressed,
 - Who will be responsible for performing the maintenance activities.
 - At a minimum, the grantee must submit written documentation indicating that the individuals or agency(ies) responsible for maintenance have been made aware of their responsibilities in the maintenance plan.
 - Preferably, those individuals or agencies responsible for maintenance will sign a maintenance agreement, which is a contract between the landowner and another agency (usually the grantee) to provide for the maintenance of practices.

Please submit completed form and site plans to the NPS Technical Administrator (i.e. NPS District Staff: [NPS Staff Map](#)) to initiate the engineering review process.

Individuals with disabilities may contact the EGLE Accessibility Coordinator to request an alternative format to these materials. Please visit Michigan.gov/ADA for a list of state coordinators.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its program or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.