

# CHARTER TOWNSHIP OF COMSTOCK

# Agenda Item



## Site Plan Review Application To The Township Planning Commission

**Applicant:** \_\_\_\_\_

(Please Print)

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

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

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

**Legal Owner of Property** (if different from above):

**Name/Contact:** \_\_\_\_\_

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

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

**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** (\_\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_\_) \_\_\_\_\_

Owner has consented to this application: (\_\_\_\_) Yes (\_\_\_\_) No

**Intended Use of Property:** \_\_\_\_\_

**Property Size/Dimensions (or attached sketch:** \_\_\_\_\_

**Access:** (\_\_\_\_) Yes (\_\_\_\_) No

I grant permission for Township Officials to walk the site.

**Fee Schedule:**

Site work Only or Structures 2,000 SF or less \$ 500.00

Structures 2,001 – 5,000 SF \$ 750.00

Structures 5,001 SF & More \$1,000.00

**Compliance: All applicants are required to submit:**

- A completed copy of this Site Plan Review Application
- Appropriate fee
- 14 Copies of Site Plan

**Fee:** \$ \_\_\_\_\_ (**Ck #:** \_\_\_\_\_)  
**Amount Paid**

**Township Official Handling Payment:** \_\_\_\_\_  
**Official Initials**

I (We) or a representative of my (our) behalf will attend the hearing to provide information and answer questions. It is understood the meeting will be open to all interested persons.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

I (We), the above signed, do hereby submit this application to the Charter Township of Comstock Planning Commission for the purpose of obtaining a Special Exception Use Permit. In making this application, I (We) acknowledge that the Township Planning Commission has discretion to impose reasonable terms & conditions as a condition of issuance of such permit.

Each item completed is to be checked to show compliance with Ordinance.

Reference: Article 22.00, Sec. 22.02.t Comstock Township Zoning Ord.

## MANDATORY REQUIREMENTS FOR SITE PLAN SUBMISSION REVIEW

### Site Plan Drawing Checklist

#### PARCEL:

- |   |  |
|---|--|
| <input type="checkbox"/> Legal description (addendum, if necessary) is provided | <input type="checkbox"/> Curbs                           |
| <input type="checkbox"/> Dimensions of site area are shown                      | <input type="checkbox"/> Exterior lighting               |
| <input type="checkbox"/> Cross streets indicated (if within scale)              | <input type="checkbox"/> Buildings-existing and proposed |
| <input type="checkbox"/> Drives   | <input type="checkbox"/> Signs                           |
| <input type="checkbox"/> Fences   | <input type="checkbox"/> Rubbish receptacles             |
| <input type="checkbox"/> Storm sewer location, size and inlets                  | <input type="checkbox"/> Recreation areas                |
| <input type="checkbox"/> Sidewalks  | <input type="checkbox"/> Walls                           |
| <input type="checkbox"/> Screening  | <input type="checkbox"/> Load/unload areas               |
| <input type="checkbox"/> On-site surface drainage provision                     | <input type="checkbox"/> Underground storage tanks       |

#### SETBACKS:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Front yard | <input type="checkbox"/> Distance between buildings on site       |
| <input type="checkbox"/> Rear yard  | <input type="checkbox"/> Building meets size requirements of zone |
| <input type="checkbox"/> Side yard  |   |

#### PARKING:

- |  |  |
|--|--|
| <input type="checkbox"/> Total spaces required | <input type="checkbox"/> Handicap              |
| <input type="checkbox"/> Standard              | <input type="checkbox"/> Method of calculation |

#### ELEVATIONS: Finished floor elevations for existing and proposed structures within 100 ft of site

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> All locations are shown | <input type="checkbox"/> All heights are shown | <input type="checkbox"/> Floor elevations are shown |
|--|--|---|

#### LANDSCAPING:

- |   |   |
|---|---|
| <input type="checkbox"/> Tree conservation is shown | <input type="checkbox"/> A general landscaping plan is provided |
| <input type="checkbox"/> Separate drawing or        | <input type="checkbox"/> Primary drawing                        |

#### UTILITIES: Size and location of existing and proposed are shown for the following:

- |                                |                                    |  |                                |   |
|--------------------------------|------------------------------------|--|--------------------------------|---|
| <input type="checkbox"/> Water | <input type="checkbox"/> Gas Mains | <input type="checkbox"/> Fire Hydrants | <input type="checkbox"/> Sewer | <input type="checkbox"/> Electric Lines |
|--------------------------------|------------------------------------|--|--------------------------------|---|

