



## Storm Water Permit Application

### 1. Location of Construction:

Parcel Number: 41-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

### 2. Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

### 3. Owner or Lessee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

### 4. Design Engineer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

### 5. Contractor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

License No. and Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Worker's Comp. Insurance No. or reason for Exemption: \_\_\_\_\_

MESC Employer No. or reason for Exemption: \_\_\_\_\_

### 6. Type of Improvement (New, Add., Demo): \_\_\_\_\_

## Storm Water Permit Review

### 7. Storm Water Permit Review Procedures: (please check to left when completed.)

Applicant Submitted	Requirement	City Approved
_____	1. The developer has submitted a drainage plan complying with Sec. 14-229	_____
_____	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 14-231 and the developer has obtained a soil erosion permit, if necessary.	_____
_____	3. One of the following conditions is satisfied: <ul style="list-style-type: none"> <li>◆ The developer provides a permanent on-site storm water system sufficient to provide on-site detention of storm water runoff in a 25-year storm event and a direct connection for all storm water runoff that will be discharged from and through the development in a 100-year storm event; or:</li> <li>◆ The developer 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 onto any adjacent property in a 100-year storm event.</li> </ul>	_____
_____	4. The developer has paid or posted the applicable financial guarantee pursuant to Section 14-230.	_____
_____	5. The developer provides all easements necessary to implement the approved drainage plan and to otherwise comply with this Ordinance including, but not limited to, Section 14-232. All easements shall be acceptable to the City in form and substance and shall be recorded with the Kent County Register of Deeds.	_____
_____	6. The drainage plan is designed in conformity with the City of Cedar Springs' design and performance standards for drains and storm water management systems, as set forth in Division 8.	_____
_____	7. All storm water runoff facilities shall be designed in accordance with the then-current BMP's.	_____

### Section 14-229 Drainage Plan

**The developer shall provide a drainage plan to the City for review and approval by the City. The drainage plan shall identify and contain all of the following: (please check to left when completed.)**

Applicant Submitted	Requirement	City Approved
_____	1. The location of the development site and water bodies that will receive storm water runoff.	_____
_____	2. The existing and proposed topography of the development 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 development tributary area to each point of discharge from the development.	_____
_____	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.	_____
_____	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 the 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 onto 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 form and substance acceptable, to the City 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 City of Cedar Springs 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. Any other information necessary for the City to verify that the drainage plan complies with the City's design and performance standards for drains and storm water management systems. \_\_\_\_\_

**Statement of Applicant**

**(Please read carefully before signing)**

*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 on this application is accurate to the best of my knowledge.*

**Signature of Applicant:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**For City Use:**

**Application received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

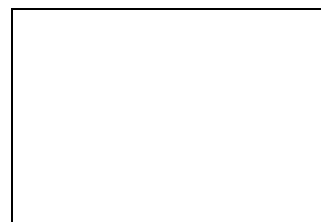
**Fee Paid:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(see attached rate fee schedule)

**Permit:**       **Approved**               **Denied**              **Date:** \_\_\_\_\_

**Signature of City Official Approving or Denying Permit:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## 2014 Fees

<b>Storm Water Fees:</b>	
Preliminary Review	Fees paid at time of obtaining Zoning Development Permit
Zone A: Preliminary Plat & Land Division	\$500 escrow; City administrative fees - \$20/lot; Minimum \$250
Zone A: Other Single & Two-family Homes	City administrative fees \$10/lot
Zone A: Commercial & Industrial Development	Escrow \$500; City administrative fee - \$50/acre; Minimum \$100
Zone B: Commercial & Industrial Development	Escrow \$200; City administrative fees - \$25/acre; Minimum \$25
Zone C: Commercial	Escrow \$100; City administrative fees - \$25/acre; Minimum \$25
Resubmittal Fees	One half of appropriate administrative fees
<b>Inspections:</b>	
Zone A: Preliminary Plat & Land Divisions	\$150
Zone A: Other Single & Two-family Homes	\$5
Zone A: Commercial & Industrial Development	\$150
Zone B: Commercial & Industrial Development	\$75
Zone C: Commercial	\$20
Zone A – C: Other	\$10
New Permit if original permit revoked	Amount equal to cost of Preliminary Review & Inspection fees
Financial Guarantee:	Fees paid prior to obtaining building or construction permit
Required for development of 5 acres or more of undisturbed land; and/or undisturbed land within 500 feet of wetland or stream	An amount equal to 20% of estimated costs for storm run-off facilities and site grading

