



BLOOMFIELD TOWNSHIP

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JOINT WETLAND & FLOODPLAIN PERMIT APPLICATION

ORDINANCE & APPLICATION INFORMATION

Bloomfield Township has the authority to regulate activities within a designated wetland and/or Special Flood Hazard Area (SFHA) under the following Township Ordinances:

- Chapter 10, Article III – Floodplain Development
- Chapter 14, Article V – Wetlands

The above referenced Township Ordinances can be found on the Bloomfield Township website at:

[https://library.municode.com/mi/bloomfield_charter_township_\(oakland_co\)/codes/code_of_ordinances?nodeId=15005](https://library.municode.com/mi/bloomfield_charter_township_(oakland_co)/codes/code_of_ordinances?nodeId=15005). A request to disturb or construct within a designated wetland and/or SFHA requires a Joint Permit Application be applied for. Bloomfield Township has a select number of lakes with local floodplains that are not regulated by the State of Michigan or the Federal Emergency Management Agency (FEMA), but are regulated by Bloomfield Township and will require the issuance of the Township's Joint Permit prior to any disturbance to these local floodplains. Questions regarding which lakes have a local floodplain can be sent to the Engineering and Environmental Services Department. Hard copies of the Joint Permit Application are available at the front desk of the Clerk's Office, Building, Planning, & Ordinance Office, and the Engineering & Environmental Services Office or online at: <https://bloomfieldtwpmi.gov/media/1xjhpqnm/joint-wetland-floodplain-permit-application.pdf>.

Completed applications shall be submitted with payment to the Clerk's Office for processing. Questions regarding the application process should be directed to the Clerk's Office at (248) 433-7702.

PERMIT DISCLAIMER

Approval of the Joint Wetland & Floodplain Permit does not excuse the Applicant from acquiring any and all other permits necessary for construction of the associated project. The Township Board of Trustees must approve any Variance requests from the Floodplain Ordinance, or impacts to the SFHA as part of a commercial development. Any impacts to a wetland as part of a commercial development must be approved by the Township Wetland Board. It is the sole responsibility of the Applicant to confirm that all permits and special board approvals have been acquired prior to the start of work.

Impacts to a wetland, a body of water, or floodplain will consequently impact the Natural Features Setback. The Township regulates a 25 ft. buffer around all water features, referred to as the Natural Features Setback. Proposed projects applied for under this joint application that will also disturb or call for construction within the Natural Features Setback will require a Variance from the Zoning Board of Appeals, if deemed necessary, as well as a Permit from the Planning, Building, & Ordinance Department. These stipulations shall be considered when applying for the Joint Wetland & Floodplain Permit Application.



DEFINITIONS

The following terms are defined in the Bloomfield Township Ordinances and shall be referenced when determining if a Joint Permit Application is required for work affecting wetlands, natural features setbacks, and/or SFHAs.

BASE FLOOD (100-YEAR FLOOD) - the flood having a one (1%) percent chance of being equaled or exceeded in any given year, or of a magnitude that may be equaled or exceeded once in any 100-year period.

FLOOD - a general and temporary condition of partial or complete inundation of normally dry land areas from the unusual and rapid accumulation or runoff of surface waters from any source.

FLOODPLAIN - land that on the basis of available information would be subject to inundation during a base flood event.

FLOODWAY - the channel of a river or other watercourse and the adjacent land areas which must be reserved in order to discharge the base flood.

NATURAL FEATURES – soils, wetlands, floodplain, water bodies, topography, vegetative cover, and geologic formations.

WETLANDS - land characterized by the presence of water at a frequency and duration sufficient to support and that under normal circumstances does support wetland vegetation or aquatic life and is commonly referred to as a bog, swamp or marsh. For purposes of this article, a "wetland" must be two acres, or more, in size, including the area of any contiguous inland lake, pond, river or stream. If the land area is less than two acres in size, it may nonetheless be considered a "wetland" if it is determined that the protection of the area is essential to the preservation of the natural resources of the state from pollution, impairment, or destruction and the owner of the property has been so notified.