#### PLAN DRAWING:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Name and address of owner/developer/designer | <input type="checkbox"/> Scale: 1"=20' for property under 3 acres | <input type="checkbox"/> Scale: 1"=100' property 3 acres & over |
| <input type="checkbox"/> Date   | <input type="checkbox"/> "North" Arrow                            |   |

#### BUILDINGS/VIEWS:

- |  |   |
|--|---|
| <input type="checkbox"/> Building(s) sizes and locations | <input type="checkbox"/> Floor plans                      |
|  | Elevation views of front and sides (if multi-family site) |

#### CONTOURS: USGS, or assumed datum was used to show (expansion projects without contour changes not required)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Existing  | <input type="checkbox"/> Proposed |
| (Including grades at property, building corners, and street center line) |                                   |

#### CERTIFICATION:

- |  |  |
|--|--|
| <input type="checkbox"/> Professional seal | <input type="checkbox"/> Signature of a Professional Engineer/Architect/Registered Land Surveyor |
|--|--|

Applicant: \_\_\_\_\_

Submitted by (if other than Applicant): \_\_\_\_\_

**ATTACHED IS A PERMIT INFORMATION CHECKLIST.** The Township has provided you with this list for your information and use. **If applicable**, complete this checklist and submit it along with your Site Plan Application for Planning Commission review. Attach any additional information or permits you feel may be pertinent to your application process.

The Department of Natural Resources and Department of Environmental Quality (MDEQ) have been combined into what is now the Department of Natural Resources and Environment (DNRE). The attached list, prepared by the DEQ, contains key questions to help you identify what departmental permits, licenses, or approvals of a permit-like nature might be needed for a project.

By contacting the appropriate offices, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the process.

While their list covers the existence of permits and approvals required from the DNRE, it is not a comprehensive list of all legal responsibilities (i.e. planning requirements and chemical storage regulations may apply). A useful way to learn whether any other requirements will apply we suggest referring to the Self Environmental Assessment in the Michigan Manufacturers Guide, online at: [http://www.michigan.gov/deq/0,1607,7-135-3310\\_4148-15820--,00.html](http://www.michigan.gov/deq/0,1607,7-135-3310_4148-15820--,00.html)

For your information and assistance we have attached a contact list of various state and local divisions as well as a Guide to DNRE Divisions & Offices.

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**PLEASE ALSO COMPLETE THE FOLLOWING:**

Please list hazardous substances expected to be used, stored or generated on-site.

- a. Quantities should reflect maximum volumes on-site at any one time.
- b. Attach additional pages, if necessary to LIST ALL hazardous substances.

Common or Trade Name	Chemical Components	Form	Maximum Quantity	Storage
1.				
2.				
3.				
4.				
5.				

**Key:**

<u>Form</u>	<u>Storage</u>	
L = Liquid, S = Solid, G = Gas	AST = Aboveground Storage Tank	UST = Underground Storage Tank
PL = Pressurized Liquid	D = Drum CY = Cylinder	MC = Metal Container
PG = Pressurized Gas	WC = Wooden Container	PT = Portable Tank

**Does your project involve connection to a sanitary sewer that involves any hazardous and/or industrial chemicals, or wastewater or waste in any quantity to be discharged to the Kalamazoo Wastewater Treatment Plant?**

YES     NO    Pretreatment may be required therefore you need to contact the City of Kalamazoo.

**Kalamazoo County Permitting/Licensing Agencies**

201 West Kalamazoo Ave, Rm 202  
 Kalamazoo MI 49007  
 Ph (269) 384-8117  
 Fx (269) 383-8920

Soil Erosion Sediment Control (CEA) Kellie Layman <a href="http://www.kalcounty.com/drain/soil.htm">http://www.kalcounty.com/drain/soil.htm</a>	Drain Commission (APA) Patricia Crowley, Drain Commissioner <a href="http://www.kalcounty.com/drain/permits.htm">http://www.kalcounty.com/drain/permits.htm</a>
Road Commission (APA) Joanne Johnson, Director 3801 East Kilgore Rd Kalamazoo MI 49001 Ph (269) 381-3171 Fx (269) 381-1760 <a href="http://www.kcrc-roads.com/forms.shtml">http://www.kcrc-roads.com/forms.shtml</a>	Health & Community Services Department Environmental Health Division (269) 373-5210 Nazareth Complex Environmental Health Bureau P.O. Box 42, Nazareth MI 49074-0042 3299 Gull Rd, G-11, Kalamazoo, MI 49048 Ph (269) 373-5337 Fx (269) 373-5333 <a href="http://www.kalcounty.com/EH/permits.htm">http://www.kalcounty.com/EH/permits.htm</a>

