



**GENOA CHARTER TOWNSHIP**  
**Application for Site Plan Review**

**TO THE GENOA TOWNSHIP PLANNING COMMISSION AND TOWNSHIP BOARD:**

APPLICANT NAME & ADDRESS: \_\_\_\_\_  
*If applicant is not the owner, a letter of Authorization from Property Owner is needed.*

OWNER'S NAME & ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ PARCEL #(s): \_\_\_\_\_

APPLICANT PHONE: (\_\_\_\_) \_\_\_\_\_ OWNER PHONE: (\_\_\_\_) \_\_\_\_\_

OWNER EMAIL: \_\_\_\_\_

LOCATION AND BRIEF DESCRIPTION OF SITE: \_\_\_\_\_

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BRIEF STATEMENT OF PROPOSED USE: \_\_\_\_\_

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THE FOLLOWING BUILDINGS ARE PROPOSED: \_\_\_\_\_

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**I HEREBY CERTIFY THAT ALL INFORMATION AND DATA ATTACHED TO AND MADE PART OF THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**Contact Information** - Review Letters and Correspondence shall be forwarded to the following:

1.) \_\_\_\_\_ of \_\_\_\_\_ at \_\_\_\_\_  
Name Business Affiliation E-mail Address

**FEE EXCEEDANCE AGREEMENT**

As stated on the site plan review fee schedule, all site plans are allocated two (2) consultant reviews and one (1) Planning Commission meeting. If additional reviews or meetings are necessary, the applicant will be required to pay the actual incurred costs for the additional reviews. If applicable, additional review fee payment will be required concurrent with submittal to the Township Board. By signing below, applicant indicates agreement and full understanding of this policy.

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

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# STEP-BY-STEP INSTRUCTIONS FOR SITE PLAN REVIEW

SUBMIT ALL MATERIALS TO: Community Development Director, Genoa Township Hall, 2911 Dorr Road, Brighton, Michigan 48116.

## **STEP 1: Pre-Application Meeting** (*Optional*)

Staff and consultants are available for this introductory meeting on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month at the request of the applicant. See [Application Meeting Request Form](#).

## **STEP 2: Submit Application**

The Planning Commission will consider your application during their regularly scheduled meeting after consultant reviews. The meeting date is determined by the date you submit a complete application and will be strictly followed. See the [Planning Commission Submittal Schedule](#) for details. The following documents **\*must\*** go through the Township office before going to consultant review. *Submittal requirements include:*

1. This Site Plan Application (one copy)
2. Site Plan (four large copies, folded)  
*The site plan \*must\* be sealed by an architect or engineer registered in the State of Michigan.*
3. Environmental Impact Assessment (four copies)
4. Related Details Specification, if necessary (lighting details, renderings, etc.)
5. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk)
6. Review Fees. These **\*must\*** be paid at time of submission. See [Fee Schedule](#).

## **STEP 3: First Review of Your Application by Township Consultants**

Your application is reviewed by fire, engineering, and community planning professionals. As the applicant, you will receive their comments approximately two weeks after your submittal.

## **STEP 4: Submit Revised Materials**

Submit the following within one week after receipt of consultant comments:

1. Cover Letter, detailing changes (one copy)
2. Site Plan (four large copies, folded). *Large-scale projects or long/oversized items may require submittal of several additional hard copies.*
3. Environmental Impact Assessment and other supporting information (four copies)
4. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk).

## **STEP 5: Second Review of Your Application by Township Consultants**

Second Review comments from consultants will be discussed at the scheduled Planning Commission meeting. As the applicant, you will receive copies of their comments approximately three business days before the meeting. Your attendance is required at the meeting.

## **STEP 6: Planning Commission Review at Public Hearing**

Held at Genoa Township Hall, the second Monday of each month at 6:30 p.m.

