



SITE PLAN APPLICATION

CITY OF DOWAGIAC

241 S. Front Street P.O. Box 430 Dowagiac, MI 49047
269.782.8427

1. **LOCATION OF PROJECT:** Property Address _____

Property Tax # 14-160- _____

2. **PROPOSED USE OF BUILDING:** _____

3. **IDENTIFICATION**

A. **OWNER or LESSEE**

Name: _____ Telephone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

B. **ARCHITECT or ENGINEER**

Name: _____ Telephone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

License # _____ Expiration Date: _____

4. **TYPE OF IMPROVEMENT**

<input type="checkbox"/> New Building	<input type="checkbox"/> Commercial
<input type="checkbox"/> Addition	<input type="checkbox"/> Industrial
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Multi-Family
<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Other _____	

5. **REVIEWS TO BE PERFORMED**

<input type="checkbox"/> Preliminary	<input type="checkbox"/> Limited
<input type="checkbox"/> Final	<input type="checkbox"/> Engineering
<input type="checkbox"/> Combined	<input type="checkbox"/> Grading

6. **PRINCIPAL TYPE OF FRAMING** () Masonry, Wall Bearing () Structural Steel
() Reinforced Concrete () Wood Frame
() Other _____

7. **TYPE OF SEWAGE DISPOSAL** () Public or Private Company () Septic System

8. **TYPE OF WATER SUPPLY** () Public or Private Company () Private Well or Cistern

9. **BUILDING DIMENSIONS** No. of Stories _____ Floor Area _____
Total Building Area _____ Total Land Area _____

10. **NUMBER OF OFF STREET PARKING SPACES:** Enclosed _____
Outdoors _____

11. **APPLICANT INFORMATION**

Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information:

Name: _____ Telephone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Fed. ID # and/or Social Security# _____

Applicant Signature _____ Date _____ Fee Enclosed \$ _____
 Cash Check # _____

12. **LOCAL GOVERNMENTAL AGENCY TO COMPLETE THIS SECTION**

<i>Department Approvals:</i>	<i>Date</i>	<i>By</i>
Zoning	Yes / No _____	_____
Police	Yes / No _____	_____
Fire	Yes / No _____	_____
Building	Yes / No _____	_____
Public Services	Yes / No _____	_____
Engineering	Yes / No _____	_____
Grounds	Yes / No _____	_____
Other	Yes / No _____	_____

13. **VALIDATION**

Building Permit No. PB _____ - _____

Permit Fee \$ _____
 Cash Check # _____

James Bradford, Building Official Date
Page 2



PERMIT INFORMATION

The Department of Environmental Quality (DEQ) has prepared a list of key questions to help identify what departmental permits, licenses, or approvals of a permit-like nature may be needed for a project. By contacting the appropriate offices listed below, you will help reduce the possibility that your project or activity will be delayed due to the untimely discovery of additional permitting requirements later in the process. While this list covers the existence of permits and approvals required from the DEQ, it is not a comprehensive list of all legal responsibilities (i.e. planning requirements and chemical storage regulations may apply). A useful way to learn whether any other requirements will apply is to go through the Self Environmental Assessment in the Michigan Manufacturers Guide, online at: http://www.michigan.gov/deq/0,1607,7-135-3310_4148-15820--,00.html.

