Pursuant to the Code of Ordinances of the Charter Township of West Bloomfield, no work (i.e., filling, excavating, clearing, building or locating of any operation, obstruction or structure) may be done in a wetland, floodplain, floodway, watercourse, or within 25 feet of a wetland or watercourse without first obtaining a permit from the West Bloomfield Township Wetland Review Board.

If your project involves work (i.e. landscaping, removal of vegetation, construction, etc.), within an environmental features setback (25 feet from a wetland/watercourse) please complete and return the “Environmental Features Setback Permit Application”. If the permit request involves work within the environmental features setback as well as the floodplain, use the white MDEQ application.

If your project involves work (i.e. seawall, in-water beach sanding, etc.) within a floodway, floodplain, wetlands or watercourse, the Michigan Department of Environmental Quality (MDEQ) “Joint Permit Application” must be completed and filed with the Environmental Department as well as the MDEQ. Applicants must apply directly to the State of Michigan for a permit under the Inland Lakes and Streams Act (1972 P.A. 346, as amended), or the Goemaere-Anderson Wetland Protection Act (1979 P.A. 203, as amended). For more information on the MDEQ’s application procedures, call the Southeast Michigan District Headquarters at (586) 753-3700.

Unless a grading permit is also required, a person engaged in an earth change that disturbs one (1) or more acres of land OR is within five hundred (500) feet of any waters of the state and any wetland shall obtain a soil erosion and sedimentation control (SESC) permit in addition to the wetland/environmental features setback permit. The SESC Permit fee is waived when a wetland/environmental features setback permit is applied for and issued. A “SESC Permit Application” must still be made and permit issued pursuant to Part 91, PA 451 as amended. A letter of authorization from the property owner granting permission for the designated agent to apply for a SESC permit from the Township Development Services Department may be required.

If you are unsure of what application to use, please contact the Development Services Department at (248) 451-4818, to avoid unnecessary delays.

Applications will not be received by the Development Services Department unless all required paperwork is submitted at the same time. (i.e...plans, fees, and application)

Please follow the instructions below when filing a wetland, floodplain or environmental features setback application:

1. Applications must be submitted on the attached form with all information typed or printed in ink. The signatures on the applications must be original. Additional pages may be attached, and any other information furnished which the applicant feels will aid the Board or Commission in reaching their decision.
2. The following fees apply:

<table>
<thead>
<tr>
<th>Type of Improvement/Request</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Permits</td>
<td>$250.00 ($225.00 administrative fee + $25.00 escrow)</td>
</tr>
<tr>
<td>Single Family Properties, Essential Services, and Subdivision Associations</td>
<td>$500.00 ($300.00 administrative fee + $200.00 escrow)</td>
</tr>
<tr>
<td>After the Fact Permit: Single Family Properties, Essential Services, and Subdivision Associations</td>
<td>$800.00 ($600.00 administrative fee + $200.00 escrow)</td>
</tr>
<tr>
<td>Acreage Developments (Commercial, New Plats, Condominiums, etc.)</td>
<td>$2,250.00 ($750.00 administrative fee + $1,500.00 escrow)</td>
</tr>
<tr>
<td>After the Fact Permit: Acreage Developments (Commercial, New Plats, Condominiums, etc.)</td>
<td>$2,750.00 ($1,250.00 administrative fee + $1,500.00 escrow)</td>
</tr>
</tbody>
</table>

Note: The funds deposited in the escrow account are used to cover the costs connected with the application including consultant fees, issuance of the permit and monitoring. Depending on the number of meetings and the scope and complexity of the project, the escrow deposit may be exceeded. Applicants are responsible for any consulting fees over and above the initial escrow account balance, regardless of the outcome of the permit application.
3. For projects to be reviewed for Administrative Approval, submit seven (7) folded copies of a plot plan; drawn to scale, which shows the outline of the lot or lots, wetland areas, existing and proposed structures of land uses including size and setbacks and the work being proposed. Please refer to Section 12-32 of the Floodplain, Floodway, Watercourse and Wetland Protection Ordinance and Section 5.4 of the zoning ordinance for further details.

