

Ottawa County Drain Commissioner's Office

414 Washington Avenue, Room 107

Grand Haven, Michigan 49417

(616) 846-8220 • Fax (616) 846-8221

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: cleaning out, or dredging the drain, installing or replacing culvert crossings and adding discharge pipes to the drain.

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 Drain Commissioner and the drainage district as additionally insured. Your application will not be processed without the required information. There are no fees associated with obtaining a Drain Use Permit.

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) 846-8220.

Mail or drop off all necessary information to:

April Abbatoy
Drain Const. & Main. Inspector
Drain Commissioner's Office
414 Washington Avenue, Room 107
Grand Haven, MI 49417

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DRAIN USE PERMIT APPLICATION

Site Name: _____ Drain Name: _____

Location Address/Description: _____

Township: _____ Section: _____

Request Permission to: _____

Proposed Start: _____ Proposed Completion: _____

Property 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

Owner's/Authorized Agent's Signature Date

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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 _____

Owner Name:
Telephone #:

Drain Name:

SCALE 1" = FEET

