

**Ingham County Drain Commissioner
Patrick E. Lindemann**

707 BUHL AVENUE P. O. BOX 220 MASON MI 48854 PH. (517) 676-8395 FAX (517) 676-8364

APPLICATION FOR SOIL EROSION AND SEDIMENTATION CONTROL PERMIT

Date Issued

Expiration Date

PERMIT NO.

Permit Code

R RMD C CMD W AG

APPLICANT Landowner Designated Agent (Please check if applicant is the landowner or designated agent*)

Name	Phone #	Fax #
Address	E-mail	
City	State	Zip

PROJECT LOCATION AND PROPOSED EARTH CHANGE

Township/City/Village	Property Tax ID Number (Obtain from local government agency)	Section, Town, Range
Street Address	Subdivision	Lot No.
Describe Proposed Earth Change		Size of Earth Change (acres or square feet)
Name of and Distance To Nearest Lake Or Stream <input type="checkbox"/> ≤ 500 FEET <input type="checkbox"/> > 500 FEET	Date Project to Start	Date Project to be Completed

SOIL EROSION AND SEDIMENTATION CONTROL PLAN (REFER TO RULE 323.1703)

Note: Residential Attach 1 Complete Set of Plans. Commercial Attach 2 Complete Sets of Plans.	Estimated Cost of Erosion and Sediment Control
	Plan Preparer's Name, Company, Telephone Number

PARTIES RESPONSIBLE FOR EARTH CHANGE

Landowner (If Not Provided Above)	Phone #	Fax #
Address	E-mail	
City	State	Zip
"On-site" Person Responsible for Earth Change	Company Name (If applicable)	
Address	Mobil Phone #	E-mail
City	State	Zip

I (we) affirm that the above information is accurate and that I (we) will conduct the above described earth change in accordance with Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, its corresponding rules, applicable local ordinances, and the documents accompanying this application. I acknowledge that I have read and will comply with the general conditions and responsibilities and any specific issues as outlined in the permit. This application serves as written consent for the Ingham County Enforcing Agency to enter onto a site for the purpose of inspection. Please Note: 1) Contact Ingham County Enforcing Agency for inspection before commencing earth disturbance. 2) Permit holder is cautioned that grade changes resulting in increased run-off onto adjacent property may be subject to civil litigation. 3) This permit does not exempt permit holder from obtaining other permits issued by federal, state, or local agencies.

Landowner's Signature	Print Name	Date
Designated Agent's Signature*	Print Name	Date

*Designated agent must have a written statement from landowner authorizing him/her to secure a permit in the landowner's name.

OFFICE USE ONLY

Revised 1/1/2024

Check No.	Amt. Rec'd	Receipt No.	Receipt Type

Inspector _____

Drainage District # _____	Drainage District Name _____
S.E.P. Permit Fee \$ _____	Inspection Escrow \$ _____
Renewal Fee \$ _____	Transfer Fee \$ _____
Violation Fee \$ _____	Cease & Desist Fee \$ _____
Performance Deposit \$ _____	Performance Deposit Payment <input type="checkbox"/> CASH/CHECK <input type="checkbox"/> BOND <input type="checkbox"/> LETTER OF CREDIT

**INGHAM COUNTY DRAIN COMMISSIONER
PATRICK E. LINDEMANN**

707 BUHL AVENUE P. O. Box 220 MASON, MI 48854 (517) 676-8395 FAX (517) 676-8364

**Part 91, Soil Erosion And Sedimentation Control Of The Natural Resources And
Environmental Protection Act,
Act 451 Of The Public Acts Of 1994, AS AMENDED
Being Sections 324.9101 To 324.9123 Of The Michigan Compiled Laws.**

**SOIL EROSION AND SEDIMENTATION CONTROL RULES R323.1701 TO R323.1714
RULES AND PROCEDURES OF THE INGHAM COUNTY DRAIN COMMISSIONER 1998**

Requirements FOR COMMERCIAL Soil Erosion And Sedimentation Control Permit # _____

GENERAL REQUIREMENTS

1. Post copy of Permit conspicuously on site, visible from the road.
2. By the end of each workday, sweep or scrape up soil tracked onto the road. By the end of the next workday after a storm, clean up the soil washed off-site.
3. On a daily basis, inspect, repair, and/or replace silt fence and other required soil erosion controls.
4. Temporary control measures must remain in place and be maintained until permanent site stabilization is completed. The site is closed when permanent erosion control measures (pavement, rock, established grasses, and other landscaping) are installed and grass has been established to at least three inches of growth with coverage greater than 90% of disturbed area. Permanent stabilization must be completed within 5 calendar days after final grading or final earth change completed.
5. All idle areas must have temporary seeding installed within 5 days of rough grade. Idle areas are defined as areas which will not be traversed by foot traffic or vehicles, nor have stock materials stored on them. Temporary grasses are to be preserved until final grade and permanent vegetation is installed.
6. Stockpiled soils must be at least 25 feet from a curb or sensitive feature, such as lakes, streams, or wetlands and have temporary sedimentation and erosion controls in place.
7. Permittee is responsible for ensuring that earth disturbance on site remains within limits as indicated on approved SESC plan. The Enforcing Agency must be notified, and approve, any modifications to the limit of earth disturbance prior to the limit being altered.
8. After a site is closed, permanent erosion control measures are to be maintained by the property owner of record.
9. Enforcing Agency staff may review and modify the approved soil erosion plan as needed throughout the construction period.

