

PERMIT APPLICATION FOR PRIVATE WASTEWATER DISPOSAL SYSTEM ("PWS PERMIT")

<p align="center">ANN ARBOR CHARTER TOWNSHIP 3792 Pontiac Trail, Ann Arbor, Michigan 48105 (734) 663-3418</p>	<p align="center"><i>(For Office Use Only)</i></p> Township PWS Permit No.: _____ Date Issued: _____ Township Permit Issued To: _____ Admin Fee (Non-refundable): \$500.00 _____ Review/Inspection Deposit:* _____ Receipt No. _____ Date: _____
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Name of Project: _____
Location: _____
Description of Project: _____
PWS Owner: _____
PWS Operator: _____

Owner: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

Owner's Engineer: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

Owner's Contractor: _____
Address: _____
Phone: _____
Representative name: _____
Address: _____
Phone: _____

MDEQ – Discharge Permit No.: _____
(attach a copy of application and permit)
Date of Issue: _____

MDEQ – Part 41 Permit No.: _____
(attach a copy of application and permit)
Date of Issue: _____

See checklist of required information and documents to be submitted with PWS Permit Application starting on page 4.

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1. Owner/Representative should contact the Utilities Director at (734) 663-3418 prior to filing an Application for a determination of plans required and to schedule a preconstruction meeting.
2. A preconstruction meeting must be held after a completed Application is filed and all necessary fees and deposits paid. No permit will be issued until after the preconstruction meeting and approval of plans by the Township engineer.
3. Owner/Representative must complete the Permit Application, submit required fees and deposits, participate in the preconstruction meeting and have plans approved and permit issued prior to beginning construction.
4. The Administrative Fee and the Review/Inspection Deposit shall be paid at the time the Application is filed. The Owner/Representative shall provide an itemized construction cost estimate that must be reviewed and approved by the Township Engineer. Adjustments in the approved construction cost may require additions to the deposit.
5. The Township shall deduct from the Review/Inspection Deposit all Township inspection, review and construction administration expenses related to the installation, inspection and review of the PWS, including but not limited to review of plans, construction observation, punch lists, consultant's review, and review of easements.
6. If more than 75% of the Review/Inspection deposit is used to reimburse inspection and review costs, the Owner/Representative must bring the deposit to its initial level within 14 days after notice from the Township. If the deposit is not brought back to its initial level within the time required, then no further inspections/reviews shall occur, a stop work order may be issued and no permits or certificates of occupancy shall be issued for any work on the Project until the deposit is brought to its initial level.
7. No permit will be issued until receipt of approvals from the MDEQ , WCHD (if applicable) and Township, completion of the pre-construction meeting and approval of all required plans.

No Work Can Be Started Until the Permit Is Issued

Form Approved

8/21/06

PRIVATE COMMUNITY WASTEWATER SYSTEM PERMIT – PAGE 4

DOCUMENT AND INFORMATION CHECKLIST

- Minutes of Board Meeting approving CUP/PUD for Project
- WCHD Approval (if applicable)
- MPSC Approval (if applicable)
- MDEQ Discharge Permit
- MDEQ Part 41 Permit
- Articles of Incorporation and Bylaws of Association
- Master Deed/Restrictive Covenants
- Development Agreement (to be signed by Applicant, Owner, Association and Township) (see Section 3.4.3.3 of PWS Ordinance)
- Insurance Certificates
- Consent to Special Assessment District by all Owners of Project
- Educational Materials (see Section 3.4.3.3.11 of PWS Ordinance)
- PWS Operating Agreement (to be signed by Applicant, Owner, Association, Operator) (see Section 3.4.3.4 of PWS Ordinance)
- Applicant’s Engineering Certificate (see Section 3.4.3.5 of PWS Ordinance)
- Evidence of Qualification of PWS Operator
- Evidence of Qualification of PWS Owner
- Disclosure Document (see Section 3.4.3.8 of PWS Ordinance)
- Calculation of O&M Reserve (see Section 3.4.3.10 of PWS Ordinance)
- Evidence of Establishment of O&M Reserve/Escrow Agreement
- Calculation of Replacement Reserve (see Section 3.4.3.10 of PWS Ordinance)
- Evidence of Establishment of Replacement Reserve/Escrow Agreement
- Access Easement to Township

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- O&M Manuals
- Calculation of proposed rates to fund reserves (see Section 3.4.3.12 of PWS Ordinance)
- Warranties of manufacturer and contractors
- Township Planner/Engineer verification of PWS Design compliance with Section 6 of PWS Ordinance
- Township Planner/Engineer verification that PWS Plans comply with CUP/PUD approval and conditions
- After PWS Permit issued, Applicant to provide copy of recorded Development Agreement and Development Documents which shall not be amended pertaining to the PWS without Township prior written approval.
- Establishment of Special Assessment District (before sale of lot/unit) (see Section 3.4.9 of PWS Ordinance)