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Seeking Community Sustainability

# A Guide For Environmental Permit Coordination In Kalamazoo County

*Information for New Construction, Land Alterations, Waste Disposal Activities,  
or Hazardous & Special Materials Usage*

Purpose. This voluntary checklist was created by Kalamazoo area Soil Erosion Control Officials, permitting agencies, and other watershed partners. It is intended to help land developers, planners and permitting officials better establish a shared understanding of unique environmental conditions and the proposed final use of any site being considered for development or improvement. These questions are designed to identify conditions which may require permits or may require other coordination between the developer and one or more public agencies. The checklist will help identify opportunities for environmental enhancements, and facilitate the growth of creative partnerships for bringing environmental enhancements to fruition.

The questionnaire is also intended to broaden general public understanding and appreciation of the many environmental concerns associated with development permitting. We encourage broad, voluntary usage of this questionnaire by others.

## **PART 1 - Project Information** *Optional LUG Ref. No.*

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

Project Representative/Developer Name: \_\_\_\_\_

Address/City/State: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Location (street address): \_\_\_\_\_

Legal Owner of Site: \_\_\_\_\_

Intended Use of Site: \_\_\_\_\_

Reason for Earth Change: \_\_\_\_\_

Total Land Area (in Acres) which will be disturbed: \_\_\_\_\_(acres)

Current Land Cover (by percent): Agriculture \_\_\_\_\_ Urban \_\_\_\_\_ Wetland \_\_\_\_\_ Forested \_\_\_\_\_  
Other \_\_\_\_\_ (please specify type: \_\_\_\_\_)

Final Land Cover (by percent): Agriculture \_\_\_\_\_ Urban \_\_\_\_\_ Wetland \_\_\_\_\_ Forested \_\_\_\_\_  
Other \_\_\_\_\_ (please specify type: \_\_\_\_\_)

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## PART 2 - Key Questions

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If you answer yes to any of the following questions (put an x in the box), **you may need a permit**. Further information regarding a “yes” answer may be obtained by calling the phone number listed for that question.

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### I. Designated Environmental Areas

- n/a in Kalamazoo County* 1. Does the project involve any construction or land alteration within 400 feet of a **designated natural river or tributary**?
- n/a in Kalamazoo County* 2. Does the project involve construction of a building or septic systems in a **designated Great Lakes high risk erosion area**?
- n/a in Kalamazoo County* 3. Does the project propose any development or silvicultural activities or contour alterations within a **designated Critical Dune Area**?
- Yes  No  4. 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 environmental area**?
- Yes  No  5. Does the project involve any work proposed on or within the boundaries of a **State Park, State Forest, or State Game Area**?
- Yes  No  6. Is any portion of the project’s property **enrolled in the Farmland and Open Space Preservation Act, 974 PA 116 program**?
- Yes  No  7. Has a **wetlands determination** been made?
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### II. Water Resources (flood plain, surface water, wetlands, groundwater or drainage)

- Yes  No  8. Does the project involve any work (dredging, filling, draining, construction) in, across or under:  
○ river, stream, creek, ditch, drain, lake, pond or swamp; or  
○ wetlands; or  
○ floodplain (i.e. an area that may have or has ever had standing or flowing water)?
- Yes  No  9. Does the project involve any dredging proposed within 500 feet of a lake, river, stream, creek, or ditch?
- Yes  No  10. Does the project involve filling or placement of structures in water, wetlands, flood plains or any work at the land/water interface?
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### III. Water Supply; Sanitary Waste Water

- Yes  No  11. Does or will the property contain a water well? If yes, please identify the type of well and the number (if known):  
○ single family well(s); \_\_\_\_\_active \_\_\_\_\_abandoned \_\_\_\_\_sealed/closed wells  
○ multi-family or multi-unit water well system, or a facility (such as a factory or restaurant) which serves a large number of employees/customers;  
\_\_\_\_\_active \_\_\_\_\_abandoned \_\_\_\_\_sealed/closed wells  
○ irrigation well(s) \_\_\_\_\_active \_\_\_\_\_abandoned \_\_\_\_\_sealed/closed wells  
○ monitoring well(s) \_\_\_\_\_active \_\_\_\_\_abandoned \_\_\_\_\_sealed/closed wells
- Yes  No  12. Does the project involve the on-site storage of sanitary sewage prior to ultimate transport and disposal to an off-site facility (i.e. pump and haul)?
- Yes  No  13. Does the project involve the installation, connection or alteration of any sanitary waste collection system or treatment system?  
○ For residential or commercial on-site septic systems using less than 10,000 gallons of

water a day, *contact Kalamazoo County Human Services Dept., Environmental Health & Laboratory Services Bureau, 616-373-5210.*

