

## Ottawa County Drain Commissioner's Office

12220 Fillmore Room 141

West Olive, Michigan 49460

Phone (616) 994-4530 • Fax (616) 994-4529 • [draincommissioner@miottawa.org](mailto:draincommissioner@miottawa.org)

## LICENSE AGREEMENT APPLICATION

A License Agreement is required whenever a property owner would like to encroach (place a permanent structure) in a drain easement. Examples requiring a license agreement include, but are not limited to: installing fences, accessory buildings, signs, pools, some landscaping features, etc.

- The application must be completely filled out, and accompanied with a detailed plan or sketch outlining the proposed activity.
- A letter from a professional engineer, hired by the property owner is also required. This needs to detail the encroachment request, the impact this will have to the drainage system in place, including all specific information regarding installation of permanent structure being placed within the easement. In addition the letter also needs to include the impact this will have on neighboring properties.
- There is a fee of **\$50.00** to the Drain Commissioner's Office for processing a license agreement; also you will need to provide a check payable to the Ottawa County Register of Deeds to get the license agreement recorded. Recording fee is determined based on the number of pages in the document.

**Remember:** Issuance of the License Agreement does not alleviate you from obtaining other necessary permits.

If you have any questions or comments regarding the License Agreement or application, please contact this office at (616) 994-4530.

Mail or drop off all necessary information to:

**Teresa Conrad**  
**Drain Clerk**  
**Drain Commissioner's Office**  
**12220 Fillmore Room 141**  
**West Olive, MI 49460**

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**LICENSE AGREEMENT APPLICATION**

Property Owner(s): \_\_\_\_\_  
(As shown on deed)

Marital Status: \_\_\_\_\_ Phone #: \_\_\_\_\_

Request Permission To: \_\_\_\_\_

Location Address/Legal Description: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Parcel #: \_\_\_\_\_

**SITE PLAN REQUIREMENTS**

Include all items listed below.

- Scaled Map
- Directional Arrow
- Project Location
- Property lines and boundaries
- Easement location & dimensions
- Encroachment location & dimensions

I certify, as applicant, I am the legal owner of the property stated above.

I agree to do the above work; to pay any costs for inspection, labor and/or material that may be required to perform said work, abide by the license agreement restrictions; and restore the surface to its original condition. If I do not pay such costs as invoiced, these costs will be assessed against the property.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

- Application
- Site Plan
- Engineers Letter
- Fee **\$50.00**