## **STEP 7: Submit Revised Materials for Genoa Township Board of Trustees**

After Planning Commission approval, your case will go before the Board. The Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. To allow for the preparation of Planning Commission minutes and to allow the applicant time to address changes required by the Planning Commission, projects **\*will not\*** be reviewed by the Township Board on the Monday immediately following a Planning Commission meeting. (Board-agenda submittals are required the Monday *before* the Board meeting by 1:00 p.m.) *Submittals should reflect any changes required by the Planning Commission and include:*

1. Site Plan (one copy)
2. Environmental Impact Assessment (one copy)
3. Reduced-File-Size **collated/combined** pdf of all submittal materials (on disk)

**STEP 8: Board of Trustees' Review at Regular Meeting**

**NEXT STEPS:** If approved by the Township Board, a Land-Use Permit shall be obtained prior to seeking County Building and related permits.

**Apply for Land-Use Permit with Genoa Township Planning Department,**  
submitting the following:

1. Construction Plans and Site Plans (three copies)  
*All conditions of Township Board approval must be satisfied prior to issuance of the Land-Use Permit.*
2. Complete [Land Use Permit Form](#)
3. Fees Paid

<i>Commercial/Industrial</i>	\$150.00
<i>New Construction Residential</i>	\$75.00 (per unit)
<i>Sewer Tap Fee</i>	to be determined by Township
<i>Water Tap Fee</i>	to be determined by Township
<i>Meter Fee</i>	to be determined by Township

**Contact [MHOG Utilities](#) for Construction Plan Review Process (if required).**

Projects involving the installation of public infrastructure will incur a construction plan review and inspection fee. Before construction, a budget will be established and funds will be placed in escrow.

**Contact Livingston County:**

- [Drain Commissioner](#)
- [Addressing](#)
- [Health Department](#)
- [Building Department](#)

# REQUIRED SITE PLAN CONTENTS

Each site plan submitted to the Township Planning Commission shall be in accordance with the provisions of the Zoning Ordinance. No site plan shall be considered until reviewed by the Zoning Administrator. The following information shall be included in the site plan submittal packet:

<u>SUBMITTED</u>	<u>NOT APPLICABLE</u>	<u>ITEM</u>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application form and fee:</b> A completed application form and payment of a non-refundable application fee. (A separate escrow fee may be required for administrative charges to review the site plan submittal.)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Applicant information:</b> The name and address of the property owner and applicant, interest of the applicant in the property, the name and address of the developer, and current proof of ownership of the land to be utilized or evidence of a contractual ability to acquire such land, such as an option or purchase agreement.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Scale:</b> The site plan should be drawn at an engineers scale on sheets measuring 24x36 inches at the scale noted below.

<u>ACREAGE</u>	<u>SCALE</u>
160 or more	1" = 200'
5- 159.9	1" = 100'
2- 4.99	1" = 50'
1- 1.99	1" = 30'
0- .99	1" = 20'

**COVER SHEET CONTAINING**

<input type="checkbox"/>	<input type="checkbox"/>	The name and address of the project.
<input type="checkbox"/>	<input type="checkbox"/>	The name, address and professional seal of the architect, engineer, surveyor or landscape architect responsible for preparation of the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	A complete and current legal description and size of property in acres and square feet. Where a metes and bound description is used, lot line angles or bearings shall be indicated on the plan. Lot line dimensions and angles or angles or bearings shall be based upon a boundary survey and shall correlate with the legal description.
<input type="checkbox"/>	<input type="checkbox"/>	A small location sketch of sufficient size and scale to locate the property within the Township.
<input type="checkbox"/>	<input type="checkbox"/>	Title block with north arrow, date of preparation and any revisions.

**EXISTING CONDITION SHEETS ILLUSTRATING**

<input type="checkbox"/>	<input type="checkbox"/>	All existing lot lines and dimensions, including setback lines and existing or proposed easements.
<input type="checkbox"/>	<input type="checkbox"/>	Existing topography (minimum contour interval of two feet)
<input type="checkbox"/>	<input type="checkbox"/>	Existing natural features such as streams, marshes, ponds; wetlands labeled with size and type (upland, emergent, etc)
<input type="checkbox"/>	<input type="checkbox"/>	Existing woodlands shall be shown by an approximate outline of the total canopy; individual deciduous trees of eight inch caliper or larger and individual evergreen trees six feet in height or higher, where not a part of a group of trees, shall be accurately located and identified by species and size (caliper for deciduous, height for evergreen).