- For systems processing more than 10,000 gallons of water a day that discharge to the ground/groundwater, *contact DEQ Plainwell District, Waste Management Division at 616-685-0039.*
- For systems discharging to surface waters, *contact DEQ Plainwell District, Surface Water Quality Division at 616-692-6970.*
- For systems to be connected to a public sanitary sewer line, *contact the building services department of the local unit of government (LUG).*

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#### **IV. Storm Water Management / Control of Nonpoint Source Pollution**

- Yes  No
14. Does the project have the potential to contribute to soil erosion, sedimentation or the tracking of soils?
- Yes  No
15. Does the project involve the planned discharge of excess storm water runoff onto a third party, or into a county drain or a municipal storm sewer system?
- Yes  No
16. Does the project involve the discharge of any type of wastewater or cooling water (including air conditioning) to a storm sewer, drain, lake, stream, or other surface water?
- Yes  No
17. Is the project any industrial activity which will discharge storm water runoff to a storm sewer, drain, lake, stream or other surface water?
- Yes  No
18. Is the project site to be used for asphalt emulsion, cement manufacturing, feedlots, fertilizer manufacturing, petroleum refining, phosphate manufacturing, steam electric, or coal or mineral mining, processing or dressing?

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#### **V. Environmental Release Hazards and/or Air Emissions**

- Yes  No
19. Does the project have floor drains? If yes, to which system will they be connected?
- sanitary sewer;
  - on-site holding tanks;
  - state approved discharge system; or
  - other. (please specify) \_\_\_\_\_
- Yes  No
20. Does the project involve the generation of large quantities of dust?
- Yes  No
21. Does the project involve the discharge of liquids, sludges, wastewater and/or wastewater residuals into or onto the ground?
- Yes  No
22. Does the project involve the on-site reuse, treatment, storage or disposal of hazardous waste?
- Yes  No
23. Will the project or facility discharge anything other than sanitary waste to the municipal sewer?
- Yes  No
24. Does the project involve burning, landfilling, transferring or processing of any type of solid non-hazardous wastes on site?
- Yes  No
25. Does the project involve installation, construction, reconstruction, relocation, or alteration of any process or process equipment (including air pollution control equipment) which has the potential to emit air contaminants?

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#### **VI. Storage and Handling of Hazardous Materials / Special Materials**

- Yes  No
26. Does the site use storage tanks for holding petroleum products or other hazardous chemicals? If yes, are the tanks:
- Underground Storage Tank(s)
  - Above Ground Storage Tank(s)
- Yes  No
27. Does the project involve the recycling or temporary storage of tires?

- Yes  No  28. Does the project involve a facility for the storage or mixing of agricultural chemicals, or the storage or handling of agricultural manure?
- Yes  No  29. Does the project involve the storage of other chemicals, petroleum products or salt on the property?

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## VII. Transportation

- Yes  No  30. Does the project involve the transport of sanitary sewage?
- Yes  No  31. Does the project involve transport of the contents of a holding tank, special waste or the transport of hazardous or non-hazardous liquid industrial waste?
- Yes  No  32. Does the project involve new curb cuts or improved access to a public road?

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## VIII. Site Alteration/New Construction

- Yes  No  33. Does the project involve any earth change activity, including the disturbance of the natural cover, within 500 feet of a lake or stream?
- Yes  No  34. Will the project change the natural cover or change the natural land topography (including cut and fill), or otherwise disturb an area greater than one acre in size?
- Yes  No  35. Does the project involve construction which will disturb five or more acres?
- Yes  No  36. Does the project involve any clearing, grading or earth moving in a public road right-of-way?