## **City of Cedar Springs Storm Water Ordinance**

**A complete copy of the City of Cedar Springs' Storm Water Ordinance is available online at [www.cityofcedarsprings.org](http://www.cityofcedarsprings.org) and states, in part, the following:**

### **Section 14-227 Permit Required**

(a) A developer shall not engage in any development without first receiving a storm water permit from the City of Cedar Springs pursuant to Section 79.263; provided however, that the City Manager may waive permit requirements for the construction, addition, extension or modification of single-family or two-family detached dwellings and their appurtenances; provided however that such waivers shall be accompanied by the City Manager's written finding that the proposed development will not result in adverse storm water runoff. The finding of the City Manager may be based on or supported by information obtained from the Zoning Administrator, the Code Enforcement Official and/or the City Engineer.

### **Section 14-230 Storm Water Permit Fees**

(a) All expenses and costs incurred by the City of Cedar Springs directly associated with processing, reviewing and approving or denying a storm water permit application shall be paid (or reimbursed) to the City of Cedar Springs from the funds in a separate escrow account established by the Developer, as provided in subsection (b.) The City may draw funds from a Developer's escrow account to reimburse the City for out-of-pocket expenses incurred by the City relating to the application. Such reimbursable expenses include, but are not limited to, expenses related to the following:

- (1) Services of the City Attorney directly related to the application.
- (2) Services of the City Engineer directly related to the application.
- (3) Services of other independent contractors working for the City of Cedar Springs which are directly related to the application.
- (4) Any additional public hearings, required mailings and legal notice requirements necessitated by the application.

(b) At the time a Developer applies for a storm water permit, the Developer shall deposit with the City Clerk, as an escrow deposit, an initial amount as determined by resolution of the City Council for such matters and shall provide additional amounts as requested by the City in such increments as are specified in said resolution. Any excess funds remaining in the escrow account after the application has been fully processed, reviewed, and the final City denial or 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 City's 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 the additional amount needed to restore the account to the required amount 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 City.

### **Sec. 14-231 Construction Site Runoff Controls**

Prior to making any earth change on a development site regulated by this ordinance, the Developer 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 shall install storm water runoff facilities and shall phase the development activities so as to prevent construction site storm water runoff and off-site sedimentation. During all construction activities on the development site, the City Engineer may inspect the development site to ensure compliance with the approved construction site runoff controls.

### **Sec. 14-232 Financial Guarantee**

(a) The City Engineer shall not approve a storm water permit until the Developer submits to the City, in the form and amount satisfactory to the City, 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 79.264(8), the City may release the letter of credit, or other financial guarantee subject to final City acceptance and approval.

(b) Except as provided in subsection (c), the amount of the financial guarantee shall be as determined by the City Council in a Resolution of Fees for City Services, unless the City 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 the amount established by Resolution of City Council is appropriate, the City shall consider the size and type of the development, the size and type of the on-site water system and the nature of the off-site storm water runoff facilities the development will utilize.

(c) The City Manager may reduce or waive the amount of the financial guarantee for a development that will not increase the percentage of impervious surface of the development site by more than ten percent (10%).

(d) This ordinance shall be construed or interpreted as relieving a developer 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 development's impact on a drain consistent with adopted design standards.

**Sec. 14-233 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 City may issue a Certificate of Occupancy if an acceptable letter of credit or other financial guarantee has been submitted to the City, for the timely and satisfactory construction of all storm water runoff facilities and site grading in accordance with the approved drainage plan.

