



STORMWATER PERMIT APPLICATION

Applicant Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Property Owner Name and Address (if different than above): _____

Property Information (Location of Construction):

Property Address: _____

Parcel Number: 41-____-____-____-____

Storm Water Zone (A, B, or C): _____ Zone District Classification: _____

Design Engineer Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Contractor Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

License Number and Expiration Date: _____ / ____ / ____

Federal Employer ID Number or Reason for Exemption: _____

Worker's Comp. Insurance No. or Reason for Exemption: _____

MESC Employer Number or Reason for Exemption: _____

Type of Improvement (New, Add, Demo): _____

*** A non-refundable storm water permit review fee pursuant to Section 30-204, made payable to Ada Township, must accompany this application:**

For a single family residential: \$100.00
For all others: \$200.00

Storm Water Permit Review

Applicant Submitted	Not Applicable	Requirement	Township Approved
_____	_____	1. The developer has submitted a drainage plan complying with Section 30-203.	_____
_____	_____	2. The drainage plan contains a description of an adequate, temporary storm water retention system to prevent construction site storm water runoff, satisfying the requirements of Section 30-205, and the developer has obtained a soil erosion permit, if necessary.	_____
_____	_____	3. One of the following conditions is satisfied: <ul style="list-style-type: none">• The developer provides a permanent on-site storm water system sufficient to provide on-site storm water runoff in a twenty-five (25) year storm event and a direct connection for all storm water runoff that will be discharged from and through the development site in a one hundred (100) year storm event.• The developer provides a permanent on-site storm water system with a restricted outlet designed to result in no net increase in storm water runoff volume or rate into any adjacent property in a one hundred (100) year storm event.	_____
_____	_____	4. The developer has paid or deposited the storm water permit review fee pursuant to Section 30-204. \$100.00 for single-family residential, \$200.00 for all others.	_____
_____	_____	5. The developer provides all easements necessary to implement the approved drainage plan and to otherwise comply with this Ordinance, including, but not limited to, Section 30-702. All easements shall be acceptable to the Township in form and substance and shall be recorded with the Kent County Register of Deeds.	_____
_____	_____	6. The drainage plan is designed in conformity with the design and performance standards for drains and storm water management systems, as set forth in Division 8.	_____
_____	_____	7. All storm water runoff facilities shall be designed in accordance with the then-current BMP's.	_____

Drainage Plan

Applicant Submitted	Not Applicable	Requirement	Township Approved
_____	_____	1. The location of the development site and water bodies that will receive storm water runoff.	_____
_____	_____	2. The existing and proposed topography of the development site, including the alignment and boundary of the natural drainage courses, with contours having a maximum interval of one-foot (using USGS datum). The information shall be superimposed on the pertinent Kent County soil map.	_____
_____	_____	3. The development tributary area to each point of discharge from the development.	_____
_____	_____	4. Calculations for the final peak discharge rates.	_____
_____	_____	5. Calculations for any facility or structure size and configuration.	_____
_____	_____	6. A drawing showing all proposed storm water runoff facilities with existing and final grades.	_____
_____	_____	7. The sizes and locations of upstream and downstream culverts serving the major drainage routes flowing into and out of the development site. Any significant off-site and on-site drainage outlet restrictions other than culverts should be noted on the drainage map.	_____
_____	_____	8. An implementation plan for construction and inspection of all storm water runoff facilities necessary to the overall drainage plan, including a schedule of estimated dates of completed construction of the storm water runoff facilities shown on the plan and an identification of the proposed inspection procedures to ensure that the storm water runoff facilities are constructed in accordance with the approved drainage plan.	_____
_____	_____	9. A plan to ensure the effective control of construction site storm water runoff and sediment track-out to roadways.	_____
_____	_____	10. Drawings, profiles, and specifications for the construction of the storm water runoff facilities reasonably necessary to ensure that storm water runoff will be drained, stored, or otherwise controlled in accordance with this ordinance.	_____

Drainage Plan Continued...

Applicant Submitted	Not Applicable	Requirement	Township Approved
_____	_____	11. A maintenance agreement, in form and substance acceptable to the Township, for ensuring maintenance of any privately-owned storm water runoff facilities. The maintenance agreement shall include the developer's written commitment to provide routine, emergency, and long-term maintenance of the facilities, and in the event that the facilities are not maintained in accordance with the approved drainage plan, the agreement shall authorize the Township to maintain any on-site storm water runoff facility as reasonably necessary, at the developer's expense.	_____
_____	_____	12. The name of the engineering firm and the registered professional engineer that designed the drainage plan and that will inspect final construction of the storm water runoff facilities.	_____
_____	_____	13. All design information must be compatible for conversion to Grand Valley Regional Geographic Information System. (REGIS)	_____
_____	_____	14. Any other information necessary for the Township to verify that the drainage plan complies with the Township's design and performance standards for drains and storm water management systems.	_____

Statement of Applicant

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the authorized agent, and agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.

Applicant's Signature _____ **Date** _____

Note: Electronic file/pdf is required on all applications (submit via email).

TO BE COMPLETED BY ADA TOWNSHIP

Application Received _____ Initial: _____
mm / dd / yy

App. Fee of \$ _____ Received: _____ Initial: _____ Check # _____ Receipt # _____
mm / dd / yy

Stormwater Permit Application ____ Approved ____ Denied

Zoning Administrator's Signature _____ Date _____

Updated 8/6/2025