

## **Ottawa County Water Resources Commissioner's Office**

12220 Fillmore Room 141  
West Olive, Michigan 49460  
(616) 994-4530 • Fax (616) 994-4529

### **DRAIN USE PERMITTING PROCESS**

A Drain Use Permit is required whenever working within the drain, or drain easement. Examples of activities requiring a permit include, but are not limited to: installing, replacing or extending culvert crossings, adding discharge pipes to the drain, directional drilling.

The permit application must be completely filled out, and accompanied with a detailed plan or sketch outlining the proposed activity and a copy of the contractor's insurance certificate naming the Water Resources Commissioner and the drainage district as additionally insured.

Your application will not be processed without the required information. There is a **\$50.00** permit fee required when applying for a drain use permit.

#### **Sizing for Culverts:**

- - Road side culverts should be sized by the Ottawa County Road Commission at 616-842-5400.
- -Culverts not along the roadside will require an engineer to size.

**Remember:** Issuance of the Drain Use Permit does not alleviate you from obtaining other necessary permits.

If you have any questions or comments regarding the Drain Use Permit or application, please contact this office at (616) 994-4526.

Mail or drop off all necessary information to:

**Emily Grasch**  
**Drain Const. & Main. Inspector**  
**Water Resources Commissioner's Office**  
**12220 Fillmore Room 141**  
**West Olive MI 49460**

Please note: If submitting plans or drawings - Only 1 copy is required.

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**DRAIN USE PERMIT APPLICATION**

Site Name: \_\_\_\_\_ Drain Name: \_\_\_\_\_

Location Address/Description: \_\_\_\_\_

Township: \_\_\_\_\_ Section: \_\_\_\_\_

Request Permission to: \_\_\_\_\_

Proposed Start: \_\_\_\_\_ Proposed Completion: \_\_\_\_\_

Project Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

I certify, as applicant, I am the legal owner of the property or easement holder, for which this permit will serve or I am the owner's authorized agent.

I agree to do the above work; to pay any costs for inspection, labor and/or material that may be required to perform said work, abide by the permit restrictions; and restore the surface to its original condition. If I do not pay such costs as invoiced, these costs will be assessed against the property.

- ☐ Application
- ☐ Site Plan
- ☐ Insurance Certificate
- ☐ Fee **\$50.00**

\_\_\_\_\_  
Owner's/Authorized Agent's Signature

\_\_\_\_\_  
Date

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### INSURANCE CERTIFICATE REQUIREMENTS

Before working within a county drain or prior to a Drain Use Permit being issued an insurance certificate shall be provided with the following provisions.

#### Contractor

##### **Contractor Liability Insurance**

Bodily Injury                      \$1,000,000 *each occurrence*  
   \$2,000,000 *aggregate*

Property Damage                \$1,000,000 *each occurrence*  
   \$2,000,000 *aggregate*

**Automobile Liability**                      \$1,000,000 *combined single limit*

##### **Workman's Compensation**

Employer's Liability Limit    \$500,000 *each accident*  
   \$500,000 *each employee*  
   \$500,000 *Policy Limit*

**Excess/Umbrella Liability**                \$1,000,000 *each occurrence*

*Ottawa County Water Resources Commissioner and the appropriate Drainage District must be named as additionally insured.*

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### **SITE PLAN REQUIREMENTS**

Include all items listed that pertain to your project. Site plan may be drawn on grid found on the following page.

- Scaled Map
- Directional Arrow
- Project Location
- Show the drain and work performed on drain in plan and profile views
- Location of all nearby predominant land features
- Existing and final contours
- Property lines and boundaries
- Location of temporary & permanent SESC controls
- Location and protection of all proposed soil stockpiles
- Locations and methods for all site dewatering
- Wetland limits and 100 year floodplain elevations
- Soil Type \_\_\_\_\_