

## Migrant Labor Housing Plan Review Worksheet

This form should be completed by the camp owner and submitted to the Department prior to constructing or altering structures for use as migrant labor housing. The Michigan Department of Agriculture and Rural Development (MDARD) will then review this form for compliance with Part 124 of Michigan Public Act 368 of 1978. This form is not intended for use when installing mobile or manufactured housing units.

### Camp Owner Contact

Signature \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

### Camp Location

County \_\_\_\_\_ Township \_\_\_\_\_ Parcel Tax ID: \_\_\_\_\_

Address \_\_\_\_\_

### Land Ownership (if different from camp owner):

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

Mailing Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email: \_\_\_\_\_

**Please provide a complete site plan of entire camp area (not just new units) prior to construction. An example is attached to this document.**

### Check All That Apply

New construction     Alteration and remodeling     Both New construction and alteration

For remodeling and alterations – Additional wastewater flow generated \*     Yes     No

\*Due to additional plumbing features or added capacity

### Proposed new units

Dates of expected occupancy during the year: \_\_\_\_\_

Types of proposed structure(s) \_\_\_\_\_

Foundation type \_\_\_\_\_ Number of proposed new units \_\_\_\_\_ Desired capacity \_\_\_\_\_

### General Housing Information for any existing units:

1. Existing living units on this site licensed for migrant housing by MDARD     Yes     No
2. Existing Units Types     Self-contained     Dormitory     Sleeper     others \_\_\_\_\_
3. Number of existing units \_\_\_\_\_ Existing units occupancy limit \_\_\_\_\_
4. Demolition or removal of old existing units to be completed by \_\_\_\_\_     NA

### Utilities available for use, check all that apply

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> On-site water well | <input type="checkbox"/> On-site sewage system | <input type="checkbox"/> Municipal water supply     | <input type="checkbox"/> Municipal sewers   |
| <input type="checkbox"/> Electric           | <input type="checkbox"/> Natural Gas           | <input type="checkbox"/> Above -ground propane tank | <input type="checkbox"/> Garbage collection |

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### County/Township Approval (Rule 5)

Notice: Some local units of government are more restrictive than MDARD. To ensure your proposed housing is in compliance, please contact these entities.

1. Zoning Approval       Required       Not required per local unit of government
2. Health Permits from Local Health Department:  
Sewage System       Required       Public system/not required  
Well Permit       Required       Public supply/not required
3. Road Commission approval for driveways       Required       Waived by Road Commission
4. Drain Commissioner and soil erosion permits for work in close proximity of county drains  
 Required       Waived by Drain Commissioner Office       NA

### Water Supply (Rule 13)

If a new well is to be drilled, a well permit must be issued by the local health department (LHD) prior to construction.

#### **Water Supply**

##### Existing Water Supply:

Yes       No

Type of existing well       Residential       Type III       Type II       Type I (municipal)

Existing system permitted by LHD       Yes       No

##### **For existing wells, LHD regulations may require approval to use the well prior to the start of construction:**

Required and approved on \_\_\_\_\_       Not required per county well code

##### New Water Supply:      Yes      No

1. LHD permit obtained       Yes
2. Type of proposed well       Residential       Type III       Type II       Type I (municipal)
3. A copy of the permit and an approved plot plans plan provided       Yes

### Wastewater Treatment & Disposal (Rules 29)

Existing Sewage System:       No       Yes (If yes is checked, please continue below)

##### **For existing systems, LHD regulations may require approval to use the septic system prior to the start of construction:**

Required and approved on \_\_\_\_\_       Not required

Onsite (septic tank + drainfield)       Portable toilets       Municipal

##### **If onsite is checked above, answer below:**

1. A dimensioned site plan showing wastewater system location and size provided       Yes      ( See example of site plan for reference)
2. A sewage permit on records with LHD?       Yes       No      \_\_\_\_\_
3. If yes, please provide a copy of the permit       Yes

### **Site Plan Development: (Rules 11 & 17)**

#### Drainage, Soil erosion and Storm water:

Building site properly drained and free of depressions and steep slopes?       Yes       No

Did the site need to be graded to achieve proper drainage?       Yes       No

Soil erosion and sedimentation control measures have and will be taken?       Yes       No

Proximity to County drains right of way & storm water detention requirements met?       Yes       No       NA