CEA=County Enforcing Agency    MEA=Municipal Enforcing Agency    APA=Authorized Public Agency

City of Kalamazoo-Public Services	MDEQ-Kal. District Office	State of Michigan
<a href="http://www.kalamazoocity.org/portal/pubserve.php">http://www.kalamazoocity.org/portal/pubserve.php</a> 415 Stockbridge Kalamazoo, MI 49001 Ph (269) 337-8808 Fx (269) 337-8533	7952 Adobe Rd Kalamazoo, MI 49009-5026 Ph (269) 567-3500 Fx (269) 567-9440 Remediation and Redevelopment Division, Water Bureau, Environmental Science & Services, Land & Water Management, and Waste and Hazardous Materials Fx (269) 567-3555 Air Quality	Department of Natural Resources and Environment Constitution Hall, 525 West Allegan St Lansing, Michigan 48913 <b>Or</b> PO Box 30473, Lansing, Michigan 48909-7973 Phone (517) 373-7917  <b>DEQ Divisions:</b> - Air Quality (AQD) 3 <sup>rd</sup> Floor, North Tower (517) 373-7023 - Environmental Science and Services (ESSD) 1 <sup>st</sup> Floor, North Tower (517) 335-2419 - Land & Water Management (LWMD) 1 <sup>st</sup> Floor, South Tower (517) 373-1170 - Office of Geological Survey (OGS) 1 <sup>st</sup> Floor, South Tower (517) 241-1515 - Remediation and Redevelopment (RRD) 3 <sup>rd</sup> & 4 <sup>th</sup> Floors, South Tower (517) 373-9837 - Waste and Hazardous Waste (WHMD) Atrium Level, North Tower (517) 335-2690 Underground Storage Tanks Storage Tank Unit (517) 335-7211 - Water Bureau (WB) 2 <sup>nd</sup> Floor, South Tower (517) 241-1300



# PERMIT INFORMATION

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what departmental permits, licenses, or approvals of a permit-like nature may be needed for a project. By contacting the appropriate offices listed below, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities (i.e. planning requirements and chemical storage regulations may apply). A useful way to learn whether any other requirements will apply is to go through the Self Environmental Assessment in the Michigan Manufacturers Guide, online at: [http://www.michigan.gov/deq/0,1607,7-135-3310\\_4148-15820--,00.html](http://www.michigan.gov/deq/0,1607,7-135-3310_4148-15820--,00.html).

KEY QUESTIONS: (DEQ Permit and Licensing Guidebook Chapter)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes," refer to the DEQ Permit and Licensing Guidebook Section(s), the Web Page, or Call the Program:
<b>CONSTRUCTION PERMITS</b>			
<b>Permit to Install:</b> Does the project involve installation, construction, reconstruction, relocation, or alteration of any process equipment (including <b>air pollution control equipment</b> ) which has the potential to emit air contaminants? (Permit Guidebook Chapter <a href="#">5.1.3</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Permit Section, 517-373-7023
<b>Asbestos Notification:</b> Does the project involve renovating or demolishing all or portions of a building? (Notification is required for all renovations and demolitions, even if the structure never contained asbestos.)	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , AQD Asbestos NESHAP Program 517-373-7064
<b>Soil Erosion and Sedimentation Control (SESC):</b> Does the project involve an earth change activity within 500 feet of a lake or stream, or will the project disturb an area greater than one acre in size? (Permit Guidebook Chapter <a href="#">5.3.5</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact Your Local SESC Agency: <a href="http://www.deq.state.mi.us/sesca/">http://www.deq.state.mi.us/sesca/</a> <a href="#">Web</a> , WB, SESC Program, 517-335-3178
Does the project involve <b>construction</b> which will disturb one or more acre that comes into contact with <b>storm water</b> that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office
Does the project involve <b>construction</b> or alteration of any <b>sewage collection or treatment</b> facility? (Permit Guidebook Chapter <a href="#">5.3.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate District Office, WB, Part 41 Construction Permit Program
Does the project involve <b>construction</b> of a <b>community water supply</b> well or the extension of a water supply from an existing water system? (Permit Guidebook Chapter <a href="#">5.3.2</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WB, Community Water Supply Program
Does the project involve <b>construction</b> of a <b>water supply well</b> (a private, irrigation, process, or public water well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact a <a href="#">Registered Well Driller</a> , <a href="#">Web</a> , <a href="#">Local Health Department Contacts</a> , Non Community Water Supply, <a href="#">Web</a>
Does the project involve construction of a facility that landfills, transfers, or processes of any type of <b>solid non-hazardous waste</b> on-site, or places <b>industrial residuals/sludge</b> into or onto the ground? (Permit Guidebook Chapter <a href="#">5.4.1</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the construction of an on-site treatment, storage, or disposal facility for <b>hazardous waste</b> ? (Permit Guidebook Chapter <a href="#">5.4.2</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	<a href="#">Web 5.4.2</a> , WHMD, Hazardous Waste Section, 517-373-9875
<b>CONSTRUCTION PERMITS (LAND/WATER FEATURE)</b>			
Does the project involve filling, dredging, placement of structures, draining, or use of a <b>wetland</b> ? (Permit Guidebook Chapter <a href="#">5.5.6</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, <a href="#">Web</a> ), <a href="#">Web</a> Land & Water Management Division (LWMD), Permit Consolidation Unit, 517-373-9244
<b>Storm Water Discharge to Wetlands:</b> Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development? (Permit Guidebook Chapter <a href="#">5.5.6</a> )	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, <a href="#">Web</a> ), <a href="#">Web</a> LWMD, Permit Consolidation Unit, 517-373-9244