FEE INFORMATION

Application Fee- The permit application fee is set by the Board of Trustees. See chart on page 3 for detailed fee listing.

Permit Fee - If upon initial review of the joint permit application pre- and post-construction site inspections are deemed necessary, a permit fee shall be paid prior to the issuance of the permit. If more than two site inspections are required, additional inspections shall be billed upon said inspection (See chart on page 3 for detailed fee listing).

Escrow Deposit- Upon review of the joint permit application, the Engineering & Environmental Services Department will determine if an evaluation by the Township’s consultant is required. Fees to cover the consulting services will not be due at time of application, but rather requested at a later date by the Engineering & Environmental Services Department.

For permit applications necessitating an evaluation by the Township’s consultant, a deposit shall be required by the Applicant and placed in an escrow account. Costs to cover the Township consultant’s time will be paid out of the established escrow account.



After-the-Fact Application Fee – All single-family residential, multi-family or commercial after-the-fact permit applications shall require an application fee.

Fee Category	Fee Amount
Single-Family Residential Floodplain Application Fee	\$365.00
Single-Family Residential Wetland Application Fee	\$330.00
Multi-Family & Commercial Floodplain Application Fee	\$435.00
Multi-Family & Commercial Wetland Application Fee	\$1,650.00
Permit Fee – Residential Floodplain/Wetland (Pre & Post Inspections)	\$100.00
Permit Fee - Commercial Floodplain (Pre & Post Inspections)	\$100.00
Permit Fee - Commercial Wetland (Pre & Post Inspections)	\$105.00
Additional Inspections (if necessary)	\$50.00 each
Single-Family Residential After-the-Fact Permit (Wetland/Floodplain)	\$460.00
Multi-Family & Commercial After-the-Fact Permit (Wetland/Floodplain)	\$620.00
Escrow Deposit (if necessary)	\$500.00
If Application is for JOINT Wetland & Floodplain	Both fees apply

COMPLETED APPLICATION SUBMITTAL CHECKLIST

- Complete all sections of the Joint Permit Application that pertain to the proposed project.
- Provide a letter of authorization if the legal property owner is not the individual who signs the application. A letter of authorization is a letter from the legal landowner(s) authorizing the applicant or agent to apply for the project on their behalf. The letter should include the signature of the landowner(s), the project site address, and a brief description of the project.
- Submit one hard copy and one electronic copy of the plans / drawings meeting the following requirements:
 - WETLAND PLAN SUBMITTAL - Maps and drawings with adequate detail for review. The level of detail required must satisfactorily meet all requirements identified in Section 14-126: Review Standards and Criteria of the Wetland Ordinance by way of vicinity maps, site plans, cross-sectional views, photographs, elevation/survey data, etc.
 - FLOODPLAIN PLAN SUBMITTAL – A site plan, signed and sealed by a registered professional engineer or land surveyor identifying all provisions outlined in Section 10-57: Floodplain Development Regulations of the Floodplain Development Ordinance.
- Payment to Bloomfield Township for all appropriate fees. Check should be made payable to “Bloomfield Township”.
- If applicable, copies of the issued Part 31 (Water Resources Protection), Part 301 (Inland Lakes & Streams), and/or Part 303 (Wetlands Protection) Permits from the Michigan Department of Environmental, Great Lakes, and Energy (EGLE).



JOINT PERMIT APPLICATION

For projects involving site plans or subdivision plats, the applicant shall elect to have the application processed under one of the following two procedures. The **property owner or agent** is to initial **only one** of these two boxes:

- The joint permit application shall be reviewed immediately, either prior to or concurrent with the review of the site plan, subdivision plat, or other proposed land use submitted by the applicant, with the understanding that the land use review may not be completed at the time the decision is rendered on the joint permit application. Election of this alternative may require a re-opening of the joint permit application if it is inconsistent with the Township Board’s approval for the land use.
- The joint permit application shall be reviewed and acted upon with the review of the site plan, subdivision plat, or other proposed land use submitted by the applicant, and the 90-day review period limitation specified in Sec. 6 of Act 203 of the Public Acts of 1979, as amended, is hereby extended accordingly.