KEY QUESTIONS: (DEQ Permit and Licensing Guidebook Chapter)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If “Yes,” refer to the DEQ Permit and Licensing Guidebook Section(s), the Web Page, or Call the Program:
CONSTRUCTION PERMITS			
Permit to Install: Does the project involve installation, construction, reconstruction, relocation, or alteration of any process equipment (including air pollution control equipment) which has the potential to emit air contaminants? (Permit Guidebook Chapter 5.1.3)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , AQD, Permit Section, 517-373-7023
Asbestos Notification: Does the project involve renovating or demolishing all or portions of a building? (Notification is required for all renovations and demolitions, even if the structure never contained asbestos.)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , AQD Asbestos NESHAP Program 517-373-7064
Soil Erosion and Sedimentation Control (SESC): Does the project involve an earth change activity within 500 feet of a lake or stream, or will the project disturb an area greater than one acre in size? (Permit Guidebook Chapter 5.3.5)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact Your Local SESC Agency: http://www.deq.state.mi.us/sesca/ Web , WB, SESC Program, 517-335-3178
Does the project involve construction which will disturb one or more acre that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter 5.2.1)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office
Does the project involve construction or alteration of any sewage collection or treatment facility? (Permit Guidebook Chapter 5.3.1)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , Appropriate District Office, WB, Part 41 Construction Permit Program
Does the project involve construction of a community water supply well or the extension of a water supply from an existing water system? (Permit Guidebook Chapter 5.3.2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , Appropriate DEQ District Office, WB, Community Water Supply Program
Does the project involve construction of a water supply well (a private, irrigation, process, or public water well)?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Contact a Registered Well Driller , Web , Local Health Department Contacts , Non Community Water Supply, Web
Does the project involve construction of a facility that landfills, transfers, or processes of any type of solid non-hazardous waste on-site, or places industrial residuals/sludge into or onto the ground? (Permit Guidebook Chapter 5.4.1)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the construction of an on-site treatment, storage, or disposal facility for hazardous waste ? (Permit Guidebook Chapter 5.4.2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	Web 5.4.2 , WHMD, Hazardous Waste Section, 517-373-9875
CONSTRUCTION PERMITS (LAND/WATER FEATURE)			
Does the project involve filling, dredging, placement of structures, draining, or use of a wetland ? (Permit Guidebook Chapter 5.5.6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, Web), Web Land & Water Management Division (LWMD), Permit Consolidation Unit, 517-373-9244
Storm Water Discharge to Wetlands: Will storm water be collected, stored, or treated in a wetland area from a public road, industrial, commercial, or multi-unit residential development? (Permit Guidebook Chapter 5.5.6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	(Permit Application, Web), Web LWMD, Permit Consolidation Unit, 517-373-9244

Great Lakes: Does the project involve construction, filling, or dredging below the Ordinary High Water Mark of one of the Great Lakes? (Permit Guidebook Chapter 5.5.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web , LWMD, Permit Consolidation Unit, 517-373-9244
Inland Lakes and Streams: Does the project involve any dredging, filling, placement of structures, or the operation of a marina within an inland waterbody (e.g. lake, river, stream, drain, creek, ditch, or canal), enlargement of a waterbody, or excavation of a pond within 500 feet of a waterbody? (Permit Guidebook Chapter 5.5.7)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web , LWMD, Permit Consolidation Unit, 517-373-9244
Storm Water Ponds and Discharges to Inland Lakes/Streams, or Great Lakes: Will storm water from any road or any other part of the development be discharged either directly or ultimately to an inland waterbody, or one of the Great Lakes; or will a storm water pond be constructed within 500 feet of an inland waterbody? (Permit Guidebook Chapters 5.5.7 & 5.5.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web5.5.7 , Web5.5.1 LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve placement of fill, earth moving, or placement of structures within the 100-year floodplain of a watercourse? (Permit Guidebook Chapter 5.5.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a building or septic system in a designated Great Lakes high risk erosion area ? (Permit Guidebook Chapter 5.5.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web LWMD, Permit Consolidation Unit, 517-373-9244
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 ? (Permit Guidebook Chapter 5.5.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web5.5.1 , Web5.5.4 , Web5.5.6 , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project propose any development, construction, silvicultural activities or contour alterations within a designated critical dune area ? (Permit Guidebook Chapter 5.5.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web , LWMD, Permit Consolidation Unit, 517-373-9244
Does the project involve construction of a dam , weir or other structure to impound flow? (Permit Guidebook Chapters 5.5.7 & 5.5.8)	Y <input type="checkbox"/> N <input type="checkbox"/>	(Permit Application Web), Web5.5.7 , Web5.5.8 , LWMD, Dam Safety Program, 517-241-9862
CONSTRUCTION PERMITS (SECTOR SPECIFIC)		
Does the project involve a subdivision or site condominium project utilizing individual on-site subsurface disposal systems or individual wells? (Permit Guidebook Chapter 5.3.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, 517-241-1345
Does the project involve the construction or modification of a campground ? (Permit Guidebook Chapter 5.3.6)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, 517-241-1340
Does the project involve the construction or modification of a public swimming pool ? (Permit Guidebook Chapter 5.3.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
OPERATIONAL PERMITS		
Renewable Operating Permit: Does your facility have the potential to emit any of the following: 100 tons per year or more of any criteria pollutant; 10 tons per year or more of any hazardous air pollutant ; or 25 tons per year or more of any combination of hazardous air pollutants ? (Permit Guidebook Chapter 5.1.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , AQD, Permit Section, 517-373-7023
NPDES: Does the project involve the discharge of any type of wastewater to a storm sewer, drain, lake, stream, or other surface water ? (Permit Guidebook Chapter 5.2.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Appropriate District Office, or National Pollutant Discharge Elimination (NPDES) Permit Program 517-241-1346
Does the facility have industrial activity that comes into contact with storm water that enters a storm sewer, drain, lake, stream, or other surface water? (Permit Guidebook Chapter 5.2.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Permits Section, 517-241-8993 or appropriate DEQ District Office