<b>Great Lakes:</b> Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes? (Permit Guidebook Chapter <a href="#">5.5.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
<b>Inland Lakes and Streams:</b> Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody? (Permit Guidebook Chapter <a href="#">5.5.7</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
<b>Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes:</b> Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody? (Permit Guidebook Chapters <a href="#">5.5.7</a> & <a href="#">5.5.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.7</a> , <a href="#">Web5.5.1</a> LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year <b>floodplain</b> of a watercourse? (Permit Guidebook Chapter <a href="#">5.5.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a building or septic system in a designated Great Lakes <b>high risk erosion area</b> ? (Permit Guidebook Chapter <a href="#">5.5.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve dredging, filling, grading, or other alteration of the soil, vegetation, or natural drainage, or placement of permanent structures in a designated <b>environmental area</b> ? (Permit Guidebook Chapter <a href="#">5.5.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.1</a> , <a href="#">Web5.5.4</a> , <a href="#">Web5.5.6</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated <b>critical dune area</b> ? (Permit Guidebook Chapter <a href="#">5.5.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web</a> , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a <b>dam</b> , weir or other structure to impound flow? (Permit Guidebook Chapters <a href="#">5.5.7</a> & <a href="#">5.5.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application <a href="#">Web</a> ), <a href="#">Web5.5.7</a> , <a href="#">Web5.5.8</a> , LWMD, Dam Safety Program, 517-241-9862
<b>CONSTRUCTION PERMITS (SECTOR SPECIFIC)</b>		
Does the project involve a <b>subdivision or site condominium</b> project utilizing individual on-site subsurface disposal systems or individual wells? (Permit Guidebook Chapter <a href="#">5.3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1345
Does the project involve the construction or modification of a <b>campground</b> ? (Permit Guidebook Chapter <a href="#">5.3.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1340
Does the project involve the construction or modification of a <b>public swimming pool</b> ? (Permit Guidebook Chapter <a href="#">5.3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
<b>OPERATIONAL PERMITS</b>		
<b>Renewable Operating Permit:</b> Does your facility have the potential to <b>emit</b> any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous <b>air pollutant</b> ; or 25 tons per year or more of any combination of hazardous <b>air pollutants</b> ? (Permit Guidebook Chapter <a href="#">5.1.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Permit Section, 517-373-7023
<b>NPDES:</b> Does the project involve the <b>discharge of any type of wastewater</b> to a storm sewer, drain, lake, stream, or other <b>surface water</b> ? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Appropriate District Office, or National Pollutant Discharge Elimination (NPDES) Permit Program 517-241-1346
Does the facility have <b>industrial</b> activity that comes into contact with <b>storm water</b> that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter <a href="#">5.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office