Soil characteristics of the parcel to at least the detail as provided by the Soil Conservation Service Soil Survey of Livingston County. A separate map or overlay at the same scale as the site plan map may be used.

Zoning and current land use of applicant's property and all abutting properties and of properties across any public or private street from the site.

Indication of existing drainage patterns, surface or water bodies.

The limits of any wetland regulated by the MDEQ, including attachment of any MDEQ approved wetland determination or documentation that an application for an MDEQ review has been submitted. If an MDEQ regulated wetland is to be impacted, an indication of the status of application for an MDEQ wetland permit or copy of a permit including description of any wetland migration required attached.

Aerial photograph indicating the limits of the site, surrounding land uses and street system.

**PROPOSED PROJECT INFORMATION**

**Base information:** The location of all existing buildings, structures, street names and existing right-of-way, utility poles, towers, drainage ditches, culverts, pavement, sidewalks, parking areas and driveways on the property and within one-hundred feet of the subject property (including driveways on the opposite side of any street). Notes shall be provided indicating those which will remain and those which are to be removed.

**Building information:** Footprints, dimensions, setbacks, typical floor plans, and a sketch of any rooftop or ground mounted equipment to scale.

**Building elevations:** Elevation drawings shall be submitted illustrating the building design and height, and describing construction materials for all proposed structures. Elevations shall be provided for all sides visible from an existing or proposed public street or visible to a residential district. The Planning Commission may require color renderings of the building. Proposed materials and colors shall be specified on the plan and color chips or samples shall also be provided at the time of site plan review. These elevations, colors, and materials shall be considered part of the approval site plan (as amended 4/15/95).

**Building and lot coverage:** Percentage of building coverage and impervious surface ratio (all paved areas and building v. total lot area) compared to the percentages specified in the Table of Dimensional Standards Article 4.

**For residential developments:** Number of units for each project phase divided by acreage exclusive of any public right-of-way or private road access easement; lot area for each lot; and a description of the number of each unit by size and number of bedrooms; if a multi-phase development is proposed, identification of the areas included in each phase.

**For commercial and office uses:** The Gross Floor Area and Useable Floor Area of each use or lease space. For industrial uses: The floor area devoted to industrial uses and the area intended for accessory office use.

**Streets, driveways, and circulation:** The layout and dimensions of proposed lots, streets and drives (including grades, existing or proposed right-of-way or easement and pavement width, number of lanes and typical cross section showing surface and sub base materials and dimensions,

grades of all entrances and exits, location and typical detail of curbs, intersection radii), access points (including deceleration or passing lanes, distance from adjacent driveways or street intersection), sidewalks (width, pavement type and distance from street) and recreation areas. Written verification of any access easements or agreements for shared access or driveway curb return extending beyond the property line shall be required.

**Utilities:** Existing and proposed locations of utility services (with sizes), degrees of slope of sides of retention/detention ponds; calculations for size of storm drainage facilities; location of electricity and telephone poles and wires; location and size of surface mounted equipment for electricity and telephone services; location and size of underground tanks where applicable; location and size of outdoor incinerators; location and size of wells, septic tanks and drain fields; location of manholes, catch basins and fire hydrants; location, size, and inverts for storm and sanitary sewers, any public or private easements; notes shall be provided clearly indicating which existing services will remain and which will be removed.

**Grading and drainage:** A site grading plan for all developments where grading will occur, with existing and proposed topography at a minimum of two (2) foot contour intervals and with topography extending a minimum of twenty (20) feet beyond the site in all directions and a general description of grades within fifty (50) feet, and further where required to indicate stormwater runoff into an approved drain or detention/retention pond so as to clearly indicate cut and fill required. All finished contour lines are to be connected to existing contour lines at or before the property lines. A general description and location of the stormwater management system shall be shown on the grading plan. The Township Engineer may require detailed design information for any retention/detention ponds and stormwater outfall structures or basins. If MDEQ regulated wetlands are to be used, status of MDEQ permit application or copy of permit with attached conditions shall be provided.

**Landscape and screening:** A landscape plan indicating proposed ground cover and plant locations and with common plant name, number, and size at installation. For any trees over eight (8) inch caliper to be preserved. A detail shall be provided to illustrate protection around the tree's drip line. Berms, retaining walls or fences shall be shown with elevations or cross section from the surrounding average grade. The location, type and height of proposed fences shall be described.