#### Housing proximity to sources of health hazards: (Rules 11 & 17 continued)

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- |   |                              |
|---|------------------------------|
| Is site area free of offensive odors  | <input type="checkbox"/> Yes |
| Is site area free of excessive noise  | <input type="checkbox"/> Yes |
| Is site area free of noxious or excessive vegetation  | <input type="checkbox"/> Yes |
| Is site area free of conditions for the harborage of insects/rodents                        | <input type="checkbox"/> Yes |
| Is site located a minimum of 50 feet from application of agricultural pesticides            | <input type="checkbox"/> Yes |
| Is site area distance to livestock operation greater than 50 ft. (* USDOL requires 500 ft.) | <input type="checkbox"/> Yes |
| Is site area camp distance from road Right of Way met?                                      | <input type="checkbox"/> Yes |
| Is site area subject to hazards from any of the items listed below (check all that apply):  |                              |
| Traffic   | <input type="checkbox"/> No  |
| Vehicle parking   | <input type="checkbox"/> No  |
| Storage of farm machinery   | <input type="checkbox"/> No  |
| Pesticides and spray supplements  | <input type="checkbox"/> No  |
| Bodies of water   | <input type="checkbox"/> No  |
| Other known hazards (Dilapidated structures, cliffs, etc.)                                  | <input type="checkbox"/> No  |
| Adequate and safe space provided for recreational activities                                | <input type="checkbox"/> No  |

**Living Units (Rules 15, 17, 19 & 23)** *Note: Floor plans for single story, one or two family units may be prepared by the camp owner. Larger projects should have professionally prepared floor plans (e.g. by an architect, engineer, or contractor).*

**For proposed remodeling and structure conversion please answer questions 1-3 below:**

(If this doesn't apply, continue with new construction below)

1. Have agricultural pesticides and other farm hazards ever been stored in the structure in which the living unit(s) or service building will be located?  Yes  No  Not sure (housing must be 50ft from pesticide storage)
2. Is part of the structure, in which the living unit(s) will be located, used for any other purpose?  
 Yes  No  Not sure; Please specific: \_\_\_\_\_  
If the structure is to be used for other purposes including housing, there must be a dividing partition wall that is fire rated for 30 minutes that extends to the ceiling available to separate the two uses.
3. Easily cleanable flooring of approved material must be provided.

**For new construction**

Ceilings should be in good condition and of approved material.

Ceiling height must be at least 7 feet tall.

**Every exterior and interior flight of stairs having three risers or more shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches above the floor or grade below shall have guards. Steps should be no taller than 8 inches.**

Provide steps, landing & railings at each doorway. Are necessary steps and railings are in place?  Yes

**Furniture, Fixtures, and Appliances (Rule 23)**

**Bedrooms**

Mattresses, box springs and frames are provided as required  Yes

Bedrooms provide a minimum of 50 square feet per person  Yes

Adequate spacing between beds is provided  Yes

Clothing storage per person basis:

Min of 2 lineal feet of rod  Yes

Min of 2 square feet of shelving  Yes

**Type of flooring finishing in Unit (check all that apply)** [carpet is **not** recommended flooring material for MLH]

Sealed smooth sided plywood  Tile  Linoleum  Concrete w/ epoxy –

**NOTE: A vapor barrier is recommended with concrete.**

**Walls** will be finished with easily cleanable and of approved material?  Yes

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### Type of wall finishing in living rooms and bedrooms (check all that apply)

Dry wall, painted  OSB, coated;  OSB, uncoated;  Plywood panels;  FRP;  Other, \_\_\_\_\_

### Bathroom(s)

Dry wall, painted  OSB, coated;  OSB, uncoated;  Plywood panels;  FRP;  Other, \_\_\_\_\_

### Kitchen

Dry wall, painted  OSB, coated;  OSB, uncoated;  Plywood panels;  FRP;  Other, \_\_\_\_\_

### Kitchen requirements in self-contained units (a different worksheet is available for centralized kitchens):

#### Stove:

A two burner stove top for 5 or less occupants; a 4 burner stove top for more than 5 occupants; or more depending on number of residents  Yes

#### Sinks

A two compartment sink with hot and cold water under pressure  Yes

#### Food storage

A minimum of 6 square feet is provided per family (more recommended)  Yes

#### Counter tops for food preparation

A minimum of 2.5 square feet counter top per unit (more recommended)  Yes

Countertop smooth and cleanable  Yes

#### Dining tables and chairs

Minimum size to seat all occupants at all shifts  Yes

Tabletop smooth and cleanable  Yes

#### Refrigeration

Min of 1 per 10 occupants and maintains 45F or less  Yes

#### Walls

Nonabsorbent, easily cleanable walls next to food prep area  Yes

Fire resistant walls within 18 inches of stove  Yes

Fire resistant material on countertops that are under gas hot-plates  Yes

#### Ventilation and lighting

Adequate lighting and ventilation provided in the food prep, cooking and dining area  Yes