Does the project involve the <b>discharge of wastewaters</b> into or onto the <b>ground</b> (e.g. subsurface disposal or irrigation)? (Permit Guidebook Chapter <a href="#">5.2.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Groundwater Permits Program, 517-373-8148
Does the project involve the drilling or deepening of <b>wells for waste disposal</b> ? (Permit Guidebook Chapter <a href="#">5.7.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve landfilling, transferring, or processing of any type of <b>solid non-hazardous waste</b> on-site, or placing <b>industrial residuals/sludge</b> into or onto the ground? (Permit Guidebook Chapter <a href="#">4.4.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the on-site treatment, storage, or disposal of <b>hazardous waste</b> ? (Permit Guidebook Chapters <a href="#">4.4.3</a> , & <a href="#">4.4.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Hazardous Waste Section, 517-373-9875
Does the project require a <b>site identification number</b> (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? ( <a href="#">Web Site</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD, Appropriate DEQ District Office
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of <b>radioactive material</b> in any form?	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Radioactive Material and Standards Unit, 517-241-1275
Do you desire to develop a <b>withdrawal</b> of over 2,000,000 gallons of <b>water</b> per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways? (Permit Guidebook Chapter <a href="#">5.2.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Source Water Protection Unit, 517-241-1318
<b>CHEMICAL ADDITION PROJECTS</b>		
Are you using <b>chemicals</b> or materials in, or in contact with, <b>drinking water</b> at any point in the <b>water works system</b> ? (Permit Guidebook Chapter <a href="#">5.2.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Appropriate District Office, Public Water Supply Program 517-241-1318
Are you applying a chemical treatment for the purpose of <b>aquatic nuisance control</b> (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (Permit Guidebook Chapter <a href="#">5.2.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Aquatic Nuisance Control and Remedial Action Unit 517-241-7734
Are you applying materials to a water body for a <b>water resource management project</b> (i.e. mosquito control treatments, dye testing, or fish reclamation projects)? (Permit Guidebook Chapter <a href="#">5.2.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Surface Water Assessment Section 517-373-2190
<b>OPERATIONAL PERMITS (SECTOR SPECIFIC)</b>		
Does the project involve the <b>transport</b> of some other facility's non-hazardous <b>liquid waste</b> ? (Permit Guidebook Chapter <a href="#">4.2.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Transporter Program, 586-753-3850
Does the project involve the <b>transport hazardous waste</b> ? (Permit Guidebook Chapter <a href="#">4.2.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Transporter Program, 586-753-3850
Does your facility have an <b>electric generating unit</b> that sells electricity to the grid and burns a fossil fuel? (Permit Guidebook Chapter <a href="#">5.1.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , AQD, Acid Rain Permit Program, 517-373-7023
Is the project a <b>dry cleaning establishment</b> utilizing perchloroethylene or a flammable solvent in the cleaning process? (Permit Guidebook Chapter <a href="#">4.1.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , DEQ, Air Quality Division (AQD), 517-241-1324
Does your <b>laboratory test potable water</b> as required for compliance and monitoring purposes of the Safe Drinking Water Act? (Permit Guidebook Chapter <a href="#">4.1.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , ESSD, Laboratory Services Section 517-335-9800

Does the project involve the generation of <b>medical waste</b> or a facility that treats medical waste prior to its disposal? (Permit Guidebook Chapter <a href="#">4.1.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Waste and Hazardous Materials Division (WHMD), Medical Waste Regulatory Program 517-241-1320
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of <b>septage</b> or sewage sludge into or onto the ground? (Permit Guidebook Chapter <a href="#">4.2.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Septage Program 517-241-1318
Do you store, haul, shred or process <b>scrap tires</b> ? (Permit Guidebook Chapters <a href="#">4.2.2</a> or <a href="#">4.4.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section 517-241-2924
Does the project involve the operation of a <b>public swimming pool</b> ? (Permit Guidebook Chapter <a href="#">4.1.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
Does the project involve the operation of a <b>campground</b> ? (Permit Guidebook Chapter <a href="#">4.1.6</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, 517-241-1340
Do you engage in the business of <b>hauling bulk water</b> for drinking or household purposes (except for your own household use)? (Permit Guidebook Chapter <a href="#">4.2.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, DWEHS, Noncommunity Unit, 517-241-1370
Does the project involve composting over 200 cubic yards of yard clippings? (Permit Guidebook Chapter <a href="#">4.4.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section 517-241-2924
<b>STORAGE TANKS (CONSTRUCTION AND OPERATION)</b>		
Does the project involve the installation of an <b>aboveground storage tank</b> for a flammable or combustible liquid (under 200 degrees Fahrenheit)? (Permit Guidebook Chapter <a href="#">4.3.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, Storage Tank and Solid Waste Section (STSWS), 517-335-7211
Does the project involve the installation of a <b>compressed natural gas dispensing station</b> with storage? (Permit Guidebook Chapter <a href="#">4.3.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the installation of a <b>liquefied petroleum gas</b> container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons? (Permit Guidebook Chapter <a href="#">4.3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the installation, removal, or upgrade of an <b>underground storage tank</b> containing a petroleum product or a hazardous substance? (Permit Guidebook Chapter <a href="#">4.3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WHMD, STSWS, 517-335-7211
Does the project involve the <b>installation</b> of a <b>hydrogen system</b> ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD STSWS, 517-335-7211
<b>PERSONAL LICENSES/CERTIFICATIONS</b>		
Are you designated by your facility to be the <b>Certified Operator</b> to fulfill the requirements of a wastewater discharge permit ( <b>NPDES including Storm Water or Groundwater</b> )? (Permit Guidebook Chapters <a href="#">3.1</a> , <a href="#">3.2</a> , & <a href="#">3.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	Hotlink to Program Web Page (Web) <a href="#">Web3.1</a> , <a href="#">Web3.2</a> , Environmental Science and Services Division (ESSD), Operator Training 517-373-4755 and, <a href="#">Web3.5</a> Water Bureau (WB), Storm Water Program 517-241-8993
Are you a <b>drinking water operator</b> in charge of a water treatment or water distribution system, back-up operator, or shift operator? (Permit Guidebook Chapter <a href="#">3.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , ESSD, Operator Training 517-241-7199
Are you a <b>water well</b> drilling contractor, pump installer, <b>dewatering well</b> contractor or dewatering well pump installer? (Permit Guidebook Chapter <a href="#">3.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , WB, Well Construction Unit 517-241-1377