APPLICANT TO COMPLETE AND SUBMIT THE FOLLOWING

1. A scaled site plan of 1:60 or less with the following and all other required information listed in Rule 323.1703 of Part 91 indicated on plan (see Part 91, Soil Erosion and Sedimentation Control Plan checklist form):
 - Legal description (Including all easements, township, section, and street address)
 - Location and proximity to lake, stream, county drain, wetland, or other regulated waters
 - Limits of earth disturbance
 - Drainage arrows and location of any drainage facilities
 - Location of catch basins
 - Existing and proposed final grade USGS elevations
2. Soil type: _____
3. Grade description: _____ % slope
4. Excavated soils will be: Exported Used As Fill On Site Leveled On Site
(If soil stays on site, indicate on site plan where soil will be leveled)

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Requirements FOR COMMERCIAL Soil Erosion And Sedimentation Control Permit # _____

5. Sequence and timing of project: (See also attached project scheduling and timing sheet)
Installation of Erosion and Sediment Controls _____ Excavation _____ Rough Grade _____
Final Grade _____ Permanant Site Stabilization _____ Removal of Temporary Measures _____
6. Permanent site stabilization to be completed by: Builder Property Owner Other...

Applicant's Signature _____ **Date** _____

ENFORCING AGENCY TO COMPLETE THE FOLLOWING

1. Review of sensitive features, severe slopes, and proximity to regulated waters.
2. Best management practices required for site (site plan to indicate location). Special note of BMP's for critical or sensitive features.
- | | | | |
|---|---|--|-----------------------------------|
| <input type="checkbox"/> Silt Fence | <input type="checkbox"/> Catch Basin Filter Bag | <input type="checkbox"/> Temporary Seeding | <input type="checkbox"/> Other... |
| <input type="checkbox"/> Rock Access Drive | <input type="checkbox"/> Perpendicular Grading | <input type="checkbox"/> Sediment Stop | |
| <input type="checkbox"/> Traffic Barrier | <input type="checkbox"/> Only Delivery Vehicles On Site | <input type="checkbox"/> Check Dam | |
| <input type="checkbox"/> Buffer Strip | <input type="checkbox"/> Polyacrylamides | <input type="checkbox"/> Curb Undercut | |
| <input type="checkbox"/> Catch Basin Filter | <input type="checkbox"/> Diversion Berm | <input type="checkbox"/> Rip Rap | |
3. Other:

INGHAM COUNTY DRAIN COMMISSIONER

PATRICK E. LINDEMANN

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GENERAL CONDITIONS AND RESPONSIBILITIES TO COMMERCIAL SESC PERMIT

In accordance with Rule 1709 promulgated under the authority of Part 91, Soil Erosion and Sedimentation Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and in addition to the Rules and Procedures of the Ingham County Drain Commissioner and the information on the attached plan(s) and special conditions, the following general conditions apply to the earth change authorized by this permit:

- Design, construct, and complete the earth change in a manner that limits the exposed area of disturbed land for the shortest period of time.
- Remove sediment caused by accelerated soil erosion from runoff water before it leaves the site of the earth change.
- Temporary or permanent control measures shall be designed and installed to convey water around, through, or from the earth change at a non-erosive velocity.
- Install temporary soil erosion and sedimentation control measures before or upon commencement of the earth change activity and maintain measures on a daily basis. Remove temporary soil erosion and sedimentation control measures after permanent soil erosion measures are in place and the area is stabilized. "Stabilized" means establishment of vegetation or the proper placement, grading, or covering of soil to ensure its resistance to soil erosion, sliding, or other earth movement.
- Complete permanent soil erosion control measures for the earth change within five calendar days after final grading or upon completion of the final earth change. If it is not possible to permanently stabilize the earth change, then maintain temporary soil erosion and sedimentation control measures until permanent soil erosion measures are in place and the area is stabilized. After a site is closed, permanent erosion control measures are to be maintained by the property owner of record.
- Enforcement staff may review and modify the approved soil erosion plan as needed throughout the construction period.
- If a property subject to a permit, or a portion of a property subject to a permit, is sold/transferred to new ownership, the permit or permit obligations must be transferred as prescribed in MCL 324.9112 using the forms provided by the County Enforcing Agency. The permit holder is required to submit the completed Transfer Forms to the County Enforcing Agency before the transfer.
- The County Enforcing Agency may issue a cease and desist and may revoke a permit upon its finding of a violation of Part 91, its Rules, the issued permit, or the approved soil erosion and sedimentation control plan. The cease and desist and revocation will be rescinded upon verification of site compliance with Part 91, its Rules, the issued permit, and the approved soil erosion and sedimentation control plan; and upon verification of submission of all required fees and performance deposits, if applicable.
- A performance deposit of at least \$1000 is required of all permit holders that have received a cease and desist. This requirement expires 12 months from the date of the cease and desist. The amount of the performance deposit will increase with each successive cease and desist Order issued due to non-compliance. Inspection fees for all site inspections following a violation or cease and desist are as follows:
 - Follow-up inspection to Violation Notice or Cease and Desist Order.....\$320.00
- The permit holder is responsible for maintaining the validity of the permit throughout the duration of construction and ultimate stabilization of a site. Pursuant to R 323.1702, the permit holder shall make the permit and the SESC plan available for inspection at the site of the earth change.
- Confirmation of adherence to approved grading plan and proposed final elevations will be required upon request of the Drain Commissioner's engineering staff.
- All outstanding fees, including performance deposit and inspection fee(s), must be paid prior to renewals or new permits being issued.

I hereby acknowledge that I have read the above statement of conditions and responsibilities under Part 91, and understand these conditions and my responsibilities. I also acknowledge that I have received the MDEQ summary of required permits under NREPA.

Signature _____

Date _____



Michigan Department of Environmental Quality
Water Resources Division

Selected Parts of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) that Regulate Activities at the Land and Water Interface

Note: The following brief summaries are intended to provide general permitting requirements of selected Parts of the NREPA and should not be construed as a complete description of the statutes. Selected Parts of the NREPA can be accessed at: www.michigan.gov/wrd under Laws & Rules and additional information on the following programs at the same website under Program Links.