### FIRE SAFETY (Rule 17)

#### General

2A-10BC (a 5 lb style) fire extinguishers provided within 100 feet from all living units?  Yes

#### Sleeping rooms

There are 2 remotely separated exits in each sleeping room (for example the doorway and an egress window)  Yes

One window used as egress/emergency exit from bedroom:  Yes

Each bedroom has 5.7 sq. ft. net clear opening on **second** floor  Yes

Each bedroom has 5.0 sq. ft. net clear opening on **first** floor  Yes

Each egress window has min of 24 in height dimension  Yes

Each egress window has min of 20 in clear opening width  Yes

**Please note that 20" high x 24" wide does not meet the 5 sq. ft requirement above, they are the minimum.**

Has sill height less than 44 in in height above finished floor  Yes

#### One story shelter with 10 or more adults

In a sleeping area for 10 or more adults, an assembly room, a central dining facility, and a common assembly room does each room have not less than 2 doors that are remotely separated so as to provide alternate means to escape to the outside or to an interior hall?  Yes

#### Fire rated material

1. Escape corridors and interior exit stairways are protected by a minimum 20-minute time rated material  Yes

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2. Interior stairway from escape corridor provided has:  
Fire rated 1 ¾ inch solid core door or equivalent:  Yes  
Doors at top and/or bottom of stairways:  Yes  
Non-locking- against egress hardware at each door:  Yes

### Smoke Alarms/Detectors

1. Provided one functional smoke alarm mounted outside of each sleeping area  Yes  
2. Smoke alarms are interconnected in the unit and directly wired to the electrical supply with no means of disconnecting (this is optional)  Yes  No  
3. Smoke alarms that are electrical have backup battery power in case of power outage  Yes

### General housing requirements:

#### Ventilation and lighting (Rule 19)

1. Natural light area is greater than or equal to 8% [DOL requires 10%] of habitable space area  Yes  
2. The openable window area of each window opens at least 45% [DOL requires 50%]  Yes  
3. Bathrooms are ventilated mechanically or through screened windows  Yes  
4. All openable windows have screens that are fly tight?  Yes  
5. All bedrooms have egress windows?  Yes

**Electrical requirements (Rule 19)** Existing and new electrical systems are to be inspected and installed by a state of Michigan licensed electrician. A signed affidavit by a licensed electrician stating that the system is installed per National Electrical Code is required before issuing a license.

1. Camp exterior adequately lit using centrally located yard light  Yes  No  
2. Exterior light fixtures mounted on each living unit  Yes  No  
3. Permanent and adequately lit light fixtures provided in each room  Yes  
4. Minimum of 1 outlet per 12 lineal feet of wall surface  Yes  
5. Large appliances receptacles within 6 ft. of appliances  Yes  
6. **Ground Fault Circuit Interruption (GFCI) is provided as follows:**  
Countertop receptacles within 36 in of outside edge of sink  Yes  
Receptacles for laundry, utility and bar sinks located installed within 6 ft. of a sink   
Bathroom receptacles  Yes  
Outdoor receptacles  Yes

#### Heating Requirements (Rule 21)

**Units occupied from June 1 to August 31 do not require heating devices. If heating is not provided, skip questions 1-5 of this section.**

Non-self-contained units (self-contained means the bathroom and shower are contained within the unit) are not allowed for occupancy between the periods of November 15 to April 1. Non-self-contained units are allowed to be occupied between April 2 and May 31 and September 1 to November 14 only if an approved heating device is available and functioning. Cooking appliances shall not be used to provide space heating. Portable electric heaters may be used, but **do not qualify** as the principle heat source in a unit. All gas heaters must vent to the outside.

**Note: a heating affidavit is required to verify heating system compliance with applicable building code in use.**

1. A permanently installed heat source such as a furnace, boiler or electric baseboard heat is connected into the building's electrical wiring  Yes  
2. All rooms are able to maintain 65 °F [DOL requires 70°F] when checked 3' in from the outside wall.  Yes  
3. Type of heating system and fuel used:  Natural Gas fired, central furnace  Natural Gas fired, boiler  
 LP fired, central furnace  LP fired, boiler  Solid fuel, outdoor  Home heating oil, central furnace  
 Home heating oil, boiler  Baseboard  Electric  Radiant floor heating  other \_\_\_\_\_

#### Heating Requirements (Rule 21 continued)

4. Ventilation of heating devices complies with local code in use  Yes  
5. Installation/location of heating devices and accessories as per manufacturer's recommendations by a licensed mechanical contractor or approved by the local building department with jurisdiction

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Yes (submit heating affidavit)

*Keep in mind the location of the baseboard heaters and vents as their locations can limit the spacing needed to place beds, couches and windows.*