**OIL, GAS AND MINING**

Do you want to operate a <b>central production facility</b> (applies to oil and gas production facilities where products of diverse ownership are commingled)? (Permit Guidebook Chapter <a href="#">4.1.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Office of Geological Survey (OGS), Petroleum Geology and Production Unit 517-241-1515
Does the project involve the removal of sand from a <b>sand dune area</b> within two (2) miles of a Great Lakes shoreline? (Permit Guidebook Chapter <a href="#">5.6.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , Office of Geological Survey (OGS), Minerals and Mapping Unit, 517-241-1542
Does the project involve the diversion and control of water for the mining and processing of <b>low-grade iron ore</b> ? (Permit Guidebook Chapter <a href="#">5.6.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the surface or open-pit mining of <b>metallic mineral deposits</b> ? (Permit Guidebook Chapter <a href="#">5.6.3</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the mining of <b>nonferrous mineral deposits</b> at the surface or in underground mines? (Permit Guidebook Chapter <a href="#">5.6.4</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve mining <b>coal</b> ? (Permit Guidebook Chapter <a href="#">5.6.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1542
Do you want to change the status of an <b>oil or gas</b> well (i.e. plug the well)? (Permit Guidebook Chapter <a href="#">5.7.1</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve drilling of <b>oil, gas, brine disposal, secondary recovery, or hydrocarbon</b> storage wells? (Permit Guidebook Chapter <a href="#">5.7.2</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve plugging or deepening of an <b>oil or gas</b> well, or conveying rights in the well as an owner to another person? (Permit Guidebook Chapter <a href="#">5.7.3</a> , <a href="#">5.7.4</a> & <a href="#">5.7.5</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve changing the status or plugging of a <b>mineral well</b> ? (Permit Guidebook Chapter <a href="#">5.7.6</a> & <a href="#">5.7.7</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve the drilling or deepening of <b>wells for brine production, solution mining, storage, or as test wells</b> ? ( <a href="#">5.7.8</a> )	Y <input type="checkbox"/> N <input type="checkbox"/>	<a href="#">Web</a> , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have <b>radioactive levels</b> above background?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD Radioactive Material and Standards Unit, 517-241-1275

**ENVIRONMENTAL ASSISTANCE CENTER: 1-800-662-9278**



# Guide to DEQ Divisions & Offices

Protecting Michigan's Environment, Ensuring Michigan's Future

Jennifer M. Granholm, Governor • Steven E. Chester, Director

Michigan Department of Environmental Quality

**MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY**  
CONSTITUTION HALL  
525 WEST ALLEGAN STREET  
LANSING MI 48913

