



COURTLAND TOWNSHIP STORM WATER PERMIT

Phone: (616) 866-0622

Fax: (616) 866 -3451

DATE APPLIED:

I. LOCATION OF CONSTRUCTION SITE:

PARCEL NO.:

ADDRESS

CITY

ZIP

II. IDENTIFICATION:

A. OWNER or LESSEE (select one)

(if lessee, also submit a copy of a signed lease agreement)

NAME

Phone No. ()

ADDRESS

CITY

STATE

ZIP

B. DESIGN ENGINEER

NAME

Phone No. ()

ADDRESS

CITY

STATE

ZIP

LICENSE NO.

EXPIRATION DATE:

C. CONTRACTOR

NAME

Phone No. ()

ADDRESS

CITY

STATE

ZIP

BUILDER'S LICENSE NO.

EXPIRATION DATE:

Federal Employer ID No. OR Reason for Exemption:

Workers' Comp. Insurance No. OR Reason for Exemption:

MESC Employer Number OR Reason for Exemption:

III. TYPE OF IMPROVEMENT FOR SITE PLAN REVIEW:

A. Type of Improvement

☐

New Building

☐

Addition

☐

Alteration

☐

Demolition

☐

Other

To Applicant: In order to process this application for a Storm Water Permit, please submit the following information using the check boxes to the left. Once all required information is submitted, the Township will forward your plans and application to Prein & Newhof, for review & approvals. The Township will then use the check boxes on the right of each item. Please be certain to read all documentation included in this permit before submitting the completed form.

Article II Storm Water Permits

Sec. 2.01 Permit Required

- (1) A developer shall not engage in any development without first receiving a storm water permit from the Township pursuant to Section 2.02.
- (2) The granting of a storm water permit shall authorize only such improvement for which the permit is required, subject to the terms of the permit, and it shall not be deemed to approve other improvements or other land use activities.

Sec. 2.02 Storm Water Permit Review Procedures

The Township shall grant a storm water permit, which may impose terms and conditions in accordance with Section 2.09, and which shall be granted only upon compliance with each of the following requirements. Check the box to the left when the item is completed & attached.

Applicant Submitted	REQUIREMENT	Township Approved
☐	1. The developer has submitted a drainage plan complying with Section 2.03.	☐
☐	2. The drainage plan contains a description of an adequate, temporary storm water retention system to prevent construction site storm water runoff, satisfying the requirements of Section 2.05, and the developer has obtained a soil erosion permit, if necessary.	☐
☐	3. One of the following conditions is satisfied: (a) The developer provides: (1) A permanent on-site storm water system sufficient to provide, as required in the reasonable discretion of the Township, either on-site detention or on-site retention of storm water runoff in a twenty-five (25) year storm event, and (2) A direct connection for all storm water runoff that will be discharged from and through the development site in a one hundred (100) year storm event; or (b) The developer/owner provides a permanent on-site storm water system with a restricted outlet designed to result in no net increase in storm water runoff volume or rate into any adjacent property in a one hundred(100) year storm event.	☐
☐	4. The developer/owner has paid or deposited the storm water permit review fee pursuant to Section 2.04.	☐
☐	5. The developer/owner has paid or posted the applicable financial guarantee pursuant to Section 2.06.	☐

Applicant Submitted	REQUIREMENT	Township Approved
☐	6. The developer/owner provides all easements necessary to implement the approved drainage plan and to otherwise comply with this Ordinance including, but not limited to, Section 7.02.	☐
☐	7. The drainage plan is designed in conformity with the Township's design and performance standards for drains and storm water management systems, as set forth in Article VIII.	☐
☐	8. All storm water runoff facilities shall be designed in accordance with the then-current BMPs.	☐
☐	9. The developer/owner executes the required maintenance agreement for routine, emergency, and long-term maintenance of all storm water runoff facilities and in compliance with the approved drainage plan and this Ordinance including, but not limited to, Section 7.03. The maintenance agreement shall be acceptable to the Township in form and substance and shall be recorded with the Kent County Register of Deeds.	☐

Section 2.03 Drainage Plan

The developer/owner shall provide a drainage plan to the Township for review and approval by the Township.
The drainage plan shall identify and contain all of the following: (Please check when completed)

Applicant Submitted	REQUIREMENT	Township Approved
☐	1. The location of the site and water bodies that will receive storm water runoff.	☐
☐	2. The existing and proposed topography of the site, including the alignment and boundary of the natural drainage courses, with contours having a maximum interval of one foot (using USGS datum). The information shall be superimposed on the pertinent Kent County soil map.	☐
☐	3. The tributary area to each point of discharge from the site.	☐
☐	4. Calculations for the final peak discharge rates.	☐
☐	5. Calculations for any facility or structure size and configuration.	☐
☐	6. A drawing showing all proposed storm water runoff facilities with existing and final grades.	☐

Applicant Submitted	REQUIREMENT	Township Approved
☐	7. The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant off-site and on-site drainage outlet restrictions other than culverts should be noted on the drainage map.	☐
☐	8. An implementation plan for construction and inspection of all storm water runoff facilities necessary to the overall drainage plan, including a schedule of estimated dates of completing construction of the storm water runoff facilities shown on the Plan. And an identification of the proposed inspection procedures to ensure that the storm water runoff facilities are constructed in accordance with the approved drainage plan.	☐
☐	9. A plan to ensure the effective control of construction site storm water runoff and sediment track-out to roadways.	☐
☐	10. Drawings, profiles, and specifications for the construction of the storm water runoff facilities reasonably necessary to ensure that storm water runoff will be drained, stored, or otherwise controlled in accordance with this ordinance.	☐
☐	11. A maintenance agreement, in a form and substance acceptable to the Township, for ensuring maintenance of any privately owned storm water runoff facilities. The maintenance agreement shall include the developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities and, in the event that the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any on-site storm water runoff facility as reasonably necessary, at the developer's expense.	☐
☐	12. The name of the engineering firm and the registered professional engineer that designed the drainage plan and that will inspect final construction of the storm water runoff facilities.	☐
☐	13. All design information must be compatible for conversion to Grand Valley Regional Geographic Information System. (REGIS).	☐
☐	14. The method by which drainage from individual building sites will be controlled and regulated.	☐

Applicant Submitted	REQUIREMENT	Township Approved
☐	15. Any other information necessary for the Township to verify that the drainage plan complies with the Township's design and performance standards for drains and storm water management systems.	☐

Section 2.04 Storm Water Permit Review Fees.