**Sec. 14-234 No Change in Approved Facilities**

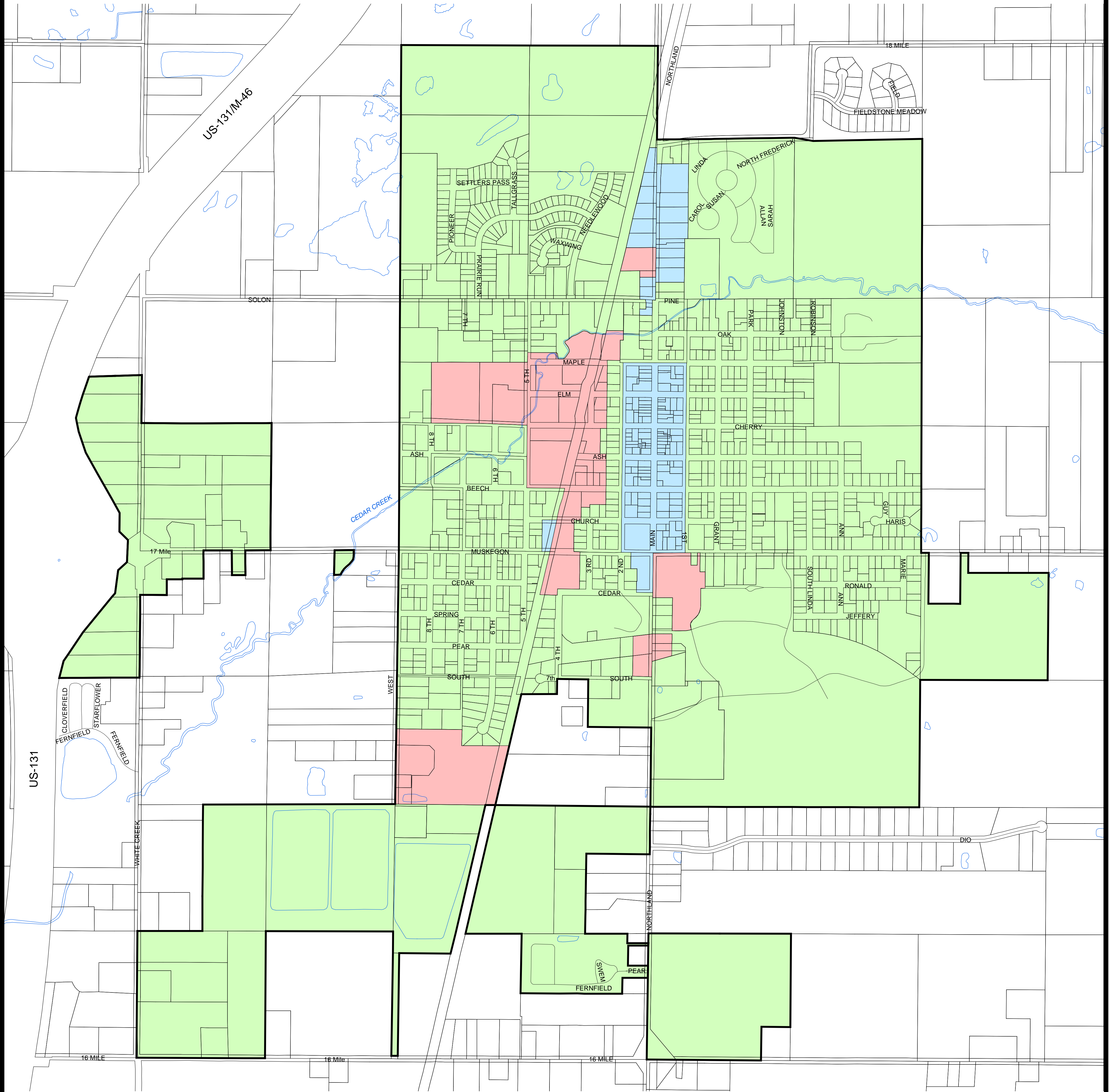
Storm water runoff facilities, after construction and approval, shall be maintained in good condition, in accordance with the approved drainage plan, and shall not be subsequently altered, revised or replaced except in accordance with the approved drainage plan, or in accordance with approved amendments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

**Sec. 14-235 Terms and Conditions of Permits**

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



0 500 Feet



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DATA SOURCES: BASE MAP, REGIS.  
STORM ZONES, CITY OF CEDAR SPRINGS, 2004.

LEGEND

- ZONE A
- ZONE B
- ZONE C

APPENDIX A- Storm Water Management Zones  
Adopted by Ordinance 125 of the City of Cedar Springs  
on September 9, 2004

PROJECT NO. G0408A
SHEET NO. <b>1</b>

**CITY OF CEDAR SPRINGS**  
KENT COUNTY, MICHIGAN

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**STORM WATER MANAGEMENT PLAN**

**ftc&h**  
Fishbeck, Thompson, Carr & Huber  
Engineers • Scientists • Architects  
Grand Rapids, Michigan (616) 575-3824  
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10/12/2004	ISSUED	Drawn By MCL
6/9/2004	DRAFT	Designer MLB
		Manager MLB
		MLB

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Scale(s) indicated are not accurate for any other size.