1. Part 301, Inland Lakes and Streams, of the NREPA

A permit is required to:

- Dredge or fill bottomlands.
- Construct, enlarge, extend, remove, or place a structure on bottomland.
- Erect, maintain, or operate a marina.
- Create, enlarge, or diminish an inland lake or stream.
- Structurally interfere with the natural flow of an inland lake or stream.
- Construct, dredge, commence, extend, or enlarge an artificial canal, channel, ditch, lagoon, pond, lake, or similar waterway where the purpose is ultimate connection with an existing inland lake or stream, or where any part of the artificial waterway is located within 500 feet of the ordinary high water mark of an existing inland lake or stream.
- Connect any natural or artificially constructed waterway, canal, channel, ditch, lagoon, pond, lake, or wetland with an existing inland lake or stream for navigation or any other purpose.

2. Part 303, Wetlands Protection, of the NREPA

The following activities are prohibited in wetlands unless a permit has been obtained from the Michigan Department of Environmental Quality (DEQ):

- Deposit or permit the placing of fill material in a wetland.
- Dredge, remove, or permit the removal of soil or minerals from a wetland.
- Construct, operate, or maintain any use or development in a wetland.
- Drain surface water from a wetland.

Regulated wetlands are defined in Part 303 and the associated administrative rules.



3. Part 325, Great Lakes Submerged Lands, of the NREPA

A permit is required for all filling, dredging, and placement of permanent structures (i.e., groins, docks, piers, pilings, etc.) below the “ordinary high water mark” and on all upland channels extending landward of the “ordinary high water mark” of the Great Lakes.

4. Floodplain Regulatory Authority found in Part 31, Water Resources Protection, of the NREPA

A permit is required for any occupation, construction, filling, or grade change within the 100-year floodplain of a river, stream, drain, or inland lake. Bridges and culverts are considered an occupation of the floodplain, as are activities that involve storage of materials in the floodplain.

5. Part 353, Sand Dune Protection and Management, of the NREPA

A permit is required for all proposed new uses in designated critical dune areas mapped in the “Atlas of Critical Dune Areas” prepared by the MDEQ. The following counties have designated critical dune areas:

Alger	Berrien	Emmet	Luce	Mason	Ottawa	Allegan
Charlevoix	Keweenaw	Mackinac	Muskegon	Schoolcraft	Antrim	Chippewa
Leelanau	Manistee	Oceana	Van Buren	Benzie		

Islands that have designated critical dune areas include Beaver Island, North Fox Island, South Fox Island, High Island, North Manitou Island, and South Manitou Island.



6. Part 323, Shorelands Protection and Management, of the NREPA

Designated Environmental Areas - A permit is required for any of the following activities in a designated environmental area:

- Dredging, filling, grading, or other alterations of the soil.
- Alteration of natural drainage, but not including the reasonable care and maintenance of established drainage.
- Alteration of vegetation utilized for the preservation and maintenance of fish or wildlife, including identified colonial bird nesting areas.
- Placement of permanent structures.
- Farming of land is allowed without a permit if the person is engaged in the business of farming and the land is used for the production and harvesting of agricultural products using normal farming implements and generally accepted agricultural practices and if artificial draining, hiking, dredging, or filling are not used and the natural contour of the land is not altered.

The following counties have designated environmental areas:

Alcona	Arenac	Charlevoix	Delta	Huron	Monroe
Alger	Baraga	Cheboygan	Emmet	Mackinac	Tuscola
Alpena	Bay	Chippewa	Houghton	Marquette	Wayne

Designated High Risk Erosion Areas - A permit is required for the erection, installation, or moving of a permanent structure on a parcel of land where any portion is a designated high risk erosion area. Examples include homes, porches, septic systems, additions, substantial improvements of existing structures, and out buildings.

The current counties with high risk erosion areas include:

Alger	Benzie	Gogebic	Keweenaw	Mason	St. Clair
Allegan	Berrien	Grand Traverse	Leelanau	Menominee	Sanilac
Antrim	Chippewa	Houghton	Luce	Muskegon	Schoolcraft
Baraga	Delta	Huron	Mackinac	Oceana	Van Buren
Bay	Emmet	Iosco	Manistee	Ottawa	

7. Part 315, Dam Safety, of the NREPA

Permits are required for dams with a dam “height” of six feet or more and that have a surface area of five acres or more at the design flood elevation. A permit is required for new dam construction, enlargement of an existing dam or impoundment, dam repair, dam alteration, dam removal, dam abandonment, or to reconstruct a failed dam. A licensed professional engineer must prepare, sign, and seal the construction plans, except for minor projects as defined in Part 315, or for projects by non-profit organizations under certain circumstances, as specified in Part 315. A Part 315 permit is not required for dam “maintenance”, however other permits may be required.