**Waste receptacles:** Location of proposed outdoor trash container enclosures; size, typical elevation, and vertical section of enclosures; showing materials and dimensions in compliance with Zoning Ordinance Standards.

**Signs:** Locations of all signs including location, size, area type, height, and method of lighting. Note that all regulatory signs shall meet the standards from the Michigan Manual of Uniform Traffic Control Devices (MMUTCD).

**Lighting:** Details of exterior lighting including location, height, method of shielding and style of fixtures.

**Parking:** Parking, storage and loading/unloading areas, including the dimensions of typical space, aisle, and angle of spaces. The total number of parking and loading/unloading spaces to be provided and the method by which the required parking was calculated shall be noted.

The applicant shall erect flagged stakes at the perimeter points of the property to assist Township officials and staff in reviewing the site.

## SUBMITTING THE IMPACT ASSESSMENT

To complete the Impact Assessment, place the following categories on a separate sheet of paper and describe each section as it relates to your project. Rather than re-typing the sections below, you may copy and paste from the available pdf at: <http://genoa.org/departments/planning> or request a MicrosoftWord file at (810) 227-5225.

**For Special Land Use and Site Plans**, information should be detailed.

**For a Re-Zoning request inconsistent with the Township Master Plan**, the impact assessment should demonstrate how conditions have changed to warrant deviation from the Master Plan.

Any Impact Assessment previously submitted relative to the site and proposed development which fulfills the below requirements (and contains accurate information of the site) may be submitted as the required Impact Assessment.

- a. **Name(s) and address(es) of person(s) responsible for preparation** of the impact assessment and a brief statement of their qualifications.
- b. **Map(s) and written description/analysis of the project site** including all existing structures, manmade facilities, and natural features. The analysis shall also included information for areas within 10 feet of the property. An aerial photograph or drawing may be used to delineate these areas.
- c. **Impact on natural features:** A written description of the environmental characteristics of the site prior to development and following development, i.e., topography, soils, wildlife, woodlands, mature trees (eight-inch caliper or greater), wetlands, drainage, lakes, streams, creeks or ponds. Documentation by a qualified wetland specialist shall be required wherever the Township determines that there is a potential regulated wetland. Reduced copies of the Existing Conditions Map(s) or aerial photographs may accompany written material.
- d. **Impact on stormwater management:** Description of measures to control soil erosion and sedimentation during grading and construction operations and until a permanent ground cover is established. Recommendations for such measures may be obtained from the Livingston County Drain Commission at (517) 546-0040.
- e. **Impact on surrounding land used:** Description of the types of proposed uses and other man-made facilities, including any project phasing, and an indication of how the proposed use conforms or conflicts with existing and potential development patterns. A description shall be provided of any increases of light, noise or air pollution which could negatively impact adjacent properties.
- f. **Impact on public facilities and services:** Describe the number of expected residents, employees, visitors, or patrons, and the anticipated impact on public schools, police protection and fire protection. Letters from the appropriate agencies may be provided, as appropriate.
- g. **Impact on public utilities:** Describe the method to be used to service the development with water and sanitary sewer facilities, the method to be used to control drainage on the site and from the site, including runoff control during periods of construction. For sites serviced with sanitary sewer, calculations for pre- and post development flows shall be provided in comparison with sewer line capacity. Expected sewage rates shall be provided in equivalents to a single family home. Where septic systems are proposed, documentation or permits from the Livingston County Health Department shall be provided.
- h. **Storage and handling of any hazardous materials:** A description of any hazardous substances expected to be used, stored or disposed of on the site. The information shall describe the type of materials, location within the site and method of containment. Documentation of compliance with federal and state requirements, and a Pollution Incident Prevention Plan (PIPP) shall be submitted, as appropriate.