Applicant’s Certification (read carefully before signing)

Application is hereby made for a permit to authorize the activities described herein. I certify that I am familiar with the information contained in the application and to the best of my knowledge believe such information is true and accurate. By signing this application, I agree to allow the Township and/or their representatives to enter upon said property in order to inspect the proposed project. I understand that the granting of other permits by County, State, or Federal agencies, does not release me from the requirements of obtaining the permit requested hereon before commencing the project. I understand that the payment of the permit application fee does not guarantee the issuance of a permit.

Select One:

- Property Owner Agent / Contractor Corporation

Print Name: _____

Signature: _____

Date: _____



TOWNSHIP USE ONLY	Application No.	Date Received	Fee Amount Received
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PROJECT TYPE: Commercial Residential
PROJECT IMPACT: Wetland Floodplain Both

**** Complete all items in Sections 1 through 6 and those items in Section 7 and 8 that apply to the project. ****

SECTION 1: Project Location Information.

Address: _____ Subdivision: _____

Lot Number: _____ Property Identification Number (PIN): _____

Name of Effected Waterbody: _____

The proposed project is on, within, or involves (check all that apply):

- a stream a pond (less than 5 acres) a river a channel/canal
- a dam a structure removal a ditch/drain a utility crossing
- an inland lake (5 acres or more) other: _____

Work proposed in Natural Features Setback? Yes No

If Yes, must check with the Planning, Building, & Ordinance Department to verify if a Natural Features Setback Variance is required.

Was a Variance required for the impacts to the Natural Features Setback? Yes No

Date Variance approved by Zoning Board of Appeals: _____

SECTION 2: Describe proposed project and associated activities, and the construction sequence and methods.

- Attach additional sheets if necessary, including necessary drawings, sketches, photographs, aerials, or plans.



SECTION 3: Applicant, Agent/Contractor, and Property Owner Information.

Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ E-Mail: _____

Is the applicant the sole owner of all property on which this project is to be constructed and all property involved or impacted by this project? Yes No

If No, provide a letter signed by the property owner authorizing the agent/contractor to act on his/her behalf.

Property Owner's Name (if different from applicant): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ E-Mail: _____

SECTION 4: Proposed project purpose, intended use, and alternatives considered.

- The purpose must include any new development or expansion of an existing land use.
- Include a description of alternatives considered to avoid or minimize resource impacts. Include factors such as, but not limited to, alternative construction technologies; alternative project layout and design; alternative locations; local land use regulations and infrastructure; and pertinent environmental and resource issues.
- For utility crossings, include both alternative routes and alternative construction methods.



SECTION 5: List other Federal, State, County, or Local agency authorizations required for the proposed activity, including the approvals and denials received.

- Copies of all other agency permits pertaining to the above-described project shall be furnished to the Township.

<u>Agency</u>	<u>Approval Type</u>	<u>Permit No.</u>	<u>Date Approved / Denied</u>
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SECTION 6: Project Activity Timeline.

Start Date: _____ Completion Date: _____

Has any construction activity commenced or been completed in a regulated area? Yes No
If Yes, identify the portion(s) underway or completed on drawings or attach project specifications and give completion date(s).

Were the regulated activities conducted under a EGLE Permit? Yes No
If Yes, list the EGLE Permit Number: _____

SECTION 7: Floodplain Activities.

- Complete Boxes A through F that may be applicable to your project and provide the requested information.
- If your project does not include impacts to floodplain, you may skip this section.
- Provide an overall site plan showing existing lakes, streams, wetlands, and other water features; location of existing and proposed structures; land change activities; and soil erosion and sediment control measures.