Does the project involve the discharge of wastewaters into or onto the ground (e.g. subsurface disposal or irrigation)? (Permit Guidebook Chapter 5.2.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Groundwater Permits Program, 517-373-8148
Does the project involve the drilling or deepening of wells for waste disposal ? (Permit Guidebook Chapter 5.7.8)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve landfilling, transferring, or processing of any type of solid non-hazardous waste on-site, or placing industrial residuals/sludge into or onto the ground? (Permit Guidebook Chapter 4.4.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , Appropriate DEQ District Office, WHMD 517-335-4035
Does the project involve the on-site treatment, storage, or disposal of hazardous waste ? (Permit Guidebook Chapters 4.4.3 , & 4.4.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Hazardous Waste Section, 517-373-9875
Does the project require a site identification number (EPA number) for regulated waste activities (used oil, liquid waste, hazardous waste, universal waste, PCBs)? (Web Site)	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD, Appropriate DEQ District Office
Does the project involve the receipt, possession, manufacture, use, storage, transport, transfer, release, or disposal of radioactive material in any form?	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Radioactive Material and Standards Unit, 517-241-1275
Do you desire to develop a withdrawal of over 2,000,000 gallons of water per day from any source other than the Great Lakes and their connecting waterways? Or, do you desire to develop a withdrawal of over 5,000,000 gallons of water per day from the Great Lakes or their connecting waterways? (Permit Guidebook Chapter 5.2.6)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, Source Water Protection Unit, 517-241-1318
CHEMICAL ADDITION PROJECTS		
Are you using chemicals or materials in, or in contact with, drinking water at any point in the water works system ? (Permit Guidebook Chapter 5.2.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Appropriate District Office, Public Water Supply Program 517-241-1318
Are you applying a chemical treatment for the purpose of aquatic nuisance control (pesticide/herbicide etc) in a water body (i.e. lake, pond or river)? (Permit Guidebook Chapter 5.2.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Aquatic Nuisance Control and Remedial Action Unit 517-241-7734
Are you applying materials to a water body for a water resource management project (i.e. mosquito control treatments, dye testing, or fish reclamation projects)? (Permit Guidebook Chapter 5.2.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Surface Water Assessment Section 517-373-2190
OPERATIONAL PERMITS (SECTOR SPECIFIC)		
Does the project involve the transport of some other facility's non-hazardous liquid waste ? (Permit Guidebook Chapter 4.2.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Transporter Program, 586-753-3850
Does the project involve the transport hazardous waste ? (Permit Guidebook Chapter 4.2.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Transporter Program, 586-753-3850
Does your facility have an electric generating unit that sells electricity to the grid and burns a fossil fuel? (Permit Guidebook Chapter 5.1.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , AQD, Acid Rain Permit Program, 517-373-7023
Is the project a dry cleaning establishment utilizing perchloroethylene or a flammable solvent in the cleaning process? (Permit Guidebook Chapter 4.1.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , DEQ, Air Quality Division (AQD), 517-241-1324
Does your laboratory test potable water as required for compliance and monitoring purposes of the Safe Drinking Water Act? (Permit Guidebook Chapter 4.1.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , ESSD, Laboratory Services Section 517-335-9800