- i. **Impact on Traffic and Pedestrians:** A description of the traffic volumes to be generated based on national reference documents, such as the most recent edition of the *Institute of Transportation Engineers Trip Generation Manual*, other published studies or actual counts of similar uses in Michigan. A detailed traffic impact study shall be submitted for any site over ten (10) acres in size which would be expected to generate 100 directional vehicle trips (i.e. 100 inbound or 100 outbound trips) during the peak hour of traffic of the generator or on the adjacent streets. The contents of the detailed study shall include:
- Description of existing daily and peak hour traffic on adjacent street(s) and a description of any sight distance limitations along the right-of-way frontage of the site.
  - Forecasted trip generation of the proposed use for the a.m. and p.m. peak hour and average daily traffic generated.
  - For any project with a completion date beyond one year at the time of site plan approval, the analysis shall also include a scenario analyzing forecasted traffic at date of completion along the adjacent street network using a forecast based either on historic annual percentage increases and/or on expected development in the area.
  - Projected traffic generated shall be distributed (inbound v. outbound, left turn v. right turn) onto the existing street network to project turning movements at site driveways and nearby intersections. Rationale for the distribution shall be provided.
  - Capacity analysis at the proposed driveway(s) using the procedures outlined in the most recent edition of the *Highway Capacity Manual* published by the Transportation Research Board. Capacity analyses shall be provided for all street intersections where the expected traffic will comprise at least five-percent (5%) of the existing intersection capacity.
  - Accident data for the previous three (3) years for roadway sections and intersections experiencing congestion or a relatively high accident rate, as determined by the township or staff from the Livingston County Road Commission or Michigan Department of Transportation.
  - Analysis of any mitigation measures warranted by the anticipated traffic impacts. Where appropriate, documentation shall be provided from the appropriate road agency regarding time schedule for improvements and method of funding.
  - A map illustrating the location and design of proposed access, including any sight distance limitations, dimensions from adjacent driveways and intersections within 250 feet of the edge of the property frontage, and other data to demonstrate that the driveway(s) will provide safe and efficient traffic operation and be in accordance with Article 15.
- j. **Special Provisions:** General description of any deed restrictions, protective covenants, master deed or association bylaws.
- k. **A list of all sources shall be provided.**

Revised 04/11/2014, kasp



# PERMIT INFORMATION

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what departmental permits, licenses, or approvals of a permit-like nature may be needed for a project. By contacting the appropriate offices listed below, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities (i.e. planning requirements and chemical storage regulations may apply). A useful way to learn whether any other requirements will apply is to go through the Self Environmental Assessment in the Michigan Manufacturers Guide, online at: [http://www.michigan.gov/deq/0,1607,7-135-3310\\_4148-15820--,00.html](http://www.michigan.gov/deq/0,1607,7-135-3310_4148-15820--,00.html).

KEY QUESTIONS: (DEQ Permit and Licensing Guidebook Chapter)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If “Yes,” refer to the DEQ Permit and Licensing Guidebook Section(s), the Web Page, or Call the Program:
<b>CONSTRUCTION PERMITS</b>			
<b>Permit to Install:</b> Does the project involve installation, construction, reconstruction, relocation, or alteration of any process equipment (including <b>air pollution control equipment</b> ) which has the potential to emit air contaminants? (Permit Guidebook Chapter <a href="#">5.1.3</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Permit Section, 517-373-7023
<b>Asbestos Notification:</b> Does the project involve renovating or demolishing all or portions of a building? (Notification is required for all renovations and demolitions, even if the structure never contained asbestos.)	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , AQD Asbestos NESHAP Program 517-373-7064
<b>Soil Erosion and Sedimentation Control (SESC):</b> Does the project involve an earth change activity within 500 feet of a lake or stream, or will the project disturb an area greater than one acre in size? (Permit Guidebook Chapter <a href="#">5.3.5</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact Your Local SESC Agency: <a href="http://www.deq.state.mi.us/sesca/">http://www.deq.state.mi.us/sesca/</a> <a href="#">Web</a> , WB, SESC Program, 517-335-3178
Does the project involve <b>construction</b> which will disturb one or more acre that comes into contact with <b>storm water</b> that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office
Does the project involve <b>construction</b> or alteration of any <b>sewage collection or treatment</b> facility? (Permit Guidebook Chapter <a href="#">5.3.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate District Office, WB, Part 41 Construction Permit Program
Does the project involve <b>construction</b> of a <b>community water supply</b> well or the extension of a water supply from an existing water system? (Permit Guidebook Chapter <a href="#">5.3.2</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WB, Community Water Supply Program
Does the project involve <b>construction</b> of a <b>water supply well</b> (a private, irrigation, process, or public water well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact a <a href="#">Registered Well Driller</a> , <a href="#">Web</a> , <a href="#">Local Health Department Contacts</a> , Non Community Water Supply, <a href="#">Web</a>
Does the project involve construction of a facility that landfills, transfers, or processes of any type of <b>solid non-hazardous waste</b> on-site, or places <b>industrial residuals/sludge</b> into or onto the ground? (Permit Guidebook Chapter <a href="#">5.4.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the construction of an on-site treatment, storage, or disposal facility for <b>hazardous waste</b> ? (Permit Guidebook Chapter <a href="#">5.4.2</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web 5.4.2</a> , WHMD, Hazardous Waste Section, 517-373-9875
<b>CONSTRUCTION PERMITS (LAND/WATER FEATURE)</b>			
Does the project involve filling, dredging, placement of structures, draining, or use of a <b>wetland</b> ? (Permit Guidebook Chapter <a href="#">5.5.6</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, <a href="#">Web</a> ), <a href="#">Web</a> Land & Water Management Division (LWMD), Permit Consolidation Unit, 517-373-9244
<b>Storm Water Discharge to Wetlands:</b> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development? (Permit Guidebook Chapter <a href="#">5.5.6</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, <a href="#">Web</a> ), <a href="#">Web</a> LWMD, Permit Consolidation Unit, 517-373-9244