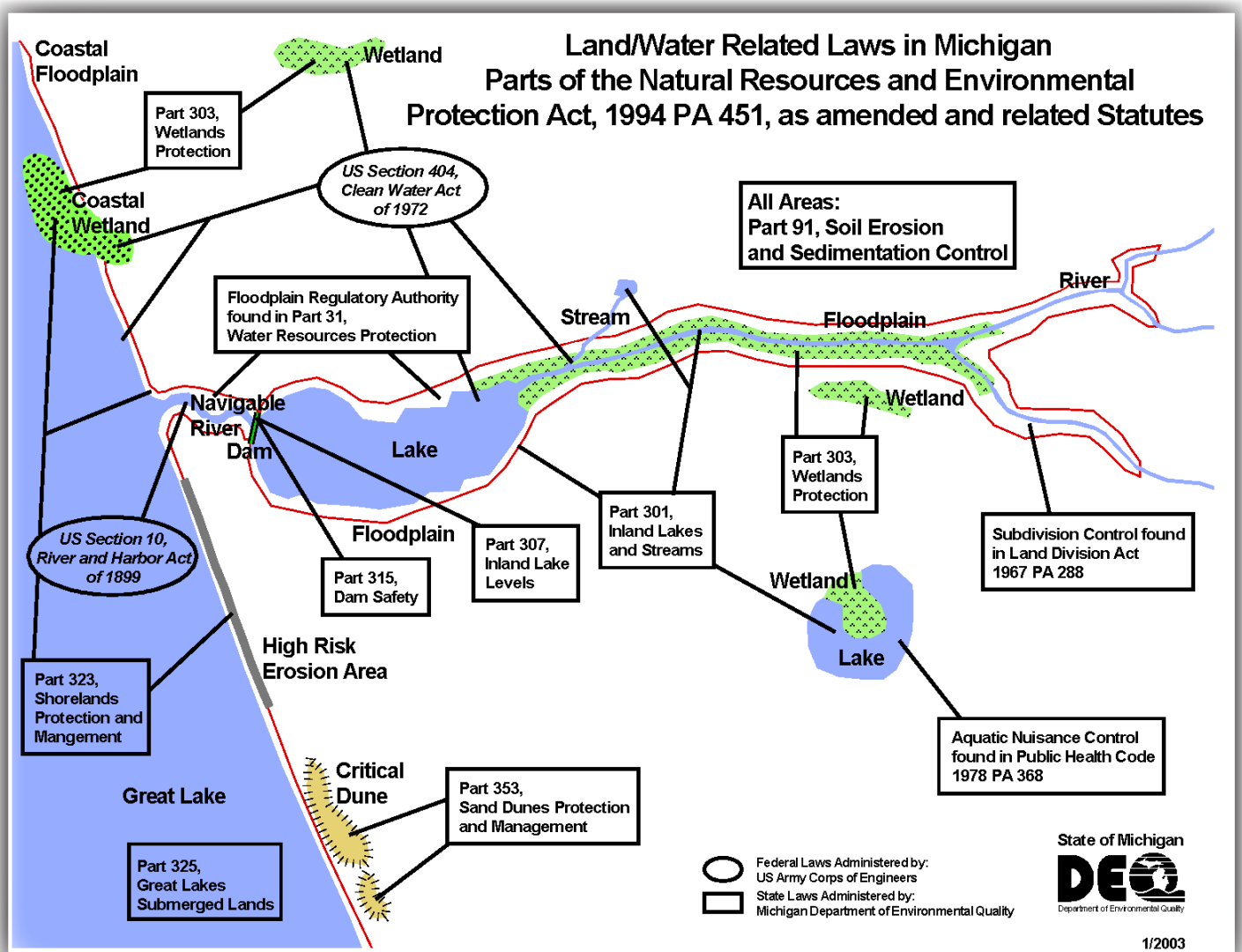
8. Part 91, Soil Erosion and Sedimentation Control, of the NREPA

A permit is generally required for all earth change activities which disturb one or more acres of land, or if the earth change is within 500 feet of a lake or stream.



9. Part 31, Water Resources Protection of the NREPA - Permit-by-Rule, Construction Storm Water

Earth change activities over one acre in size with a point source discharge to waters of the state must have the construction site earth change activities under the control of a certified construction storm water operator, be in compliance with the Part 91 soil erosion and sedimentation control permit or the work must be conducted by an authorized public agency, and cause the construction activity to be inspected by the storm water operator once per week, and within 24 hours of precipitation events that result in a discharge. If the aforementioned earth change is less than 5 acres, permit coverage is considered automatic. If the earth change is over five acres in size with a point source discharge to waters of the state, the landowner must apply for Notice of Coverage with the DEQ.





Part 91, Soil Erosion and Sedimentation Control Plan

Minimum Requirements

Project: _____

	Rule 1703 Requirement	Included in Plan?*	Comments
1	Map with scale: 1" ≥ 40' for residential sites and 1" ≥ 60' for commercial sites, or as determined by Enforcing Agent (1" = 200' or less), include site location sketch	Yes No <input type="checkbox"/> <input type="checkbox"/>	
2	Legal description of property (town, range, section, quarter-quarter section)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
3	Proximity of any proposed earth change to lakes and/or streams. Show distance to nearest lake and/or stream.	Yes No <input type="checkbox"/> <input type="checkbox"/>	
4	Predominant land features, such as wetlands	Yes No <input type="checkbox"/> <input type="checkbox"/>	
5	Slope description or contour intervals	Yes No <input type="checkbox"/> <input type="checkbox"/>	
6	Soils survey or written description of the soil types of the proposed exposed land area	Yes No <input type="checkbox"/> <input type="checkbox"/>	
7	Description and location of the physical limits of each proposed earth change	Yes No <input type="checkbox"/> <input type="checkbox"/>	
8	Description and location of all existing and proposed on-site drainage and dewatering facilities	Yes No <input type="checkbox"/> <input type="checkbox"/>	
9	Timing and sequence of each proposed earth change	Yes No <input type="checkbox"/> <input type="checkbox"/>	
10	Location and description for installing and removing all temporary SESC measures	Yes No <input type="checkbox"/> <input type="checkbox"/>	
11	Description and location of all proposed permanent SESC measures	Yes No <input type="checkbox"/> <input type="checkbox"/>	
12	Maintenance program for all permanent SESC measures and designation of person responsible for maintenance	Yes No <input type="checkbox"/> <input type="checkbox"/>	

