



County of Ottawa

Office of the Drain Commissioner

Paul Geerlings
Commissioner

Linda S. Brown
Deputy

12220 Fillmore Room 141 West Olive, MI 49460

(616) 994-4530
FAX (616) 994-4529

APPLICATION FOR DRAIN COMMISSIONER'S APPROVAL

(Michigan Land Division Public Act 591 of 1996, Act 96, P.A 1987
and when requested by local government)

Please fill out the attached permit application, include two prints prepared by a professional engineer, storm water control calculations, any additional information that will help with the review, **and the appropriate fees.** (*Please reference the Ottawa County Standards & Specifications for specific details needed, and for the appropriate checklist needed for your project submittal.*) This information is available on-line also at our website: www.miottawa.org

PLEASE NOTE THAT THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS COMPLETED WITH ALL REQUIRED INFORMATION AND SUBMITTED ALONG WITH ALL APPLICABLE FEES AS STATED ABOVE.

Your application and storm water management plan will be reviewed by one of our reviewing engineers, an on-site inspection will be made, and if no additional information is needed a letter of response will be sent to you for your review and comment. Once all issues are addressed the Drain Commissioner will send out a letter of approval. **Review of application and plan can take up to 30 days upon receipt of completed application and fees.**

If you have any questions or are in need of assistance in filling out the application, please contact this office: Gail Botbyl at (616) 994-4523.

Please make check payable to: **Ottawa County Drain Commissioner**

Please mail or bring in all necessary information to:

Gail J. Botbyl
Development Coordinator
Ottawa County Drain Commissioner's Office
12220 Fillmore, Room 141
West Olive, MI 49460

PLEASE NOTE: It may also be necessary to obtain a Soil Erosion & Sedimentation Control Permit and/or Drain Use Permit for your project. If you need help determining whether you need the additional permits, please contact the OCDC office at: (616) 994-4530.

DRAIN COMMISSIONER'S APPROVAL PERMIT APPLICATION

Project Name _____

Development Type:	PLAT	SITE CONDO	PARCEL SPLIT
	APARTMENT COMPLEX	CONDOMINIUMS	DUPLEXES
	MOBILE HOME PARK	CHURCH	SCHOOL
	COMMERCIAL/BUSINESS PARK	COMMERCIAL	INDUSTRIAL
	INDUSTRIAL PARK	OTHER _____	

of Acres _____

of Lots/Units (if applicable) _____

Distance to nearest County Drain/Watercourse _____

Name of County Drain/Watercourse/System Outlets to _____ Drain Use Permit Required _____

PROJECT LOCATION: _____

Township/City _____ Section _____ Quarter Section _____

Project Address: _____ Parcel #: _____

Please submit a location map showing all major cross streets around the site.

DEVELOPER _____

Mailing Address _____

City/State/Zip _____

Contact Person _____ Ph. # _____

Fax # _____

Email Address _____

ENGINEER _____

Mailing Address _____

City/State/Zip _____

Contact Person _____ Ph. # _____

Fax # _____

Email Address _____

**** FEES - MUST BE SUBMITTED WITH COMPLETED APPLICATION PRIOR TO PROCESSING ****

(Please reference current fee schedule for correct fees)

Administrative Fee \$ _____ Review Fee \$ _____

FEE SCHEDULE

Fees fund the review of Development plans by the Drain Commissioner's engineer. If the expense to review the proposed development exceeds the amount of fees collected, the Developer will be responsible for the payment of all additional costs.

**** SUBMITTALS WILL NOT BE PROCESSED UNLESS COMPLETE WITH ALL INFORMATION AND SUBMITTED ALONG WITH ALL REQUIRED FEES AND THE COMPLETED APPLICATION ****

Preliminary Plans (Plats & Site Condos)

Administration Fee	\$400.00
Review Fee.....	\$10.00 per lot (min. of \$200.00)

Construction Plans (Plats & Site Condos)

Administration Fee	\$0.00 (due w/ preliminary submittal)
Review Fee	
Open Storm Drain.....	\$0.25 per foot
Rear Yard Drainage Patterns w/ drainage easement	\$0.25 per foot
Enclosed Storm Drain.....	\$0.60 per foot
Detention/Retention Ponds (greatest distance across)	\$0.60 per foot

***Development Plans ("Other" / General types of projects)**

Administration Fee.....	\$100.00
Review Fee	
Less than 1 acre	\$350.00
1 - 10 acres.....	\$500.00
11 - 19 acres.....	\$750.00
20 acres or more	\$1,000.00

***PLEASE NOTE:** The Drain Commissioners Office may determine at some point in the review process that a project submitted as a "general" project (defined as "*other*" than a plat/or site condo) needs to be established as a County Drain and requires a 433 Agreement. The project would then also require the "3- Step" review approval process: Preliminary / Construction / Final Approvals.

Examples: *Multi-phased development projects*
Planned Unit Developments ("PUD's")
"Other" general projects determined to require 433 agreement

Fees will then be calculated as stated in Fee Schedule above, and the developer will be required to submit the additional fees appropriate to the project prior to continuation or commencement of the project review.

If you have questions or need assistance determining the appropriate fees for your project, please contact this office at: (616) 994-4523, and we will be happy to help you.

Effective Date: 7/01/10

OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE
GENERAL DRAINAGE APPROVAL
MISCELLANEOUS PROJECTS - NO COUNTY DRAIN

PROJECT NAME _____ **DATE:** _____

- Application - Completed with current contact information / description of project / etc.
- Administration Fee (\$100.00)
- Development Plan Review Fee per current schedule - (\$350.00 minimum review fee established)
- Drainage calculations
- Copy of Environmental Health site report (if applicable)
- Two copies (Signed/sealed) Development / Site Plans & *Plans must include the following:*
 - Project Name
 - Location Map
 - Township, Section, Quarter Section
 - Label neighboring properties
 - Existing contour information & Proposed contour information
 - Scale (1" = 100' or better)
 - Developer - (Name, address & phone #, email address)
 - Developer's Engineering Firm - (Name, address & phone #, email address)
 - Identify County Drains / natural watercourses / manmade drainage ditches
 - Existing drainage easements
 - Lot layout & Lot dimensions
 - Development dimensions
 - Upstream & downstream culvert sizings
 - Revision Date(s) clearly indicated
- Any additional information that may be helpful in the review process