

CHAPTER 4: OBTAINING STORM WATER CONSTRUCTION APPROVAL

This chapter provides a brief description of the requirements and procedures for obtaining storm water construction approval from Wayne County.

4.1 General Information

The types of projects which must obtain storm water construction approvals under the County's Storm Water Management Standards include the following.

- Certain projects that require permits or approvals from Wayne County under other programs. Example projects include:
 - Work within a County road right-of-way or impacting any County road drainage facility.
 - Work that crosses, alters, or outlets into a County Drain.
 - Construction activities within, or in some cases, affecting Wayne County properties (such as Parks).

These types of project require permits from the Permit Office of the Engineering Division, WCDPS, and must comply with the Wayne County Storm Water Management Standards.

- Subdivisions. WCDPS reviews and approves preliminary plats for platted subdivisions in Wayne County. Final plats are reviewed by WCDPS and approved by the Director of the Department of Environment or his delegate. Subdivisions must include storm water management systems that comply with the County's storm water standards.
- Multi-unit residential developments (e.g. condominiums). WCDPS reviews construction permit applications for multi-unit developments. Multi-unit residential developments must include storm water management systems that comply with the County's storm water standards.
- To a certain extent, manufactured and mobile home parks. WCDPS reviews and approves preliminary site

plans for manufactured and mobile home parks in Wayne County. Certain aspects of drainage and storm water management from manufactured and mobile home parks must comply with the Wayne County Storm Water Management Standards.

- Construction activities that occur within and impact or may impact water quality or water resources in watersheds or sub-watersheds that are included in the County's certificate of coverage. Compliance with the storm water requirements in these projects is required by the County's certificate of coverage and the Michigan General Storm Water Permit.
- Projects that require Soil Erosion and Sedimentation Control (SESC) permits from the County. SESC permits generally are required for earth changes that disturb one or more acres of land or are within 500 feet of a lake or stream. Permittees are required to prepare soil erosion and sedimentation control plans. LRMD reviews and approves of these plans and issues of soil erosion control permits in communities that are not authorized to administer and enforce the soil erosion program.

Accordingly, Wayne County reviews various submittals for compliance with the Storm Water Management Standards. These include:

- requests for approval of preliminary site plans for manufactured and mobile home parks;
- requests for approval of preliminary plats for subdivisions;
- construction permit applications for subdivisions, multi-unit residential developments, manufactured and mobile home parks, and projects which impact County roads, parks, and drains (including taps, relocation, enclosing, etc.);
- requests for approval of final plats for subdivisions; and
- soil erosion and sedimentation control permit applications.

Applications for storm water construction approval associated with these types of projects, with supporting documentation, must be submitted to the Wayne County Permit Office. The Permit Office reviews development projects for compliance with:

- the Wayne County Storm Water Management Standards;
- Wayne County Standards and Specifications (and good construction practices) for work within a Wayne County road right-of-way, County Drain or County park; and
- Wayne County Subdivision Rules and Regulations and standards (for subdivided property).

A development project may require additional permits or approvals from different departments of Wayne County. Such additional permits may include:

- SESC permits;
- Sanitary sewer extension permits;
- permits for wells and private sewage disposal systems (septic systems); and
- approval to modify a County Drain or drainage district.

Chapter 12 provides contact information for Wayne County departments and other agencies whose approval may be required before construction may be initiated. Depending on the type of approvals required from other agencies or Wayne County departments, the Wayne County Permit Office may require proof of other approvals before issuing a storm water construction approval.

Before submitting an application for storm water construction approval, applicants should confirm that they have the latest information regarding the Wayne County Storm Water Management Standards. An applicant can obtain the amended Wayne County Storm Water Management Ordinance, Administrative Rules, and Standards Manual, and the latest version of the document “Program Clarifications, Errata, and Revisions,” if any (collectively, “Storm Water Program Documents”), from either the Permit Office or the Wayne County website (see the “Document Updates & Internet Access” page at the beginning of this manual).

4.2 Application Requirements

The application for storm water construction approval generally must include the following documents and information:

- Completed application form or transmittal. See Figure 4-1 for a copy of the application form. The form or transmittal must include general information needed to process the application, such as:
 - project name,
 - project location,
 - major cross roads in project vicinity,
 - city or township where project is located,
 - type of proposed work,
 - name of applicant,
 - contact person, telephone number and mailing address for both the owner and the engineer,
 - description of the work and any unique characteristics of the development, and
 - any other relevant information.
- Construction plans developed in accordance with the Wayne County Storm Water Standards and other applicable Wayne County requirements (see Section 4.3 below for the basic requirements for plans).
- Long-term maintenance plan for storm water management system, including legally binding instrument assuring maintenance of system in perpetuity. (See Exhibit B to Appendix C of this manual for a sample long-term maintenance plan).
- Payment of any applicable fees. As described in Section 4.4, applicants may be required to pay additional fees and provide financial assurances during the review process.