***If No is checked above, the plan must be revised to include the missing element prior to submittal/approval.**

Other Comments:

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

Ingham County Fee Schedule

Effective January 1, 2024

Fees Set By The Ingham County Board of Commissioners

PLAT REVIEW

Preliminary Plat Site Plan Review\$750.00

Preliminary Plat Drainage/Construction Plan Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

Agreements Review for establishing “plat drain” (425 & 433 Agreements)\$2600.00

COMMERCIAL REVIEW

Commercial Site Plan Review.....\$750.00

Re-submission fee².....\$250.00, plus actual costs

Commercial Drainage Review¹

First acre.....\$750.00

Each additional acre.....\$90.00

(Fractions of Acres are rounded up to the Whole Acre)

Re-submission fee².....\$250.00, plus actual costs

CROSSING PERMITS/TAP-IN PERMITS

Drain Crossing Permit³

Residential.....\$150.00

Commercial.....\$550.00

¹ Project fees may be adjusted by ICDC based on certain site factors.

² Charged for third review of the same identified deficiency.

³ Aerial crossings over drains that do not involve disturbance of the surface or subsurface, are exempted from permit fees and inspection deposits per Resolution #22-087.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Inspection Deposit ⁴	\$1500.00
Tap-In Permit	
Residential.....	\$120.00
Commercial.....	\$450.00
Inspection Deposit ⁴	\$1500.00

SOIL EROSION AND SEDIMENTATION POLLUTION CONTROL PERMIT FEES

Commercial Soil Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review	
Six-month duration (First acre).....	\$500.00
Each additional acre.....	\$50.00
Nine-month duration (First acre).....	\$580.00
Each additional acre.....	\$58.00
Twelve-month duration (First acre).....	\$660.00
Each additional acre.....	\$66.00
Renewal ⁵	Half rate based on current fee schedule
Transfer of permit.....	\$115.00
Compliance Inspections Escrow⁶ (Do not submit with application)	
Less than half-acre.....	\$620.00
Half-acre up to one acre.....	\$1800.00
One acre up to five acres.....	\$3600.00
Five acres up to ten acres.....	\$5800.00
Each additional ten acres or fraction of ten acres.....	\$2950.00

Residential Soil Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection	
Six-month duration	\$240.00
Nine-month duration.....	\$300.00
Twelve-month duration.....	\$320.00
Renewal ⁵	Half rate based on current fee schedule
Transfer of permit.....	\$25.00

Commercial Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review and site visit, issuance of permit, and permit closeout site review	\$375.00
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⁴ Project fees may be adjusted by ICDC based on certain site factors. Unspent balance will be refunded and overages will be invoiced.

⁵ Renewal will be issued at the half rate if renewed before the expiration date. Permittee has responsibility to timely renew the permit whether or not ICDC has sent a courtesy notice.

⁶ Inspections will be charged at an hourly rate. Specific escrow will be determined by the ICDC based on site factors. Escrow amount will be indicated in issued permit. Escrow will need to be submitted prior to the commencement of the earth disturbance. Unspent balance will be refunded and overages will be invoiced.

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

Renewal⁵.....Half rate based on current fee schedule
 Compliance Inspections Escrow.....See commercial soil erosion fees above

Residential Minor Disturbance Erosion and Sedimentation Pollution Control Permit

Application review, permit issuance and inspection.....\$55.00
 Renewal⁵.....Half rate based on current fee schedule

Waiver.....No Fee

A Waiver is issued for projects that do not require a Soil Erosion and Sedimentation Pollution Control Permit. The Waiver must be presented to the local building inspector to verify compliance with Act 451 Part 91.

PENALTIES

Projects by licensed builders, contractors, and developers that commence without the appropriate approvals and/or permits from the Drain Commissioner’s Office will be required to pay double the normal fees.

In the event that a Soil Erosion and Sedimentation Pollution Control Permit is revoked, the permit fee and a performance deposit must be submitted prior to the Cease and Desist Order being rescinded.

Follow-up inspection to Violation Notice.....\$350.00
 Follow-up inspection to Cease and Desist Order.....\$350.00

A performance deposit of at least \$1000.00 is required of all permit holders that have received a Cease and Desist Order. This requirement will expire 12 months from the date of the Cease and Desist Order. The amount of the Performance Deposit will increase with each successive Cease and Desist Order issued due to non-compliance.

All outstanding fees must be paid in full prior to the issuance of permits.

MISCELLANEOUS FEES

Title Search for Drain Assessments.....\$6.00
License to Encroach.....Staff/Consultant costs and \$30.00 Deposit
Maintenance Agreement Fees.....Hourly Rates plus \$30 Recording Fee
Geographical Information Systems (GIS) Maps
 Photography.....\$325.00 per quarter section or part thereof
 Topography.....\$625.00 per quarter section or part thereof
Freedom of Information Requests.....Fees will be charged in accordance with Ingham County FOIA policy, as established by County Resolution 15-221. This policy and associated fees can be found at: <http://www.ingham.org/>.

Revised 1/1/2024

Please note that fees and deposits do not cover outside legal and/or engineering consultants that may be needed in review of application for permit, agreement, or plans. Those additional costs will be billed to the applicant. Fees also do not cover 5% Maintenance or 8% Inspection costs.