<b>Great Lakes:</b> Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes? (Permit Guidebook Chapter <a href="#">5.5.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
<b>Inland Lakes and Streams:</b> Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody? (Permit Guidebook Chapter <a href="#">5.5.7</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
<b>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</b> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody? (Permit Guidebook Chapters <a href="#">5.5.7</a> & <a href="#">5.5.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.7</a> , <a href="#">Web5.5.1</a> LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year <b>floodplain</b> of a watercourse? (Permit Guidebook Chapter <a href="#">5.5.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a building or septic system in a designated Great Lakes <b>high risk erosion area</b> ? (Permit Guidebook Chapter <a href="#">5.5.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated <b>environmental area</b> ? (Permit Guidebook Chapter <a href="#">5.5.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.1</a> , <a href="#">Web5.5.4</a> , <a href="#">Web5.5.6</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated <b>critical dune area</b> ? (Permit Guidebook Chapter <a href="#">5.5.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a <b>dam</b> , weir or other structure to impound flow? (Permit Guidebook Chapters <a href="#">5.5.7</a> & <a href="#">5.5.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.7</a> , <a href="#">Web5.5.8</a> , LWMD, Dam Safety Program, 517-241-9862
<b>CONSTRUCTION PERMITS (SECTOR SPECIFIC)</b>		
Does the project involve a <b>subdivision or site condominium</b> project utilizing individual on-site subsurface disposal systems or individual wells? (Permit Guidebook Chapter <a href="#">5.3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1345
Does the project involve the construction or modification of a <b>campground</b> ? (Permit Guidebook Chapter <a href="#">5.3.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1340
Does the project involve the construction or modification of a <b>public swimming pool</b> ? (Permit Guidebook Chapter <a href="#">5.3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
<b>OPERATIONAL PERMITS</b>		
<b>Renewable Operating Permit:</b> Does your facility have the potential to <b>emit</b> any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous <b>air pollutant</b> ; or 25 tons per year or more of any combination of hazardous <b>air pollutants</b> ? (Permit Guidebook Chapter <a href="#">5.1.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Permit Section, 517-373-7023
<b>NPDES:</b> Does the project involve the <b>discharge of any type of wastewater</b> to a storm sewer, drain, lake, stream, or other <b>surface water</b> ? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Appropriate District Office, or National Pollutant Discharge Elimination (NPDES) Permit Program 517-241-1346
Does the facility have <b>industrial</b> activity that comes into contact with <b>storm water</b> that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office