4.3 Requirements for Plans

Plans submitted with each application for construction approval should comply with the following general requirements:

- A minimum of three (3) sets of plans should be submitted for review.
- The maximum paper size should not exceed 24 inches x 36 inches.
- The scale of the drawings should be of a standard engineering scale. Plans should not be difficult to read. Typically a scale of 1 inch = 20 feet or 1 inch = 30 feet is used.

- The plans must be signed and sealed by a Professional Engineer (PE) registered in the State of Michigan.
- The title sheet should include the legal description of the site and a location map. Include major cross streets for reference.
- Include any symbols and line type legend.

For most projects, some or all the following sheets should be included in the plan sets submitted:

- Title sheet
- Existing topographical information (including existing utility information)
- Removal/ demolition sheet
- Typical sections and other details
- Site plan sheets
- Road profiles
- Utility plans
- Miscellaneous details (if any)
- Storm sewer profiles (including hydraulic grade lines)
- Storm sewer calculations table
- Storm water management system plan view, cross sections, calculations, details, and exhibits to the long-term maintenance plan
- Landscape plan
- Traffic/signing plan
- Drain easements (if required)
- Documentation of required approvals (if any) from other agencies

4.4 The Review Process

The review process begins when an applicant submits an application, payment for any relevant fees, and three (3) sets of plans, along with supporting documentation, to the Permit Office. A review number and a Review Engineer are assigned to each project. The Review Engineer performs an in-depth review of the project.

The review process may require more than one submittal of plans for the project to fulfill the County's approval requirements. Applicants should take this into account when applying for construction approval.

Once the plans and all other required documentation have been approved by the Review Engineer, the Permit Office issues a storm water construction approval to the applicant. Upon receipt of the approval letter, the applicant

must contact the Permit Coordinator identified in the approval letter for the exact amounts of the required fees and financial assurance. Financial assurance generally can be provided through use of a performance bond, a cash deposit, or letter of credit in an amount equal to the current estimate of the cost of completing the construction. See Chapter 9 of the Wayne County Storm Water Administrative Rules for additional information regarding financial assurance. **All fees must be paid in full and proof of financial assurance provided prior to permit issuance.** Once all requirements have been met, the Permit Office issues a permit to construct to the applicant.

Wayne County requires the township, city or village in which a project is located, or another public corporation or entity (e.g. drainage district) approved by the County, to assume long-term maintenance responsibility for all storm water management systems through a legally-binding instrument such as an ordinance, resolution, contract or equivalent instrument approved by the County. See Chapter 9 of this manual for further details.

A detailed outline of the process to obtain storm water construction approval and a permit to construct is shown in Figure 4-2 "Procedure for Obtaining a Construction Permit".

4.5 Project-specific Requirements

The Wayne County Storm Water Management Standards requires that storm water management systems for development projects be sized to manage the entire upstream land area which drains to that location. This means that the drainage area to a storm water management system may include:

- offsite drainage areas, and
- areas within the project site which are already developed (if project involves expansion of existing facilities).

For projects proposing to utilize a storm water management system designed prior to the current version of the County's Storm Water Management Standards, the original system, and in particular its ability to manage (additional) runoff from the development project, will be

reviewed for compliance with the Wayne County Storm Water Management Standards.

- If the County determines that an existing system can manage the additional flow from the proposed project and maintain compliance with the County's current Storm Water Management Standards, the applicant may be permitted to use the existing system for managing storm water from the proposed project. The applicant must demonstrate that it has a legal right to utilize the existing system for storm water management.
- If the County determines that an existing system does not comply with the County's current program, or that the existing system cannot manage the additional runoff in compliance with the Storm Water Management Standards, the applicant may not utilize the existing system for the proposed project unless:
 - o the applicant brings the existing system into compliance with the Storm Water Management Standards; and
 - o the applicant demonstrates that it has a legal right to utilize the existing system for storm water management.

Applicants that propose to utilize an established County Drain or an established drainage district (with or without modifications) for storm water management may be subject to additional requirements. (See Chapter 12 of this manual for contact information for the Wayne County Drain Office.) The Permit Office will not issue a storm water construction approval until all applicable requirements of the Wayne County Drain Commissioner have been satisfied. Note that County drain easements established prior to 1956 were not required by statute to be recorded immediately. It may be necessary to check the permanent records of the Wayne County Drain Commissioner (located within the Department of Environment) or the Wayne County Register of Deeds to see if a drain easement exists on the subject property.

