

General Permit Category for County Drains - End-of-Year Report Project Checklist

By December 31 each year, a drain commissioner, drainage board, or MDARD shall submit a report to the DEQ for activities authorized and performed under the GP category for County Drains during that calendar year. The report shall include a completed project checklist for each drain project. After the report has been submitted, the DEQ may inspect authorized projects to determine compliance with this category. A drain commissioner, drainage board, or MDARD shall not receive future authorizations under this category if significant violations of this category exist or have not been promptly corrected.

General Permit Authorization Information:

- Drain Commissioner Name or Michigan Department of Agriculture and Rural Development: _____
- DEQ Permit Number: _____
- Authorization Date: _____
- Drain Name/Number: _____
- Brief Description of the Project: _____

Project Information:

- The activities were in a drain that was legally established and constructed pursuant to the drain code of 1956, 1956 PA 40, MCL 280.1 to 280.630 prior to January 1, 1973 or with a permit issued under Part 301 or Part 303.
- Start Date of Project: _____
- Completion Date: _____
- OR the project was only partially completed this year. Additional reporting will be completed in the next cycle. Information in this report shall detail what was completed this year, the current conditions of the project. Expected Completion Date: _____
- Temporary stabilization measures were installed before or upon commencement of the authorized activity, and were maintained until permanent measures are in place. Permanent measures were in place within five (5) days of achieving final grade.
- The activities did not cause damage to property or a threat to life or personal injury.
- Photos taken from the same vantage points prior to construction activities and after the work is completed.
- Method Used to Calculate Bankfull Width of Drain:
 - Used Bankfull indicators in field. List date of observation: _____
 - Calculated the 1.5-year stream width at the 1.5-year flow based on a stable stream width and depth
 - Applied the regional reference curves in the report "Estimated Bankfull Discharge for Selected Michigan Rivers and Regional Hydraulic Geometry Curves for Estimating Bankfull Characteristics in Southern Michigan Rivers" or other DEQ approved Report.
- Affidavit signed by a licensed engineer verifying that they reviewed the plans before construction commenced, and inspected the work upon completion and verified that the activity met all the requirements of this category. ATTACHMENT A.
- Location Map of Activities Completed (Vicinity Map). ATTACHMENT B.
 - Black & White, legible, reproducible, and sized 8.5"x11" or 11"x17".
 - Contain town, range, and section where activities took place.
 - Contain north arrow and be drawn to scale.
 - Show location of activities completed including area roads and intersections.
 - If an overall County or Drainage District Map is used to show multiple projects, call out locations of each project completed by permit number.
- Plans showing the details of the project activities authorized by the GP with all of the following. ATTACHMENT C.
 - Black & White, legible, reproducible, and sized 8.5"x11" or 11"x17".
 - Contain north arrow and be drawn to scale or dimensioned.
 - Plan View and Cross Sections showing:
 - a. Conditions prior to activity with elevations and dimensions of the drain and areas included in the project.
 - b. Conditions after activity with elevations and dimensions of all completed work.
 - All drawings to scale or dimensioned with length, width, height, etc.
 - All requirements as set forth in the GP category called out (*i.e.*, bankfull width, culvert depth, etc).
- Below the Ordinary High Water Mark, planting and seeding was comprised only of species that are considered native to Michigan according to the Floristic Quality Assessment for the State of Michigan (seeding plan or plant list). ATTACHMENT D.

Comments or Special Circumstances: _____

ATTACHMENT A – AFFIDAVIT

Professional Engineer Information

Name:	Company:
Address:	Phone:
Email:	Fax:

I hereby certify as follows:

1. I am a licensed Professional Engineer in the State of Michigan acting on behalf of _____, a civil engineering firm in the State of Michigan.
2. Certain activities were performed on the Drain (“Work”) as more particularly described in the plans (“Work Plans”).
3. I certify and represent to the Michigan Department of Environmental Quality that the Work Plans were designed in accordance with the requirements of the General Permit Category for County Drains before constructed commenced.
4. I inspected the Work and hereby certify and represent to the Michigan Department of Environmental Quality that the Work as constructed is in compliance with the requirements of the General Permit Category for County Drains.

Date: _____

Signature:

Professional Engineer Seal:

STATE OF MICHIGAN)
)ss.
COUNTY OF)

On this _____ day of _____, 20__, before me, a Notary Public in and for said County, personally appeared _____, P.E., employed at _____ to me known to be the person described in and who executed the foregoing instrument and acknowledged the same to be his/her free act and deed.

Notary Public
State of Michigan, County of _____
My Commission Expires: _____
Acting in the County of _____