Does the project involve the <b>discharge of wastewaters</b> into or onto the <b>ground</b> (e.g. subsurface disposal or irrigation)? (Permit Guidebook Chapter <a href="#">5.2.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Groundwater Permits Program, 517-373-8148
Does the project involve the drilling or deepening of <b>wells for waste disposal</b> ? (Permit Guidebook Chapter <a href="#">5.7.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve landfilling, transferring, or processing of any type of <b>solid non-hazardous waste</b> on-site, or placing <b>industrial residuals/sludge</b> into or onto the ground? (Permit Guidebook Chapter <a href="#">4.4.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the on-site treatment, storage, or disposal of <b>hazardous waste</b> ? (Permit Guidebook Chapters <a href="#">4.4.3</a> , & <a href="#">4.4.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Hazardous Waste Section, 517-373-9875
Does the project require a <b>site identification number</b> (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? ( <a href="#">Web Site</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD, Appropriate DEQ District Office
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of <b>radioactive material</b> in any form?	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Radioactive Material and Standards Unit, 517-241-1275
Do you desire to develop a <b>withdrawal</b> of over 2,000,000 gallons of <b>water</b> per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways? (Permit Guidebook Chapter <a href="#">5.2.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Source Water Protection Unit, 517-241-1318
<b>CHEMICAL ADDITION PROJECTS</b>		
Are you using <b>chemicals</b> or materials in, or in contact with, <b>drinking water</b> at any point in the <b>water works system</b> ? (Permit Guidebook Chapter <a href="#">5.2.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Appropriate District Office, Public Water Supply Program 517-241-1318
Are you applying a chemical treatment for the purpose of <b>aquatic nuisance control</b> (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (Permit Guidebook Chapter <a href="#">5.2.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Aquatic Nuisance Control and Remedial Action Unit 517-241-7734
Are you applying materials to a water body for a <b>water resource management project</b> (i.e. mosquito control treatments, dye testing, or fish reclamation projects)? (Permit Guidebook Chapter <a href="#">5.2.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Surface Water Assessment Section 517-373-2190
<b>OPERATIONAL PERMITS (SECTOR SPECIFIC)</b>		
Does the project involve the <b>transport</b> of some other facility's non-hazardous <b>liquid waste</b> ? (Permit Guidebook Chapter <a href="#">4.2.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Transporter Program, 586-753-3850
Does the project involve the <b>transport hazardous waste</b> ? (Permit Guidebook Chapter <a href="#">4.2.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Transporter Program, 586-753-3850
Does your facility have an <b>electric generating unit</b> that sells electricity to the grid and burns a fossil fuel? (Permit Guidebook Chapter <a href="#">5.1.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Acid Rain Permit Program, 517-373-7023
Is the project a <b>dry cleaning establishment</b> utilizing perchloroethylene or a flammable solvent in the cleaning process? (Permit Guidebook Chapter <a href="#">4.1.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , DEQ, Air Quality Division (AQD), 517-241-1324
Does your <b>laboratory test potable water</b> as required for compliance and monitoring purposes of the Safe Drinking Water Act? (Permit Guidebook Chapter <a href="#">4.1.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , ESSD, Laboratory Services Section 517-335-9800