4. For projects to be reviewed by the Wetlands Review Board, submit twelve (12) folded copies of a plot plan; drawn to scale, which shows the outline of the lot or lots, wetland areas, existing and proposed structures of land uses including size and setbacks. Also, submit twelve folded copies of detailed plans showing the work being proposed. Please refer to Section 12-32 of the Floodplain, Floodway, Watercourse and Wetland Protection Ordinance and Section 5.4 of the zoning ordinance for further details.

5. In filing an application for a permit where removal, depositing, or grading is proposed, an accurate topographical map of the disturbed areas should be drawn to scale not less than 1 inch = 30 feet and must be prepared and certified by a registered landscape architect, land surveyor, or engineer. The topographical map shall contain the following:

   a. Name and address of owner of record of the affected property and of the applicant (if other than the owner of record); location and dimensions of all boundary lines; names of owners of record of adjoining properties and of properties directly across the road; graphic scale, north arrow and date;
   b. Existing contour data for the entire property with a vertical contour interval of no more than five feet, and vertical contour data at an interval of no more than two feet for all areas to be disturbed by the proposed operation, extending for a distance of at least fifty feet beyond the limits of such areas. Indicated elevations shall be based on United States Geological Survey data;
   c. Specification of the extent of all areas to be disturbed, depth to which removal or depositing operations are proposed, and the angle of repose of all slopes of deposited materials and/or sides of channels or excavations resulting from removal operation; and;
   d. An area map at a scale of not less than 1 inch = 200 feet showing property lines, normal high water line boundary and elevation proposed changes in location and extent of existing water courses, flood lands and drainage courses.

6. All applications, plot plans and fees must be filed with the Development Services Department a minimum of four weeks prior to a scheduled meeting. In the event of a backlog of cases, the applicant will be scheduled on the next available meeting. Final scheduling for meetings will be done by the township staff.

7. Regular meetings of the Wetlands Review Board are held the second and fourth Wednesday of every month at 7:30 p.m. YOU OR SOMEONE TO REPRESENT YOU MUST BE PRESENT AT THE MEETING.

8. Permits heard before the Wetland Board - If the request is approved, there will be a 21 day appeal period. During this time, anyone may appeal the decision to the township board. A letter in writing must be addressed and submitted to the Township Clerk along with a check for $250.00. The letter must state the case number and what you are appealing. The Clerk’s Office will schedule you on the next available meeting. If no appeals have been recorded, the permit will then be issued. The permit is valid for one year from the date of approval, unless otherwise specified. A permit from building and engineering may also be required before construction can begin.

9. Administrative Permits - There will be a 21 day public notice period during which parties may submit written objection explaining why the permit application requires further review. For specifics on proposed projects, contact the Development Services Department at (248) 451-4818, or check the permit application postings on the website. If at the end of the 21 days no objections were received, or if the objections were not merited, the permit will be granted. In addition, all permits will be subject to a 21 day appeal period during which the permit holder must wait to begin work. If at the end of this period no appeals were received, the applicant may move forward with the project.

10. If specified as a condition of the permit, a preservation notice will be recorded with the Oakland County Register of Deeds. The recording fee will be deducted from the initial escrow deposit.

11. If an extension of a valid permit is needed, the request must be submitted in writing to the Development Services Department one month prior to the permit expiration date.

12. Reference is made to the West Bloomfield Code of Ordinances, Chapter 12, as amended, the Rules of Procedure for the West Bloomfield Township Floodplain and Wetland Review Board, and Chapter 26, Zoning - Section 5.4, Environmental Features Setback. These ordinances are available at the Development Services Department for a fee.

13. The West Bloomfield ordinances governing floodplain and wetland areas provides for criminal penalties for any violations. Any person who performs any prohibited activity or causes any prohibited activity to be performed within the wetland, watercourse, floodplain area, or within 25 feet of a wetland or watercourse without a permit is subject to a jail term of ninety days and a fine of $500.00 for each day that the violation exists.