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## IX. Known Concerns / Enforcement Actions

- Yes  No  37. Does evidence exist that the project site is, or may be affected by environmental contamination from previous activities?
- If yes, has an Environmental Survey been completed for the project site?
- Contact your legal advisor.—An Environmental Survey can identify the need to conduct a Phase I Environmental Assessment for purposes of environmental liability protection.*
- Yes  No  38. Does any portion of the site fall under MI Part 201 of PA 451 1994, “Michigan Sites of Environmental Contamination?”
- Yes  No  39. Does any portion of the site subject to corrective action under the MI “Leaking Underground Storage Tank Program?”
- Yes  No  40. Are you or the site owner currently involved in any compliance discussion with the Office of the Attorney General regarding this project or any other facilities under your ownership?

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## PART 3 - Enhancement Opportunities

The following questions will assist in identifying opportunities to protect unique or sensitive environmental areas. These questions are also designed to identify alternative or innovative techniques which can serve to enhance the environment. Experience has often shown that nontraditional, low-impact and environmentally sensitive designs yield significant long-term cost savings. These savings are realized in improved aesthetics, lower annual site maintenance costs and enhanced property values.



- Yes  No  23. Has the on-site retention of all storm water runoff been provided?
- Yes  No  24. If planning a golf course or other large area of turf grass, are your participating in the Michigan Turf Grass Environmental Stewardship Program? (Contact 517-353-0860)
- n/a

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## PART 4 - Soil Erosion & Sediment Control

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(Please provide in this section any currently available information.)

Soil Erosion Permit Number (Part 91 of 1994 PA 451): \_\_\_\_\_

Date Issued: \_\_\_\_\_

Date Expires: \_\_\_\_\_

**Permit Issued by:** (i.e. Earth Change Permit Issuer/Enforcing Agent)

<input type="checkbox"/> Kalamazoo County Drain Commission (384-8117) <input type="checkbox"/> City of Kalamazoo (337-8807) <input type="checkbox"/> City of Portage (329-4426) <input type="checkbox"/> Kal. Conservation District—Ag only (327-1258)	-or-	<input type="checkbox"/> Authorized Public Agency (please specify agency) <ul style="list-style-type: none"> <li><input type="radio"/> City of Kalamazoo</li> <li><input type="radio"/> City of Portage</li> <li><input type="radio"/> Kalamazoo County Drain Commission</li> <li><input type="radio"/> Kalamazoo County Road Commission</li> <li><input type="radio"/> Kalamazoo County Parks &amp; Recreation Commission</li> <li><input type="radio"/> Village of Vicksburg</li> </ul>
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MI Storm Water NPDES Permit by Rule, Certificate of Coverage No: \_\_\_\_\_

Project's Certified Construction Site Storm Water Manager: \_\_\_\_\_

MI Site Storm Water Manager's Certificate Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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*The following abbreviations are used throughout this questionnaire.*

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| AQD- Air Quality Division, DEQ<br>DEQ- Department of Environmental Quality (MI)<br>DNR- Department of Natural Resources (MI)<br>ERD- Environmental Response Division, DEQ<br>KCDC- Kalamazoo County Drain Commission<br>KCHSD- Kalamazoo County Human Services Department<br>KCRC- Kalamazoo County Road Commission | LUG- Local Unit of Government (City, Township or Village)<br>LWMD- Land and Water Management Division, DEQ<br>MDOT- Michigan Department of Transportation<br>SWQD- Surface Water Quality Division, DEQ<br>USDA- U.S. Department of Agriculture<br>WMD- Waste Management Division, DEQ<br>WWTP- Waste Water Treatment Plant |
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*This environmental permit coordination guide was created by a voluntary group of local officials working cooperatively to enhance the control of soil erosion and to promote effective watershed management. This task was facilitated through the support of the Davis Creek Watershed Project. The Davis Creek Watershed Project is a partnership of the Kalamazoo Conservation District, The Forum of Greater Kalamazoo and a dozen other local watershed partners. Substantial project funding has been provided by a federal clean water act grant through the Michigan Department of Environmental Quality. For more information on the Davis Creek Watershed Project or on how you might be able to get involved in local watershed protection, contact Marc Elliott of the River Partners Program at (616) 337-7382.*

## AGENCY CONTACTS & CROSS REFERENCE

*Question Numbers - Cross Referenced to Responsible Agencies & Contact Telephone Numbers*