Does the project involve the generation of medical waste or a facility that treats medical waste prior to its disposal? (Permit Guidebook Chapter 4.1.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , Waste and Hazardous Materials Division (WHMD), Medical Waste Regulatory Program 517-241-1320
Does the project involve transport of septic tank, cesspool, or dry well contents or the discharge of septage or sewage sludge into or onto the ground? (Permit Guidebook Chapter 4.2.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, Septage Program 517-241-1318
Do you store, haul, shred or process scrap tires ? (Permit Guidebook Chapters 4.2.2 or 4.4.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Storage Tank and Solid Waste Section 517-241-2924
Does the project involve the operation of a public swimming pool ? (Permit Guidebook Chapter 4.1.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web DEQ, WB, Drinking Water & Environmental Health Section (DWEHS), 517-241-1340
Does the project involve the operation of a campground ? (Permit Guidebook Chapter 4.1.6)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, 517-241-1340
Do you engage in the business of hauling bulk water for drinking or household purposes (except for your own household use)? (Permit Guidebook Chapter 4.2.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, DWEHS, Noncommunity Unit, 517-241-1370
Does the project involve composting over 200 cubic yards of yard clippings? (Permit Guidebook Chapter 4.4.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Storage Tank and Solid Waste Section 517-241-2924
STORAGE TANKS (CONSTRUCTION AND OPERATION)		
Does the project involve the installation of an aboveground storage tank for a flammable or combustible liquid (under 200 degrees Fahrenheit)? (Permit Guidebook Chapter 4.3.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, Storage Tank and Solid Waste Section (STSWS), 517-335-7211
Does the project involve the installation of a compressed natural gas dispensing station with storage? (Permit Guidebook Chapter 4.3.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, STSWS, 517-335-7211
Does the project involve the installation of a liquefied petroleum gas container filling location or storage location that has a tank with a capacity of more than 2,000 gallons or has two (2) or more tanks with an aggregate capacity of more than 4,000 gallons? (Permit Guidebook Chapter 4.3.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, STSWS, 517-335-7211
Does the project involve the installation, removal, or upgrade of an underground storage tank containing a petroleum product or a hazardous substance? (Permit Guidebook Chapter 4.3.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WHMD, STSWS, 517-335-7211
Does the project involve the installation of a hydrogen system ?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD STSWS, 517-335-7211
PERSONAL LICENSES/CERTIFICATIONS		
Are you designated by your facility to be the Certified Operator to fulfill the requirements of a wastewater discharge permit (NPDES including Storm Water or Groundwater)? (Permit Guidebook Chapters 3.1 , 3.2 , & 3.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Hotlink to Program Web Page (Web) Web3.1 , Web3.2 , Environmental Science and Services Division (ESSD), Operator Training 517-373-4755 and, Web3.5 Water Bureau (WB), Storm Water Program 517-241-8993
Are you a drinking water operator in charge of a water treatment or water distribution system, back-up operator, or shift operator? (Permit Guidebook Chapter 3.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , ESSD, Operator Training 517-241-7199
Are you a water well drilling contractor, pump installer, dewatering well contractor or dewatering well pump installer? (Permit Guidebook Chapter 3.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , WB, Well Construction Unit 517-241-1377

OIL, GAS AND MINING

Do you want to operate a central production facility (applies to oil and gas production facilities where products of diverse ownership are commingled)? (Permit Guidebook Chapter 4.1.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , Office of Geological Survey (OGS), Petroleum Geology and Production Unit 517-241-1515
Does the project involve the removal of sand from a sand dune area within two (2) miles of a Great Lakes shoreline? (Permit Guidebook Chapter 5.6.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , Office of Geological Survey (OGS), Minerals and Mapping Unit, 517-241-1542
Does the project involve the diversion and control of water for the mining and processing of low-grade iron ore ? (Permit Guidebook Chapter 5.6.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the surface or open-pit mining of metallic mineral deposits ? (Permit Guidebook Chapter 5.6.3)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve the mining of nonferrous mineral deposits at the surface or in underground mines? (Permit Guidebook Chapter 5.6.4)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1542
Does the project involve mining coal ? (Permit Guidebook Chapter 5.6.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1542
Do you want to change the status of an oil or gas well (i.e. plug the well)? (Permit Guidebook Chapter 5.7.1)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve drilling of oil, gas, brine disposal, secondary recovery, or hydrocarbon storage wells? (Permit Guidebook Chapter 5.7.2)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve plugging or deepening of an oil or gas well, or conveying rights in the well as an owner to another person? (Permit Guidebook Chapter 5.7.3 , 5.7.4 & 5.7.5)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Permits and Bonding Unit, 517-241-1528
Does the project involve changing the status or plugging of a mineral well ? (Permit Guidebook Chapter 5.7.6 & 5.7.7)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve the drilling or deepening of wells for brine production, solution mining, storage, or as test wells ? (5.7.8)	Y <input type="checkbox"/> N <input type="checkbox"/>	Web , OGS, Minerals and Mapping Unit, 517-241-1532
Does the project involve decommissioning or decontamination of tanks, piping, and/or appurtenances that may have radioactive levels above background?	Y <input type="checkbox"/> N <input type="checkbox"/>	WHMD Radioactive Material and Standards Unit, 517-241-1275

ENVIRONMENTAL ASSISTANCE CENTER: 1-800-662-9278