



**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](http://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**  
**PRELIMINARY APPROVAL**  
**PLATS / SITE CONDOMINIUMS**  
**& ALL PROJECTS REQUIRING "433" AGREEMENT (COUNTY DRAIN)**

**PROJECT NAME** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Application - Completed with current contact information / description of project / etc.
- Administration Fee (\$400.00)
- Preliminary Review Fee (\$10.00 for each lot, \$200.00 minimum fee established)
- Two sets of Preliminary Plans & *the Plans shall 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

**OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE  
CONSTRUCTION PLAN APPROVAL  
PLATS / SITE CONDOMINIUMS  
& ALL PROJECTS REQUIRING "433" AGREEMENT (COUNTY DRAIN)**

**PROJECT NAME** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Preliminary Approval Granted - \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date, if applicable)
- Construction Plan Review Fee per current schedule - (*As calculated and provided by the Developer's Engineer @25¢ per foot, open drain & swales; 60¢ per foot, enclosed drain & basin*)
- Soil Borings Information
- Drainage Calculations & Drainage Plan
- Two sets of Construction Plans (Signed/Sealed), **& the Plans shall include the following:**
  - Project Name
  - Location Map
  - Township, Section, Quarter Section
  - Label neighboring properties
  - Signed Engineer's Seal
  - 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 & Proposed drainage easements
  - Lot dimensions & Building dimensions
  - Revision Date(s) clearly indicated
  - Erosion & Sedimentation Controls
- Any additional information that may be helpful in the review process

**OTTAWA COUNTY DRAIN COMMISSIONER'S OFFICE**  
**FINAL APPROVAL - PLATS / SITE CONDOMINIUMS**  
**& ALL PROJECTS REQUIRING "433" AGREEMENT (COUNTY DRAIN)**

**PROJECT NAME** \_\_\_\_\_ **Date:** \_\_\_\_\_

- Preliminary Approval ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ) (Date, if applicable)
- Construction Plan Approval ( \_\_\_\_ / \_\_\_\_ / \_\_\_\_ ) (Date, if applicable)
- All Fees have been Paid
  - Actual review fees incurred
  - Applicable recording fees for documents (See additional info below)
  - Other - i.e.; legal fees, etc.
- Copy of the Final Plat / Plan - Signed & sealed
- Digital Final Plan *emailed to Ottawa County GIS:* [gisdept@miottawa.org](mailto:gisdept@miottawa.org)  
Confirming copy of email sent to OCDC to: [gbotbyl@miottawa.org](mailto:gbotbyl@miottawa.org)
- 433 Agreement
  - All required Exhibits to be provided per OCDC Standards & Specs
  - Detention Basin details (including verbiage indicated per OCDC Standards, *Pg. 5*)
  - Final documents as approved - signed and returned to OCDC with check for all applicable recording fees
- Future Maintenance Money - (5% of the cost of storm system or a maximum of \$2,500.00)
- Value for the drainage system - (per contractor's bid sheet)
- Easement Documents (Signed) - (when not shown on final plat)
- Recording Fees (433 Agreement, Easement Documents, etc.) @\$14 first page, \$3 ea. additional page of each document, with check for total written to: Ottawa County Register of Deeds.
- Restrictive Covenants for Plats / Master Deed for Site Condos  
*Specific verbiage is required as stated in OCDC Standards & Specifications - (currently Pgs. 8 - 9).*  
For verification that appropriate verbiage has been included, a draft of document is to be submitted to OCDC for review and approval prior to finalization and recording.
- Block Grading Plan - must be provided prior to final approval, as part of the Restrictive Covenants (Plats) or Master Deed (Site Condos), or incorporated as an item of reference on approved plan.
- Lowest Allowable Floor & Opening Elevations - (previously referred to as: "Minimum Opening & Basement Floor Elevations") - Developer is required to provide this specific information in detail (for all lots), to be approved by OCDC, prior to finalization and recording of documents.
- Financial Guarantee - i.e.; Letter of Credit or Surety Bond - (may be submitted temporarily in place of Record Drawings / As-builts & Engineer's Certificate.) However, Record Drawings / As-builts & Engineers Certificate *must* be received prior to expiration date of surety.
- Record Drawings
- Engineer's Certificate