Question	AGENCY	Contact
1	MDNR, Forest Management Division, Natural Rivers Unit	517-241-9049
2, 3	MDEQ, Land & Water Management Division, Great Lakes Shorelands Section	517-373-1950
4	MDEQ, Land & Water Management Division, Great Lakes Shorelands Section Kalamazoo Conservation District	517-373-1950 616-327-1258
5	MDNR, Parks and Recreation Division (Plainwell District)	616-865-0009
6	MDNR, Farmland & Openspace Preservation Unit	517-373-3328
7, 8, 9, 10	MDEQ, Land & Water Management Division, Permit Consolidation Unit	517-373-9244
11, 12	Kalamazoo County Human Services Dept., Environmental Health & Lab. Services Bureau	616-373-5210
13	Kalamazoo County Human Services Dept., Environmental Health & Lab. Services Bureau MDEQ, Surface Water Quality Division MDEQ, Waste Management Division <b>Your Local Unit of Government (City, Township, Village)</b>	616-373-5210 616-692-6970 616-685-0039 LUG
14	Kalamazoo County Drain Commission and: Kalamazoo County Road Commission, or City of Kalamazoo, or City of Portage	616-384-8117 616-381-3171 616-337-8807 616-329-4426
15	Kalamazoo County Drain Commission Kalamazoo County Road Commission Michigan Department of Transportation, Kalamazoo District <b>Your Local Unit of Government (City, Township, Village)</b>	616-384-8117 616-381-3171 616-337-3900 LUG
16, 17	MDEQ, Surface Water Quality Division (Plainwell District)	616-692-6970
18	MDEQ, Surface Water Quality Division (Plainwell District) <b>Your Local Unit of Government (City, Township, Village)</b>	616-692-6970 LUG
19	MDEQ, Surface Water Quality Division (Plainwell District)	616-692-6970
20	MDEQ, Air Quality Division (Plainwell District) Kalamazoo County Drain Commission City of Kalamazoo City of Portage	616-685-6851 616-384-8117 616-337-8807 616-329-4426
21	MDEQ, Surface Water Quality Div., Pretreatment & Biosolids Unit (Plainwell District) Kalamazoo County Human Services Dept., Environmental Health & Lab. Services Bureau	517-373-4624 616-373-5210
22	MDEQ, Waste Management Division, Hazardous Waste Permit Unit (Plainwell District)	517-373-9875
23	City of Kalamazoo, Water Reclamation Facility (WWTP)	616-337-8157
24	MDEQ, Air Quality Division (Plainwell District) MDEQ, Waste Management Division (Plainwell District)	616-685-6851 616-685-0039
25	MDEQ, Air Quality Division (Plainwell District)	616-685-6851
26	MDEQ, Storage Tank Division	517-373-8168
27	MDEQ, Waste Management Division (Plainwell District)	616-685-0039
28	USDA Natural Resources Conservation Service	616-327-0696
29	MDEQ, Waste Management Division (Plainwell District)	616-685-0039
30	Kalamazoo County Human Services Dept., Environmental Health & Lab. Services Bureau	616-373-5210
31	MDEQ, Waste Management Division (Plainwell District)	616-685-0039
32	Kalamazoo County Drain Commission Kalamazoo County Road Commission <b>Your Local Unit of Government (City, Township, Village)</b>	616-384-8117 616-381-3171 LUG
33, 34	Kalamazoo County Drain Commission, or City of Kalamazoo, or City of Portage	616-384-8117 616-337-8807 616-329-4426
35	MDEQ, Surface Water Quality Division (Plainwell District)	616-692-6970
36	Kalamazoo County Road Commission Michigan Department of Transportation, Kalamazoo District <b>Your Local Unit of Government (City, Township, Village)</b>	616-381-3171 616-337-3900 LUG
37	<i>(Please contact your legal advisor.)</i>	--
38	MDEQ, Environmental Response Division (Plainwell District)	616-692-2120
39	MDEQ, Storage Tank Division (Plainwell District)	616-692-2120
40	MDEQ, Office of Litigation and Program Services	517-373-3503
Part III #7	Kalamazoo Conservation District	616-327-1258
Part III #24	Michigan Turf Grass Environmental Stewardship Program	517-353-0860