**AIR QUALITY DIVISION**

3<sup>rd</sup> Floor, North Tower  
517-373-7023

**ENVIRONMENTAL SCIENCE AND SERVICES DIVISION**

1<sup>st</sup> Floor, North Tower  
517-335-2419

**FINANCIAL AND BUSINESS SERVICES DIVISION**

5<sup>th</sup> Floor, South Tower  
517-241-7427

**LAND AND WATER MANAGEMENT DIVISION**

1<sup>st</sup> Floor, South Tower  
517-373-1170

**OFFICE OF GEOLOGICAL SURVEY**

1<sup>st</sup> Floor, South Tower  
517-241-1515

**OFFICE OF THE GREAT LAKES**

6<sup>th</sup> Floor, South Tower  
517-335-4056

**REMEDIATION AND REDEVELOPMENT DIVISION**

3<sup>rd</sup> & 4<sup>th</sup> Floors, South Tower  
517-373-9837

**WASTE AND HAZARDOUS MATERIALS DIVISION**

Atrium Level, North Tower  
517-335-2690

**WATER BUREAU**

2<sup>nd</sup> Floor, South Tower  
517-241-1300

**ADMINISTRATIVE OFFICES**

6<sup>th</sup> Floor, South Tower

**Executive Division** 517-373-7917

**Office of Administrative Hearings**  
517-335-4226  
(Atrium Level, South Tower)

**Office of Business Services** 517-241-7427

**Office of Civil Enforcement Coordination** 517-241-8010

**Office of Communications and Education**  
•Communications 517-241-7397  
•Environmental Educ. 517-373-2379

**Office of Criminal Investigations** 517-335-3434

**Office of Financial Management** 517-241-8010

**Office of Human Resources** 517-335-1100

OCTOBER 2006

The Michigan Department of Environmental Quality (DEQ) protects and enhances Michigan's environment and public health. As stewards of Michigan's environmental heritage, the DEQ works on behalf of the people of the Great Lakes state for an improved quality of life and a sustainable future. In service to the public, we administer programs and enforce laws that protect public health and promote the appropriate use of, limit the adverse effects on, and restore the quality of the environment. We encourage voluntary actions to enhance our natural resources and the environment. We preserve biologically diverse, rare, sensitive, or endangered plants, animals, and ecosystems through identification, education, management, and public/private partnerships and initiatives. We advance environmental protection through innovation and improvements to regulations and programs.

## [Air Quality Division](#)

The Air Quality Division (AQD) works with business and industry air pollution sources and with the general public to help maintain compliance with statutes that minimize adverse impacts on human health and the environment. Staff work to identify and reduce existing outdoor air pollution problems and to prevent significant deterioration of the air quality through air emission control programs, air monitoring, control strategy planning, permit issuance, and inspection of air emission sources. Contact the **Air Quality Division** at **517-373-7023**.

## [Environmental Science and Services Division](#)

The Environmental Science and Services Division (ESSD) oversees a number of outreach and assistance services leading to improvement in environmental quality, with an emphasis on pollution prevention. The ESSD provides services related to all environmental programs administered by the DEQ. The seven main service areas in the ESSD are compliance assistance, environmental assistance, financial assistance, incentive programs, laboratory services, pollution prevention, and training. Contact the **Environmental Assistance Center** at **800-662-9278** and the **Environmental Science and Services Division** at **517-335-2419**.

## [Financial and Business Services Division](#)

The Financial and Business Services Division (FBSD) is responsible for providing consistent financial and administrative controls, policy direction, and general operational support throughout the entire DEQ Lansing and field-based organizational structure. FBSD administrative functions supporting all DEQ programs include budget development, financial oversight, accounting, revenue and cashing, federal aid, field operations, human resource management, labor relations, performance management, the MI-360 Evaluation Program, employment law administration, health and safety programs, disability management, soft-skills training, timekeeping and payroll, DEQ-DNR-MDA Leadership Academy, Freedom of Information Act, procurement and contracting, space management, policy and procedure development, strategic planning, records management, and electronic forms management. Organizationally, FBSD consists of three offices: Office of Business Services, Office of Financial Management, and Office of Human Resources. Contact the **Financial and Business Services Division** at **517-241-7427**.

## [Land and Water Management Division](#)

The Land and Water Management Division (LWMD) administers a variety of programs that help protect sensitive natural resources, including inland lakes and streams, wetlands, floodplains, sand dunes, and the Great Lakes. The LWMD is responsible for promoting the best use of these resources for their social and economic benefits while protecting associated resource values, property rights, the environment, and public health and safety. The LWMD provides technical assistance and regulatory oversight over activities such as dredging or filling wetlands, streams, inland lakes, and the Great Lakes; constructing or dismantling dams; constructing marinas, seawalls, or docks; building in a designated critical sand dune, wetland, or floodplain; and protecting underwater shipwreck resources. Contact the **Land and Water Management Division** at **517-373-1170**.