Additional requirements may apply to condominium developments. For example, condominium lot lines must be shown on the plans. Buffer strips required by the Wayne County Storm Water Management Standards must be shown to lie outside of the condominium lot lines.

For Wayne County to ensure storm water management systems serving subdivisions are constructed in compliance with the Storm Water Management Standards, the storm water management system must be designed and included in the submission for preliminary plat approval.

Similarly, the storm water management system for mobile home parks must be designed and included in the submission for preliminary plat approval.

4.6 Modifications of Approved Plans

The permit holder is required to construct the project according to the permit to construct and the approved plans. If any modifications to the plans are desired after approval, a written request to modify the plans must be submitted to the Permit Office. The request must include the appropriate sheets from the plans with the proposed modification(s) clearly identified. It should be noted that proposals to change construction materials or manufacturers constitute plan modifications and must be submitted to the Permit Office for approval.

Failure to obtain prior approval of plan modifications is a violation of the Wayne County Storm Water Management Standards and may subject the permit holder to penalties in accordance with Chapter 9 of the Wayne County Storm Water Management Ordinance. Additionally, unless modifications are pre-approved, the permit holder may be unable to obtain a certification from a registered PE that the project has been constructed in accordance with approved plans and the permit to construct. Applicants must obtain a PE certification upon completion of the project before Wayne County will release the permit (see Section 4.7).

4.7 Inspections and Permit Release

After permit issuance, Wayne County periodically inspects the project during construction to ensure that construction proceeds in accordance with the approved plans and the permit to construct.

After construction of the storm water management system has been completed, a registered PE must certify that the storm water management system has been constructed in

accordance with the approved plans and the permit to construct (see Appendix A). Wayne County performs a final inspection of the completed project after receiving the engineer's certification.

As described in Chapter 9, a permit for long-term maintenance of the storm water management system is issued contingent upon release of the permit to construct. A sample long-term maintenance permit is presented in Appendix C.

Once the storm water management system has been constructed, inspected, and has been determined to be operating properly, the permit is released and any remaining financial assurances are returned to the permit holder.

4.8 Extensions of Approvals and Permits

Storm water construction approvals and construction plan approvals by the Permit Office are valid for one year. Permits to construct are valid for up to 2 years. If an extension beyond these periods is needed, the permit holder must submit a written request to the Permit Office for an extension. **Requests for extensions must be made to the Permit Office at least ten (10) working days before permit expiration.**

The Permit Office may grant extensions of up to one year for a permit to construct for a storm water management system. Updated plans, additional information, further review, additional permit and inspection fees, and additional financial assurance may be required to extend the permit. Please note that failure to obtain any necessary extensions of construction approvals or permits is a violation of the Wayne County Storm Water Management Standards and may subject the permit holder to penalties as described in the Chapter 9 of the Wayne County Storm Water Management Ordinance.

FIGURE 4-1

STORM WATER CONSTRUCTION APPROVAL
APPLICATION FORM

W.C. OFFICE USE ONLY

Plan Review # _____
Application Date _____
Review Engineer _____



Robert A. Ficano
County Executive

**SUBMIT THIS FORM WITH APPLICABLE
FEE PAYMENT AND INFORMATION TO**

Wayne County Permit Office
33809 Michigan Avenue,
Wayne, MI
734-595-6504

APPLICATION FOR A "C" PERMIT

C Permits are required for:

- Construction within a Wayne County Road Right-of-Way, County Drain, or County Park
- Storm water construction approval

Date _____

Project Name _____

Project Location _____

Major Cross Roads _____

City or Township _____

Type of Proposed Work _____

Name of Applicant _____

Owner Contact Information:

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Engineer Contact Information:

Name _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Description of Work, including any unique characteristics of the development and any other relevant information

REQUIRED INFORMATION TO BE ATTACHED TO THIS FORM:

- Payment of application fees
- For storm water construction approvals:
 - o Long term maintenance plan for storm water management system, including legally binding instrument assuring maintenance of system in perpetuity
 - o Documentation of compliance with any other Wayne County requirements

FIGURE 4-2

PROCEDURE FOR OBTAINING A CONSTRUCTION PERMIT

WAYNE COUNTY DEPARTMENT OF PUBLIC SERVICES
ENGINEERING DIVISION/PERMIT OFFICE

PROCEDURE FOR OBTAINING A CONSTRUCTION PERMIT