SECTION 7.A: General Floodplain Information.

Regulated 1% (100-Year) Floodplain Elevation is _____ feet.

Is a floodway present on the site? Yes No
*If Yes, no encroachments are permitted within the floodway without a Variance from the Bloomfield Township Board of Trustees.

Is the floodplain regulated by EGLE? Yes No
*If Yes, a copy of the approved EGLE Part 31 Permit shall be provided to Bloomfield Township.

Will the proposed activities require a Letter of Map Amendment (LOMA) or Letter of Map Revision (LOMR) from FEMA? Yes No



Yes, a copy of the issued LOMA or LOMR shall be provided to Bloomfield Township.

SECTION 7.B: Project Activities.

Check all activities that will impact the floodplain:

- Filling / Excavating / Grading
- Watercourse Alteration
- Subdivisions
- Road, Street, or Bridge Construction
- Other: _____
- New Structure / Addition / Alteration / Relocation / Demolition
- Drainage Improvements (including culvert work)
- Planting or Clearing of Vegetation / Landscaping

SECTION 7.C: Fill.

- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width in feet (ft) times the average depth in feet (ft) and divide by 27.
- Attach both plan and cross-section views to scale showing maximum and average fill dimensions.

Fill Dimensions (ft) Length: _____ Width: _____ Max. Depth: _____

Total Fill Volume (cu yd) _____ Top of New Compacted Fill Elevation (ft) _____

Type of Clean Fill: Pea Stone Sand Gravel Woodchips Other: _____

Will filter fabric be used under proposed fill? No Yes If Yes, type: _____

Fill will extend _____ feet into the water from the shoreline and upland _____ feet out of the water.

Fill Volume below the 1% (100-year) floodplain elevation (cu yd) _____

Compensating Cut Volume below the 1% (100-year) floodplain elevation (cu yd) _____

Change in water elevation if no compensating cut proposed (ft) _____

Amount of Fill meets Limit on 1% (100-Year) Flood Elevation Increases? Yes No

Method and Equipment proposed for fill: _____

Type of Restoration (be specific): _____

Certification from a registered engineer that the proposed activity in the regulated floodway will not result in any increases in the height of the 100-year flood. Yes No Not Applicable

*A copy of all data and hydraulic/hydrologic calculations supporting this finding must be submitted.



SECTION 7.D: Dredging / Excavating.

- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width in feet (ft) times the average depth in feet (ft) and divide by 27.
- Attach both plan and cross-section views to scale showing maximum and average dredge or excavation dimensions.

Excavation Dimensions (ft) Length: _____ Width: _____ Max. Depth: _____

Total Excavation Volume (cu yd) _____

Total Excavation Volume below the 1% (100-year) floodplain elevation (cu yd) _____

Total Excavation Volume below the ordinary high water mark (cu yd) _____

Method and Equipment proposed for excavation: _____

Will dredged or excavated spoils be placed on-site (show location on site plan) off-site

Type of Restoration (be specific): _____

SECTION 7.E: New Structures.

Finished Floor Elevation for each floor of the structure, including basement (ft) _____

For Residential Developments:

Is finished floor elevation of lowest level at least 1 ft. above the base flood elevation? Yes No

*If No, fill must be provided to raise structure to at least 1 ft. above the base flood elevation. Section 7.C must be completed for the proposed fill.

For Non-Residential Developments:

Is finished floor elevation of lowest level at least 1 ft. above the base flood elevation? Yes No

If No, elevation to which the structure will need to be flood proofed (ft) _____

*A certificate from a registered professional engineer or registered architect is required which states that the design and methods of construction will be in accordance with acceptable standards of practice for meeting the applicable flood proofing provisions of the Township Ordinance.

Material to be used for flood proofing: _____



SECTION 7.F: Substantial Improvement or Repair.