**DEQ Internet Home Page:**  
www.michigan.gov/deq

**Environmental Assistance Center:**  
800-662-9278

**Pollution Emergencies:**  
800-292-4706

### [Office of Geological Survey](#)

The Office of Geological Survey (OGS) is responsible for assuring the efficient and orderly development of fossil fuel and mineral resources while protecting the environment, property, and public health and safety. The OGS oversees the locating, drilling, operating, and plugging of wells used for exploration and production of oil, gas, brine, and other minerals, including wells for underground storage and waste disposal. The OGS regulates the operation and reclamation of mines for rock products, metallic minerals, industrial sand, and coal. The OGS also develops and distributes a variety of maps, publications, and data on fossil fuels, minerals, and groundwater for industry and public use. Contact the **Office of Geological Survey** at 517-241-1515.

### [Office of the Great Lakes](#)

The Office of the Great Lakes (OGL) was established in 1985 by the Great Lakes Protection Act as the lead agency within state government to develop policies and programs to protect, enhance, and manage the Great Lakes ecosystem. The OGL focuses on toxic and nonpoint source pollution, aquatic invasive species, reviewing diversions of water under the Great Lakes Charter, and habitat protection and restoration. The office manages the Michigan Great Lakes Protection Fund and implements the state management plan for aquatic invasive species. The Director also represents the state in a number of international and interstate organizations including the International Joint Commission's Water Quality Board and the Great Lakes Commission. Contact the **Office of the Great Lakes** at 517-335-4056.

### [Remediation and Redevelopment Division](#)

The Remediation and Redevelopment Division (RRD) administers Part 201, Environmental Remediation; Part 213, Leaking Underground Storage Tanks; and portions of Part 215, Refined Petroleum Fund, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). In addition, the RRD manages portions of the federal Superfund program, established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). Together, these four statutes and the related administrative rules guide the RRD's efforts in the remediation and redevelopment of brownfield sites throughout Michigan. The RRD oversees regulated party cleanups, addresses public health and environmental threats at sites of environmental contamination, and facilitates brownfield redevelopment. The RRD also administers the Qualified Underground Storage Tank Consultant and Certified Professional (QC/CP) Program under Part 215 and the QC/CP rules. Corrective action cleanups required at Part 213 sites must be carried out by a state-certified QC/CP. Further, the RRD coordinates DEQ implementation of the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended. Act 381 provides a method to finance environmental response activities at brownfield sites through tax increment financing. In addition, the RRD manages the Temporary Reimbursement Program for the benefit of certain eligible owners/operators of leaking underground storage tanks who have not completed cleanups. Contact the **Remediation and Redevelopment Division** at 517-373-9837.

### [Waste and Hazardous Materials Division](#)

The Waste and Hazardous Materials Division (WHMD) administers a diverse number of prevention programs to protect the environment and the public's health through proper management of hazardous products; solid, liquid, medical, and hazardous waste; and radioactive materials. The WHMD issues licenses and oversees the operation of hazardous and solid waste disposal areas, regulates the activities of hazardous waste and liquid industrial waste generators and transporters, oversees solid waste planning, regulates the hauling and disposal of scrap tires, and operates a grant program to address abandoned scrap tire piles. Radiological protection programs monitor radioactive materials used in medical, educational, industrial, and governmental facilities. The medical waste program regulates the handling, storage, treatment, and disposal of medical waste. The storage tank program oversees the design, construction, installation, and operations of certain underground storage tanks and aboveground storage tanks storing flammable and combustible liquids, liquefied petroleum gas, and compressed natural gas for the purposes of fire safety and preventing releases of regulated materials. Contact the **Waste and Hazardous Materials Division** at 517-335-2690.

### [Water Bureau](#)

The DEQ water programs establish water quality standards; assess water quality; provide regulatory oversight for all public water supplies; issue permits to regulate the discharge of industrial and municipal wastewaters; and monitor state water resources for water quality, the quantity and quality of aquatic habitat, the health of aquatic communities, and compliance with state laws. The bureau is responsible for plan review and approval for public water supplies, wastewater collection and treatment facilities; campground construction; and public swimming pool construction. Bureau staff assist local health departments with public education, site condominiums, land division and subdivision on-site water supply, sewage disposal issues, and accreditation of local health departments. The bureau also provides oversight to local soil erosion and sedimentation control programs. Well driller/pump installer registration, licenses for transporting septic tank waste, and certificates for registration of water haulers and water hauling containment are provided by the Water Bureau. Contact the **Water Bureau** at 517-241-1313.