REQUEST FOR SERVICES FROM INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE

PROJECT:

<i>PROJECT NAME</i>	<i>PROPERTY TAX ID No</i> 33-	
<i>PROJECT LOCATION (STREET ADDRESS, CITY/TOWNSHIP/VILLAGE), STATE, ZIP CODE</i>		
<i>DRAIN NUMBER (See Drain Office)</i>	<i>DRAIN NAME (See Drain Office)</i>	

LANDOWNER:

<i>NAME</i>	<i>PHONE No. (HOME, OFFICE)</i>	
<i>STREET ADDRESS (Number and Name)</i>	<i>PHONE No. (CELL, SITE)</i>	<i>FAX No.</i>
<i>CITY, STATE, ZIP CODE</i>	<i>E-MAIL ADDRESS</i>	

ENGINEER:

<i>NAME</i>	<i>PHONE No. (OFFICE, HOME, SITE, CELL)</i>	
<i>COMPANY</i>	<i>FAX No.</i>	
<i>COMPANY ADDRESS (STREET, CITY/TOWNSHIP/VILLAGE), STATE, ZIP CODE</i>	<i>E-MAIL ADDRESS</i>	

Total Acres: _____

Disturbed Acres: _____

PLAT REVIEW

- Preliminary Plat Site Plan Drainage Review\$750.00
- Preliminary Plat Construction Plan Review – *based on Total Acres above*¹
 - First acre\$750.00
 - Each Additional Acre is \$90.00/Acre (Fractions of Acres are rounded up to the Whole Acre) \$ _____
 - TOTAL\$ _____

COMMERCIAL REVIEW

- Commercial Site Plan Review\$750.00
- Commercial Drainage Review - *based on Total Acres above*¹
 - First acre\$750.00
 - Each Additional Acre is \$90.00/Acre (Fractions of Acres are rounded up to the Whole Acre) _____
 - \$ _____
- Resubmission Fee\$250.00 + actual costs

¹ For example: For 4.5 acres, the Fee for the first acre included is \$750 and the remaining 3.5 acres is rounded up to 4 acres, then, multiplied by \$90/acre, and equals \$360. And, the two amounts combined equal the Review Fee Total of \$1110.

INCOMPLETE APPLICATIONS WILL BE RETURNED!

PATRICK E. LINDEMANN, INGHAM COUNTY DRAIN COMMISSIONER
707 Buhl Ave., Mason MI 48854

Tele.: (517)-676-8395
Fax: (517)-676-8364
Website: <https://drain.ingham.org>

REQUEST FOR SERVICES FROM INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE

PROJECT:

PROJECT NAME

COMMERCIAL SOIL EROSION AND SEDIMENTATION CONTROL PERMIT REVIEW

(Please fill out and return SESC application packet with this submission.)

- Application site review, issuance of permit, and permit closeout site review – *based on Disturbed Acres above²*

First acre (6-month duration).....	\$500.00
Each Additional Acre is \$50.00/Acre (Fractions of Acres are rounded up to the Whole Acre) First acre (9-month duration).....	\$580.00
Each Additional Acre is \$58.00/Acre (Fractions of Acres are rounded up to the Whole Acre) First acre (12-month duration).....	\$660.00
Each Additional Acre is \$66.00/Acre (Fractions of Acres are rounded up to the Whole Acre)	TOTAL..... \$

- Commercial Minor Disturbance (determined by Ingham County Drain Commissioner)\$375.00

COMMERCIAL SOIL EROSION AND SEDIMENTATION CONTROL PERMIT ESCROW

(Do not submit escrow with application)³

- Less than half-acre\$620.00
- Half-acre up to one acre\$1800.00
- One acre up to five acres\$3600.00
- Five acres up to ten acres\$5800.00
- Each additional ten acres or fraction of ten acres\$2950.00

(Inspections will be charged at an hourly rate. Escrow may be adjusted by the ICDC based on certain site factors. Unspent balance will be refunded. Overages will be invoiced)

AGREEMENT REVIEWS

- 425/433 Agreement Fee⁴\$2600.00
- Other Agreements (Fee to be determined by Ingham County Drain Commissioner).....\$

MISCELLANEOUS

- Title Search for Drain Assessments \$6.00
- License to Encroach Hourly rates for the positions involved, including the Drain Commissioner, Deputy Drain Commissioner, and Clerk Specialist, as well as a \$30.00 deposit at the time of the request \$ TBD⁵
- Freedom of Information Requests Fee Determined by County Policy (see FOIA form)..... \$ TBD⁵

² For example: For 4.5 acres, for a 6-month duration permit, the Fee for the first acre included is \$500 and the remaining 3.5 acres is rounded up to 4 acres, then multiplied by \$50/acre, and equals \$200. And, the two amounts combined equal the Review Fee Total of \$700.

³ Inspections will be charged at an hourly rate. Specific escrow will be determined by the ICDC based on site factors. Escrow amount will be indicated in issued permit. Escrow will need to be submitted prior to the commencement of earth disturbance. Unspent balance will be refunded and overages will be invoiced.

⁴ Fee does not cover outside legal and/or engineering consultants that may be needed in review of agreement. Those additional costs will be billed to Applicant. Fee also does not cover 5% Maintenance or 8% Storm Drain Inspection costs.

⁵ To be determined.

INCOMPLETE APPLICATIONS WILL BE RETURNED!

PATRICK E. LINDEMANN, INGHAM COUNTY DRAIN COMMISSIONER
707 Buhl Ave., Mason MI 48854

Tele.: (517)-676-8395

Fax: (517)-676-8364

Website: <https://drain.ingham.org>

Revised as of 1/1/2024

REQUEST FOR SERVICES FROM INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE

PROJECT:

PROJECT NAME

- Geographical Information Systems (GIS) Maps
 - Photography\$325.00 per quarter section or part thereof
 - Topography\$625.00 per quarter section or part thereof
- Drain Crossing Permit (Please fill out and return crossing permit application packet with this submission.)
 - Residential\$150.00 + actual costs
 - Commercial\$550.00 + actual costs
- Tap-In Permit (Please fill out and return tap-in permit application packet with this submission.)
 - Residential\$120.00 + actual costs
 - Commercial\$450.00 + actual costs
 - Tap-In/Crossing Inspection Deposit (All costs for inspection are the responsibility of permittee. Unspent balance will be refunded. Overages will be invoiced)\$1500.00
- Other\$ TBD⁶
 Description of Services: _____

TOTAL FEES FOR ALL SERVICES CHECKED ABOVE:\$_____

Please, make checks payable to: *Ingham County Drain Commissioner.*

Date Paid: _____

I hereby request the services checked above and agree to pay the applicable fees.