### Self-contained living unit bathing, hand washing and laundry (Rule 25&27)

1. Water heater is properly sized installed per manufacturer's recommendation and vented per current building code in use  Yes
2. Hand washing sink provided in the ratio of 1 per 15 occupants  Yes
3. Showers are provided in the ratio of 1 per 10 occupants  Yes
4. Toilets provided in the ratio of 1 per 15 occupants  Yes
5. Laundry facilities provided in the ratio of 1 per 30 occupants (per DOL)  Yes
6. Laundry provided  Machine  1compartment wash tub  2 compartment wash tub  other \_\_\_\_\_
7. All fixtures with the exception of the toilet are served by hot and cold water under pressure and properly plumbed  Yes

### Centrally located bathing, hand washing and laundry (Rule 25&27) (if no central facilities skip ques 1-11)

1. Water heater is properly sized and installed per manufacturer's recommendation and vented per current building code in use  Yes
2. Hand washing sink provided in the ratio of 1 per 15 occupants  Yes
3. Showers are provided in the ratio of 1 per 10 occupants  Yes
4. Showers are placed a minimum of 3 feet apart  Yes
5. Showers each have 9 square foot of shower space  Yes
6. Shower floor of nonabsorbent, nonskid materials and sloped to properly drain  Yes
7. Showers for each sex provided and per minimum requirements  Yes
8. Common use shower facilities for each sex are separated by a solid wall from floor to ceiling with lockable doors  Yes
9. Toilets provided in the ratio of 1 per 15 occupants  Yes
10. Laundry provided in the ratio of 1 per 30 occupants  Yes
11. Laundry provided  Machine  1compartment wash tub  2 compartment wash tub  other \_\_\_\_\_

### Garbage and rubbish (Rule 29) Burn barrels are prohibited except for paper only as of Oct 19, 2012

1. Adequate garbage and rubbish storage facilities provided  Yes
2. Location of storage facilities are within a reasonable distance to housing and located in such a manner that will not introduce unsafe conditions to the inhabitants of the camp  Yes
3. Collection of at least one time per week or as necessary if more frequent  Yes
4. Refuse to be collected as per local unit of government laws and ordinances  Yes

### (Office Use Only)

Date received by MDARD: \_\_\_\_\_ Plan Approval Date: \_\_\_\_\_

Scheduled construction start date: \_\_\_\_\_ Scheduled finish date: \_\_\_\_\_

#### Documents provided:

Local Health Department permits for the septic system  Yes  No  NA \_\_\_\_\_

Local Health Department permits for a well  Yes  No  NA \_\_\_\_\_

Heating affidavit  Electrical affidavit

Dimensioned or scaled floor plans have been submitted with this application?  Yes  No

Site plan of entire camp area (not just new units) provided prior to construction?  Yes  No

# Example Site Plan for an Agricultural Migrant Labor Camp

Camp Name \_\_\_\_\_

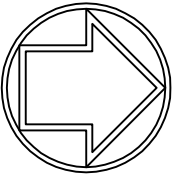
Address \_\_\_\_\_

County \_\_\_\_\_

TWP \_\_\_\_\_

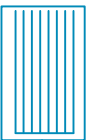
Capacity \_\_\_\_\_

Number of units \_\_\_\_\_

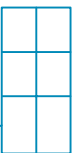


North Arrow

Septic Field & Tanks



Central Bathing Facilities



Well



Garbage Dumpster

Camp Display Board



General Guidelines to Develop a Migrant Labor Housing Site Plan:

Draw plan to scale, if possible.  
If not to scale, show building dimensions legibly.  
Show North arrow and any or all of the following features, when applicable:

Building Structures Location

- Show housing units and provide unit numbers on each unit
- Show laundry, privies, Porto-johns, central bathrooms
- Show outbuildings, barns, sheds, etc. and indicate if building is currently in use or not in use

Land Features

- Roads, nearest cross roads, farm lanes, parking, gates, fences, orchards, wetlands ponds and surface waters within close proximity to housing

Camp Features

- Wells and septic systems
- Recreation areas & playground
- Clothing lines and other features of importance

Fire and Hazardous Concerns

Show housing min of 50 ft from crops and application of agricultural pesticides. Use the following symbols to show:

- G = Main Gas Line
- E= Main Electrical Shut off
- AST= Above Ground Storage Tank
- UST = Underground Storage Tank
- LP = Liquid Propane
- CG= Compressed Gas ( Oxygen/ Acetylene)

Livestock or other concerns

- Livestock
- Manure storage
- Silos, upright or bunkers
- Fruit bins storage
- Cooling pads

