

**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