Will the cost of the proposed improvement or repair of the structure equal or exceed 50% of the current market value of the structure? Yes No

*If Yes, see Section 7.E. Structure will need to meet FEMA’s National Flood Insurance Program (NFIP) Regulations and Bloomfield Township Floodplain Ordinance Requirements.

*If No, documentation verifying that proposed improvements do not equal or exceed the market value of the structure shall be submitted with this application.

SECTION 8: Wetland Activities.

- Complete Boxes A through D that may be applicable to your project and provide the requested information.
- If your project does not include impacts to wetlands you may skip this section.
- Provide an overall map, drawing, or plan detailed enough to show existing lakes, streams, floodplains, natural feature setbacks, and other water features; location of existing and proposed structures; land change activities; and soil erosion and sediment control measures.

SECTION 8.A: General Wetland Information.

Is the wetland regulated by EGLE? Yes No

*If Yes, a copy of the approved EGLE Part 303 Permit shall be provided to Bloomfield Township.

Has the wetland been delineated by a Professional Wetland Consult? Yes No

If Yes, name of company and date of delineation: _____

*Provide a copy of any wetland assessment reports to Bloomfield Township.

Is the wetland currently staked / flagged in the field? Yes No

Is wetland mitigation being required by Bloomfield Township? Yes No

*If Yes, Bloomfield Township requires all mitigation to be completed on-site. The proposed mitigation location(s) must be identified on the plans and mitigation performance standards and monitoring requirements must be included in the application submittal. In addition, the Applicant must submit a schedule for completion of the mitigation site (initiation, planting, completion) and the method of construction.

SECTION 8.B: Project Activities.

Check all activities that will impact the wetlands:

- | | |
|---|--|
| <input type="checkbox"/> Filling / Excavating / Grading | <input type="checkbox"/> New Structure / Addition / Alteration / Relocation / Demolition |
| <input type="checkbox"/> Wetland Dewatering | <input type="checkbox"/> Drainage Improvements (including culvert work) |
| <input type="checkbox"/> Storm Water Discharge | <input type="checkbox"/> Planting or Clearing of Vegetation / Landscaping |
| <input type="checkbox"/> Utility Installation | <input type="checkbox"/> Road, Street, or Bridge Construction |
| <input type="checkbox"/> Docks / Decks / Boardwalks | <input type="checkbox"/> Other: _____ |



SECTION 8.C: Fill.

- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width in feet (ft) times the average depth in feet (ft) and divide by 27.
- Attach both plan and cross-section views to scale showing maximum and average fill dimensions.

Fill Dimensions (ft) Length: _____ Width: _____ Max. Depth: _____

Total Fill Volume (cu yd) _____ Maximum Water Depth in Fill Area (ft) _____

Type of Clean Fill: Pea Stone Sand Gravel Woodchips Other: _____

Will filter fabric be used under proposed fill? No Yes If Yes, type: _____

Fill will extend _____ feet into the water from the shoreline and upland _____ feet out of the water.

Fill Volume below the ordinary high water mark (cu yd) _____

Fill Volume in the wetland (cu yd) _____

Method and Equipment proposed for fill: _____

Type of Restoration (be specific): _____

SECTION 8.D: Dredging / Excavating.

- To calculate volume in cubic yards (cu yd), multiply the average length in feet (ft) times the average width in feet (ft) times the average depth in feet (ft) and divide by 27.
- Attach both plan and cross-section views to scale showing maximum and average dredge or excavation dimensions.

Excavation Dimensions (ft) Length: _____ Width: _____ Max. Depth: _____

Total Excavation Volume (cu yd) _____

Total Excavation Volume in the wetland (cu yd) _____

Total Excavation Volume below the ordinary high water mark (cu yd) _____

Method and Equipment proposed for excavation: _____

Will dredged or excavated spoils be placed on-site (show location on site plan) off-site



Type of Restoration (be specific): _____