Signature

Date

EACH SUBMITTAL will be processed when:

- 1) All Fees are paid
- 2) Forms are completed (BLANK AREAS ON FORM ARE ALL FILLED IN)
- 3) Two (2) Sets of Paper Plans and One (1) Set of Electronic (PDF) Plans are submitted for each different review requested on a project.
 (For example, if requesting a SEP Permit and a Tap-in Permit, submit 2 sets of paper plans and 1 set of electronic plans (PDF) with the SEP application and 2 sets of paper plans and 1 set of electronic plans (PDF) with the Tap-in application.)

⁶ To be determined.

INCOMPLETE APPLICATIONS WILL BE RETURNED!

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Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

Phone: (517) 676-8395

Fax: (517) 676-8364

<http://dr.ingham.org>



Carla Florence Clos
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

Designated Agent Authorization Letter

A designated agent is a person who has written authorization from the landowner to sign an application and secure a permit in the landowners' name.

I, the landowner, of property, parcel # _____,
site address: _____,
authorize _____ to secure a Soil Erosion and
Sedimentation Control Permit for the earth disturbance on my property.

Further, I acknowledge that designating an agent to secure the Permit on my behalf, does not exempt me, as the landowner, from enforcement of Part 91, 1994 PA 451, as amended, or its Rules, including, but not limited to, fees, penalties, and civil infractions that might result from earth moving activities on my parcel in violation of the law.

Landowner's Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Landowner's Signature

Date

Designated Agent's Name (Print): _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Designated Agent's Signature

Date

-----AGENCY USE ONLY-----

Received by: _____ Date: _____

Patrick E. Lindemann

Ingham County Drain Commissioner

PO Box 220
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Mason, MI 48854-0220

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Carla Florence Cios
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

TRANSFER PERMIT NOTIFICATION OF EXISTING SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PERMIT

Pursuant to Section 9112 of Part 91, SESC of the Natural Resources and Environmental Protection Act, 1994 PA 415, as amended, this form must be completed by the property transferor, signed by the transferor/ and transferee, and submitted to the County Enforcing Agency before the property is transferred.

Prospective Landowner(s):

Name(s): _____

Address: _____

SUBJECT: SESC Permit No. _____ **Parcel Identification No.** _____

Pursuant to section 9112 (1) of part 91, SESC (part 91), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), please be advised that the parcel(s) you are purchasing is currently subject to requirements of the above referenced SESC permit issued by the Ingham County Drain Commissioner (Address: P.O. Box 2020, Mason, MI 48854-0220; Phone #: (517) **676-8395**). Upon transfer of the title of the property to the new owners' name(s), this SESC permit will be transferred into the new owner's name(s). A copy of the existing permit and approved plans are enclosed for your information.

Pursuant to Section 9112(3) of Part 91. of the NREP A. please be advised that when the title of the property is transferred into the new owner's name(s). the new owner assumes responsibility for compliance with all SESC permit obligations and conditions. including SESC plan requirements. and for **any violations of the permit** on the transferred parcel that exist on the date the parcel is transferred. Copies of all notices of violations and/or legal actions taken by the Ingham County Drain Commissioner and/or the Michigan Department of Environmental Quality (MDEQ) are enclosed for your information. Also. please be advised that if the earth change or SESC measures authorized by the above-

*Sale of entire permitted area

referenced permit are altered or modified, a revised plan and permit modification will be required.

Please be further advised that under Section 9112(5) the owner/permittee and the prospective buyer shall sign this notice and the owner/permittee shall submit the signed notice to the Ingham County Drain Commissioner prior to the property being transferred.

In addition, authorization to discharge storm water from this property has or has not been obtained (**check appropriate box**) pursuant to R 323.2190 under Part 31, Water Resources Protection, of the NREPA (Permit-by-Rule) from the MDEQ. If authorization was granted (Authorization No. _____), for the property, a written request to have the authorization changed to reflect new ownership must be made to the MDEQ at the time the property is transferred. Please be advised that a copy of the SESC permit and plan that reflects the new ownership must be included in the request. Requests must be submitted to the MDEQ, Water Resources Division, Permits Section, Constitution Hall, Second Floor North, P.O. Box 30657, Lansing, Michigan 48909-8157.

Please be further advised that landowners with an existing earth change disturbing one to less than five acres of soil, with a point source discharge to the waters of the state, have automatic authorization to discharge storm water under Permit-by-Rule. Notification to the MDEQ of the proposed ownership transfer for these automatic authorizations is not necessary.

It is anticipated that the transfer of ownership will occur on _____. Please acknowledge receipt of this notification and your concurrence with the above-stated stipulations by having an authorized individual countersign below and returning it to me, the owner/permittee, at the address below by _____. This signed document shall be submitted to the SESC permitting agency **ten (10) business days** prior to the transfer of the property.

Disclaimer: This transfer form only fulfills the notification requirement for transferring a SESC permit into the new owner's name pursuant to Part 91 and the reauthorization, if appropriate, to discharge storm water from the site. It does not address the notification or permit requirements that may exist for any other federal, state, or local permits that may be associated with the property.