- (1) All expenses and cost incurred by the Township directly associated with processing, reviewing and approving or denying a storm water permit application shall be paid (or reimbursed) to the Township from the funds in a separate escrow account established by the developer, as provided in subsection (2). The Township may draw und from a developer's escrow account to reimburse the Township for out-of-pocket expenses incurred by the Township relating to application. Such reimbursable expenses include, but not limited to, expenses related to the following:
 - (a) Services of the Township Attorney directly related to the application.
 - (b) Services of the Township Engineer directly related to the application.
 - (c) Services of other independent contractors working for the Township which are directly related to the application.
 - (d) Any additional public hearings, required mailings and legal notice requirements necessitated by the application.
- (2) At the time a developer applies for a storm water permit, the developer shall deposit with the Township clerk, as an escrow deposit, an initial amount as determined by resolution of the Township Board for such matters and shall provide additional amounts as requested by the Township in such increments as are specified in said resolution (if the developer makes an escrow deposit for zoning purposes, any fund deposited for storm water permit purposes may be maintained and accounted for in the zoning escrow account). Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final Township approval and acceptance of the development has occurred will be refunded to the developer with no interest to be paid on those funds. At no time prior to the Township final decision on an application shall the balance in the escrow account fall below the required initial amount. If the funds in the account are reduced to less than the required initial amount, the developer shall deposit into the account an additional amount as determined by the Township Board resolution, before the application review process will be continued. Additional amounts may be required to be placed in the escrow account by the developer, at the discretion of the Township.

Section 2.05 Construction Site Runoff Controls

Prior to making any earth change on a site regulated by this ordinance, the developer /owner shall first obtain a soil erosion permit issued in accordance with Part 91 of Act No. 451 of the Public Acts of 1994, as amended, if one is required. The developer /owner shall install storm water runoff facilities and shall phase the site activities so as to prevent construction site storm water runoff and off-site sedimentation. During all construction activities on the development site, the Township Engineer may inspect the site to ensure compliance with the approved construction site runoff controls.

Section 2.06 Financial Guarantee

- (1) The Township Engineer shall not approve a storm water permit until the developer submits to the Township, in a form and amount satisfactory to the Township, a letter of credit or other financial guarantee for the timely and satisfactory construction of all storm water runoff facilities and site grading in accordance with the approved drainage plan. Upon certification by a registered professional engineer that the storm water runoff facilities have been completed in accordance with the approved drainage plan including, but not limited to the provisions contained in Section 2.03 (8), the Township may release the letter of credit, or other financial guarantee subject to final Township acceptance and approval.
- (2) Except as provided in subsection (3), the amount of the financial guarantee shall be \$10,000, unless the Township determines that a greater amount is appropriate, in which case the basis for such determination shall be provided to the developer in writing. In determining whether an amount greater than \$10,000 is appropriate, the Township shall consider the size and type of the improvements, the size and type on the on-site storm water system, and the nature of the off-site storm water runoff facilities the will utilize.
- (3) The Township Supervisor or his or her designee may reduce or waive the amount of financial guarantee for a site that will not increase the percentage of impervious surface of the development site by more than ten percent (10%).
- (4) This ordinance shall not be construed or interpreted as relieving a developer/owner of its obligation to pay all costs associated with on-site private storm water runoff facilities as well as those costs arising from the need to make other drainage improvements in order to reduce a sites impact on a drain consistent with adopted design standards.

Section 2.07 Certificate of Occupancy

No certificate of occupancy shall be issued until storm water runoff facilities have been completed in accordance with the approved drainage plan: provided, however, the Township may issue a certificate of occupancy if an acceptable letter of credit or other financial guarantee has been submitted to the Township, for the timely and satisfactory construction of all storm water runoff facilities and site grading in accordance with the approved drainage plan.

Section 2.08 No Change in Approved Facilities

Storm water runoff facilities, after construction and approval, shall be maintained in good condition, in accordance with the approved drainage plan, and shall not be subsequently altered, revised or replaced except in accordance with the approved drainage plan, or in accordance with approved amendments or revisions in the plan.

Section 2.09 Terms and Conditions of Permits

In granting a storm water permit, the Township may impose such terms and conditions as are reasonably necessary to effectuate the purposes of this ordinance. A developer/owner shall comply with such terms and conditions.

VI. APPLICANT INFORMATION

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name _____ Phone No. () _____
Address _____ City _____ State _____ Zip _____
ID Verification: Driver's License No.: _____ D.O.B. _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent, and agree to conform to all applicable laws of the State of Michigan. All information submitted on this permit/application is accurate to the best of my knowledge.

Signature of Applicant _____

Date _____

A STORMWATER PERMIT is issued to engineer and construct a new stormwater draingage system to the standards outlined in the Courtland Township Ordinance, 02-01, and to the requirement of the Courtland Township Engineer, Prein&Newhof.

Signature of Courtland Township _____

Date _____

Signature of Township Engineer _____

Date _____