## Contacts for Local Units of Government (LUG)

*Cities, Townships and Villages*

AGENCY	Contact	Referenced Question
<b>Local Units of Government (LUG)</b>		<b>3, 13, 15, 18, 32, 36</b>
<i>City of Galesburg</i>	616-665-7000	3, 13, 15, 18, 32, 36
<i>City of Kalamazoo</i>		
Building services department	616-337-8801	3, 13, 18, 32, 36
Erosion & sediment control	616-337-8807	14, 20, 33, 34
Storm water discharges	616-337-8601	15
Water Reclamation Facility (WWTP)	616-337-8157	23
<i>City of Parchment</i>	616-349-3785	3, 13, 15, 18, 32, 36
<i>City of Portage</i>		
Building services department	616-329-4466	3, 13, 18, 32, 36
Erosion & sediment control	616-329-4426	14, 20, 33, 34
Storm water discharges	616-324-9256	15
<i>Village of Augusta</i>	616-731-5517	3, 13, 15, 18, 32, 36
<i>Village of Climax</i>	616-746-4174	3, 13, 15, 18, 32, 36
<i>Village of Richland</i>	616-629-9903	3, 13, 15, 18, 32, 36
<i>Village of Schoolcraft</i>	616-679-4304	3, 13, 15, 18, 32, 36
<i>Village of Vicksburg</i>	616-345-0120	3, 13, 15, 18, 32, 36
<i>Township of Alamo</i>	616-382-3366	3, 13, 15, 18, 32, 36
<i>Township of Brady</i>	616-649-1813	3, 13, 15, 18, 32, 36
<i>Township of Charleston</i>	616-665-7805	3, 13, 15, 18, 32, 36
<i>Township of Climax</i>	616-746-4103	3, 13, 15, 18, 32, 36
<i>Township of Comstock</i>	616-381-2360	3, 13, 15, 18, 32, 36
<i>Township of Cooper</i>	616-382-0223	3, 13, 15, 18, 32, 36
<i>Township of Kalamazoo</i>	616-381-8085	3, 13, 15, 18, 32, 36
<i>Township of Oshtemo</i>	616-375-4260	3, 13, 15, 18, 32, 36
<i>Township of Pavilion</i>	616-327-0462	3, 13, 15, 18, 32, 36
<i>Township of Prairie Ronde</i>	616-679-5666	3, 13, 15, 18, 32, 36
<i>Township of Richland</i>	616-629-9903	3, 13, 15, 18, 32, 36
<i>Township of Ross</i>	616-731-4888	3, 13, 15, 18, 32, 36
<i>Township of Schoolcraft</i>	616-649-1276	3, 13, 15, 18, 32, 36
<i>Township of Texas</i>	616-375-1591	3, 13, 15, 18, 32, 36
<i>Township of Wakeshma</i>	616-778-3728	3, 13, 15, 18, 32, 36

### NOTES

**Designated Areas & Listed Contact Agencies.** Earth change and development activities may be restricted in “designated” environmental areas (e.g. wetlands). Section 1 will help identify agency(ies) which may have defined such areas, and which will assist you in their permitting process and explain the enforceable standards of care which must be met. Where “and” is used to list multiple agencies, overlapping authority and requirements may exist. Where “or” is used, the appropriate contact agency may depend strictly upon the site location (jurisdiction) and/or the actual service provider (i.e. the specific owner of a utility, roadway or drain).

**Disclaimer.** It is the sole responsibility of the owner/developer to assure all required permits are properly obtained. This questionnaire is neither a comprehensive, nor an exhaustive listing. This questionnaire is not authoritative, and should not be used as a substitute for any official form. The owner/developer needs to directly contact the appropriate permitting agency early, and to work closely with the agency to resolve any questions of permit applicability or performance standard expectations.

**Feed Back & Future Revisions.** It is our intention to revise and update this questionnaire on a regular basis. As an educational and development guidance tool, this document’s value is largely dependent upon its usefulness to owners, developers and permitting officials who have varied familiarities with the overall land-development permitting process. Therefore, we sincerely request feedback in the form of comments or suggestions from all users of this document. For more information or to participate in the next planned revision, please contact The Forum for Kalamazoo County, Kalamazoo, Michigan (616/337-7002).