Owner(s)/Permittee(s):

Name(s): _____ (print) _____ (signature)
_____ (print) _____ (signature)

Address: _____

Phone: _____

(date)

Prospective Landowner(s)/Permittee(s):

Name(s): _____

(print)

(signature)

(print)

(signature)

Address: _____

Phone: _____

(date)

Enclosures

This completed form shall be submitted to the Ingham County Enforcing Agency where the SESC Permit was issued, prior to the property, subject to that permit being transferred.

Revised 2024

Patrick E. Lindemann

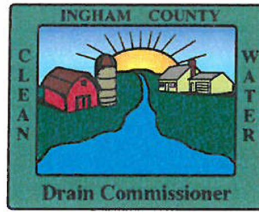
Ingham County Drain Commissioner

PO Box 220
707 Buhl Avenue
Mason, MI 48854-0220

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Carla Florence Cios
Deputy Drain Commissioner

Paul C. Pratt
Deputy Drain Commissioner

Angie Cosman
Chief of Engineering and Inspection

Sheldon Lewis
Administrative Assistant

TRANSFER PERMIT OBLIGATIONS NOTIFICATION OF EXISTING SOIL EROSION AND SEDIMENTATION CONTROL (SESC) PERMIT

Pursuant to Section 9112 of Part 91, SESC, of the Natural Resources and Environmental Protection Act, 1994 PA 415, as amended, this form must be completed by the property transferor, signed by the transferor/and transferee, and submitted to the county enforcing agency before the property is transferred.

Prospective Landowner(s):

Name(s): _____

Address: _____

SUBJECT: SESC Permit No. _____ **Parcel Identification No.** _____

Pursuant to Section 9112(1) of Part 91, SESC (Part 91), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), please be advised that the parcel being purchased is currently subject to requirements of the above referenced SESC permit issued by the Ingham County Drain Commissioner (Address: P.O. Box 220 Mason MI 48854-0220; Phone #: (517) 676-8395) for the entire development (identified as "property" throughout this document). A copy of that permit and approved plans are enclosed for your information.

Pursuant to Section 9112(4) of Part 91, of the NREP A, please be advised that when the title of the parcel is transferred into the new owner's name, the new owner(s) assumes responsibility for all permit obligations and conditions, including SESC plan requirements, and for **any violations of the permit** on the transferred parcel that exist on the date the title of the parcel is transferred. Copies of all notices of violations and/or legal actions taken by the Ingham County Drain Commissioner and/or the Michigan Department of Environmental Quality (MDEQ) are enclosed for your information. Also, please be advised that if the earth change or SESC measures authorized by the above-referenced permit are altered or modified, a revised plan may be required to reflect the scope of work being conducted on the parcel being purchased.

A COPY OF THIS DOCUMENT MUST BE POSTED ON SITE

*Sale of part of permitted area

Please be further advised that under Section 9112(5) the owner/permittee and the prospective buyer shall sign this notice and the owner/permittee shall submit the signed notice to the Ingham County Drain Commissioner prior to the property being transferred.

In addition, authorization to discharge storm water from this property has or has not been obtained (**check appropriate box**) pursuant to R 323.2190 under Part 31, Water Resources Protection, of the NREPA (Permit-by-Rule) from the MDEQ. If authorization was granted (Authorization No. _____, for the property, the new owner may have to obtain authorization on the parcel that is being purchased. Landowners with an existing earth change or disturbing one or more acres of soil that have a point source discharge to surface waters of the state are required to obtain National Pollution Discharge System (NPDES) authorization. Landowners with an existing earth change or disturbing one to less than five acres of soil with a point source discharge to the waters of the state have automatic authorization to discharge storm water under Permit-by-Rule. Once this agreement is signed by the owner/permittee and the prospective buyer, the new owner will have automatic authorization under Permit-by-Rule to discharge storm water and is required to meet the Permit-by-Rule requirements. Landowners disturbing five or more acres with a discharge to the surface waters of the state are required to obtain NPDES authorization by submitting a Notice of Coverage (NOC) to the MDEQ.

Note: NPDES storm water authorization must always be in the landowner's name and is predicated upon having an SESC permit in the landowner's name. However, in this instance, if the total disturbance on the purchased parcel exceeds five or more acres, the new owner must submit an NOC, a copy of this agreement, including the attached SESC permit No. _____ SESC plans, site location map, and the appropriate fee to the MDEQ, Water Resources Division, Permits Section, Constitution Hall, Second Floor North, P.O. Box 30657, Lansing, Michigan 48909-8157.

It is anticipated that the transfer of ownership will occur on _____. Please acknowledge receipt of this notification and concurrence with the above-stated stipulations by having an authorized individual countersign below and returning it to me, the owner/permittee, at the address below by _____. This signed document shall be submitted to the SESC permitting agency **ten (10) business days** prior to the transfer of the property.

Disclaimer: This transfer form only fulfills the notification requirement regarding SESC permit obligations pursuant to Part 91 and the reauthorization, if appropriate, to discharge storm water from the site. It does not address the notification or permit requirements that may exist for any other federal, state, or local permits that may be associated with this property.

A COPY OF THIS DOCUMENT MUST BE POSTED ON SITE

Owner(s)/Permitee(s):

Name(s): _____
(print) (signature)

(print) (signature)

Address: _____

Phone: _____
(date)

Prospective Landowner(s)/Permittee(s):

Name(s): _____
(print) (signature)

(print) (signature)

Address: _____

Phone: _____
(date)

Enclosures

This completed form shall be submitted to the Ingham County Enforcing Agency where the SESC Permit was issued, prior to a portion of the property, subject to that permit, being transferred.

A COPY OF THIS DOCUMENT MUST BE POSTED ON SITE

*Sale of part of permitted area