Does the project involve the generation of <b>medical waste</b> or a facility that treats medical waste prior to its disposal? (Permit Guidebook Chapter <a href="#">4.1.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Waste and Hazardous Materials Division (WHMD), Medical Waste Regulatory Program 517-241-1320
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of <b>septage</b> or sewage sludge into or onto the ground? (Permit Guidebook Chapter <a href="#">4.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Septage Program 517-241-1318
Do you store, haul, shred or process <b>scrap tires</b> ? (Permit Guidebook Chapters <a href="#">4.2.2</a> or <a href="#">4.4.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section 517-241-2924
Does the project involve the operation of a <b>public swimming pool</b> ? (Permit Guidebook Chapter <a href="#">4.1.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
Does the project involve the operation of a <b>campground</b> ? (Permit Guidebook Chapter <a href="#">4.1.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1340
Do you engage in the business of <b>hauling bulk water</b> for drinking or household purposes (except for your own household use)? (Permit Guidebook Chapter <a href="#">4.2.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Noncommunity Unit, 517-241-1370
Does the project involve composting over 200 cubic yards of yard clippings? (Permit Guidebook Chapter <a href="#">4.4.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section 517-241-2924
<b>STORAGE TANKS (CONSTRUCTION AND OPERATION)</b>		
Does the project involve the installation of an <b>aboveground storage tank</b> for a flammable or combustible liquid (under 200 degrees Fahrenheit)? (Permit Guidebook Chapter <a href="#">4.3.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section (STSWS), 517-335-7211
Does the project involve the installation of a <b>compressed natural gas dispensing station</b> with storage? (Permit Guidebook Chapter <a href="#">4.3.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the installation of a <b>liquefied petroleum gas</b> container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons? (Permit Guidebook Chapter <a href="#">4.3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the installation, removal, or upgrade of an <b>underground storage tank</b> containing a petroleum product or a hazardous substance? (Permit Guidebook Chapter <a href="#">4.3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the <b>installation</b> of a <b>hydrogen system</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD STSWS, 517-335-7211
<b>PERSONAL LICENSES/CERTIFICATIONS</b>		
Are you designated by your facility to be the <b>Certified Operator</b> to fulfill the requirements of a wastewater discharge permit ( <b>NPDES including Storm Water or Groundwater</b> )? (Permit Guidebook Chapters <a href="#">3.1</a> , <a href="#">3.2</a> , & <a href="#">3.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	Hotlink to Program Web Page (Web) <a href="#">Web3.1</a> , <a href="#">Web3.2</a> , Environmental Science and Services Division (ESSD), Operator Training 517-373-4755 and, <a href="#">Web3.5</a> Water Bureau (WB), Storm Water Program 517-241-8993
Are you a <b>drinking water operator</b> in charge of a water treatment or water distribution system, back-up operator, or shift operator? (Permit Guidebook Chapter <a href="#">3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , ESSD, Operator Training 517-241-7199
Are you a <b>water well</b> drilling contractor, pump installer, <b>dewatering well</b> contractor or dewatering well pump installer? (Permit Guidebook Chapter <a href="#">3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Well Construction Unit 517-241-1377

**OIL, GAS AND MINING**

Do you want to operate a <b>central production facility</b> (applies to oil and gas production facilities where products of diverse ownership are commingled)? (Permit Guidebook Chapter <a href="#">4.1.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Office of Geological Survey (OGS), Petroleum Geology and Production Unit 517-241-1515
Does the project involve the removal of sand from a <b>sand dune area</b> within two (2) miles of a Great Lakes shoreline? (Permit Guidebook Chapter <a href="#">5.6.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Office of Geological Survey (OGS), Minerals and Mapping Unit, 517-241-1542
Does the project involve the diversion and control of water for the mining and processing of <b>low-grade iron ore</b> ? (Permit Guidebook Chapter <a href="#">5.6.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the surface or open-pit mining of <b>metallic mineral deposits</b> ? (Permit Guidebook Chapter <a href="#">5.6.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the mining of <b>nonferrous mineral deposits</b> at the surface or in underground mines? (Permit Guidebook Chapter <a href="#">5.6.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve mining <b>coal</b> ? (Permit Guidebook Chapter <a href="#">5.6.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Do you want to change the status of an <b>oil or gas</b> well (i.e. plug the well)? (Permit Guidebook Chapter <a href="#">5.7.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve drilling of <b>oil, gas, brine disposal, secondary recovery, or hydrocarbon</b> storage wells? (Permit Guidebook Chapter <a href="#">5.7.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve plugging or deepening of an <b>oil or gas</b> well, or conveying rights in the well as an owner to another person? (Permit Guidebook Chapter <a href="#">5.7.3</a> , <a href="#">5.7.4</a> & <a href="#">5.7.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve changing the status or plugging of a <b>mineral well</b> ? (Permit Guidebook Chapter <a href="#">5.7.6</a> & <a href="#">5.7.7</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve the drilling or deepening of <b>wells for brine production, solution mining, storage, or as test wells</b> ? ( <a href="#">5.7.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have <b>radioactive levels</b> above background?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD Radioactive Material and Standards Unit, 517-241-1275

**ENVIRONMENTAL ASSISTANCE CENTER: 1-800-662-9278**