



**CRITICAL DUNE AREA PRE-APPLICATION MEETING REQUEST**

The Department of Environmental Quality's (DEQ) Land and Water Management Division (LWMD) has established a voluntary process for meeting with staff prior to submitting a permit application under Part 353, Sand Dune Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. If you would like to request a pre-application meeting with LWMD staff, please submit the following information to your local LWMD District Office:

1. The Pre-application Meeting Request Form. You must provide all requested information to allow us to process your request.
2. A map indicating the location of your project site (a county map or one obtained from an internet mapping system, is acceptable). This map should include all streets, roads, intersections, highways, and a north arrow.
3. If the applicant is not the property owner, a letter from the landowner authorizing the DEQ to meet with the applicant and/or agent and enter the property described on this form for the purposes of the pre-application meeting.
4. The type of meeting desired: Level I is a meeting in the district office, Level II is a general on site meeting and evaluation, and Level III is a project specific on site meeting.
5. The appropriate fee (as shown below).
6. The property tax number, site address, labeled photographs (date, locations, and direction of view) of the property, and, if available, a property survey with the request for the Level I review. Two copies of a preliminary site plan or property boundary survey for a Level II. For Level III, a topographical survey depicting where slopes greater than 1 on 4 and greater than 1 on 3 exist related to proposed uses must be provided by a registered land surveyor using LWMD methodology. The Level III proposal must have the corners of the proposed project staked prior to the meeting and the stakes labeled as to what they represent (for example-north corner of house). The stake locations must appear on the preliminary survey.

Other information that may be helpful in LWMD's review includes, but is not limited to, photographs of the site, aerial photos, more detailed site plans, etc.

Please submit the application and appropriate fee to the local District Office. The district contact information link is found at the bottom of the application form.

Staff of the LWMD will contact you to schedule a meeting at a mutually convenient time. Meetings will be scheduled as soon as staff time and/or weather conditions allow. A meeting may be rescheduled if you provide at least 24 hours advance notice. If you need to cancel a pre-application meeting, you may do so up to 24 hours (not including weekends or holidays) prior to the scheduled meeting with a full refund. **No refund will be given if the meeting is canceled by you with less than 24 hours notice.**

TYPE OF PRE-APPLICATION MEETING	FEE
<b>Meeting in district office (Level I)</b>	No Charge
<b>Meeting on project site (Level II)</b>	
First acre or portion of acre	\$400.00
Each additional acre or portion of acre	\$50.00
Maximum	\$1,000.00
Example: 4.7 acres = \$400 + (4 x \$50) = \$600.	
<b>Meeting on project site (Level III)</b>	
First acre of portion of acre	\$500.00
Each additional acre or portion of acre	\$50.00
Maximum	\$1,100.00
<b>Second meeting on project site</b> (due to applicant or consultant revising plans, revising the staked area, or providing inaccurate information)	One-half the initial application fee

**Methodology to Provide a Level III Topographical Survey Suitable for Pre-application Meetings**

A surveyor must accurately depict slopes greater than 1 on 4 (25 percent slope) and greater than 1 on 3 (33.3 percent slope) in proximity to proposed buildings, drives, septic systems and other uses within a critical dune area. The slopes must not be identified using the interpolation of elevation data taken from a grid or random pattern on the property. Locations where each slope breaks to more or less that 1 on 4 and more or less than 1 on 3 within an area of proposed impact, including where construction equipment and materials may cause impacts, should be measured and mapped. Measurements must be taken along the fall line of each slope segment. The horizontal distance between parallel slope segments along a slope face will vary with site conditions. All slope segments defining an area greater than 1 on 3 should be identified on the survey and all slope segments defining an area greater than 1 on 4 should also be separately identified. However, there must be enough measurements to define the aerial extent of each slope class (1 on 4 or 1 on 3).

**DEPARTMENT OF ENVIRONMENTAL QUALITY  
LAND AND WATER MANAGEMENT DIVISION  
PRE-APPLICATION MEETING REQUEST  
CRITICAL DUNE AREA (CDA) AND/OR HIGH RISK EROSION AREA (HREA)**

**Applicant**

Applicant:	
Address:	
City:	State:      Zip:
Phone:	Fax:
Email:	

**Property Owner**

Property Owner:	
Address:	
City:	State:      Zip:
Phone:	Fax:
Email:	

**Agent (if applicable)**

Agent:	Company:	
Address:		
City:	State:	Zip:
Phone:	Fax:	Email:

**Site Location**

Address:	Township/City:	Zip:
County:	Town:	Range:      Section:
Tax Number	Size of property in acres	
A map and directions to the site (nearest major intersection and directions from major intersection): Please attach.		

**PRE-APPLICATION MEETING REQUEST**

1. The meeting is requested at the       DEQ District Office (Level I),       on site basic review (Level II), or  
 on site specific project review
2. DEQ staff should contact       the Applicant      or       Agent
3. Enclose property survey or project plan with topographical survey of slopes, as appropriate

**GENERAL INFORMATION**

Project description (use additional sheets if necessary): \_\_\_\_\_

Estimated total area of disturbance (acres or square feet) \_\_\_\_\_

Is a High Risk Erosion Area involved?       Yes       No       Uncertain

**SIGNATURE**

I hereby certify that I am familiar with the information contained in this request and that it is true and accurate. I understand that there are penalties for submitting false information and that any finding pursuant to this request may be revoked if information on this request is untrue. I understand that if I cancel the meeting less than 24 hours prior to the meeting or fail to appear the fee shall be forfeited.

<input type="checkbox"/> Property Owner  <input type="checkbox"/> Agent/Contractor <small>(see #3 above)</small>	Printed Name	Signature	Date (M/D/Y)
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**FEE**

Applications fees should be paid by electronic fund transfer (EFT) or credit card. Downloadable forms for credit card or electronic fund transfer payment can be obtained at [Credit Card and Electronic Fund Transfer \(EFT\) Payments](#). Please mail the application and fee to the appropriate District Office. The addresses can be found at [www.michigan.gov/deqlwmd](http://www.michigan.gov/deqlwmd), click on District Offices.

## CRITICAL DUNE AREA PRE-APPLICATION MEETINGS REPORT SUMMARY

Following a pre-application meeting, Land and Water Management Division (LWMD) staff will provide a written response for Level I reviews on each of the following:

- Whether or not the site is within a Critical Dune Area (CDA) or High-Risk Erosion Area (HREA).
- General CDA and/or HREA requirements.
- 30-year and 60-year setback distances, if a HREA.
- An explanation of HREA multipliers, if the bluff height is greater than 25 feet.
- An explanation of the HREA "elevation contour."
- Definition of the HREA "erosion hazard line."
- Definition of the HREA "readily moveable structures."
- Slope protection requirements for excavation adjacent to dune slopes.
- Potential for Threatened or Endangered Species on the site based on a database review.

For a Level II review the written response will include the information from Level I and also identify many of the Level I conditions on site, as applicable. In addition, the written response will provide the following if they apply to the property:

- The crest location on the property.
- The locations of the elevation contour and erosion hazard line, and which one would be used for measuring the HREA setback requirements.
- The height of the bluff.
- Identify potential building sites or other potential uses.
- Identify areas of existing impacts that may meet Section 35306 criteria.
- Potential vehicle access.
- Potential staging area for equipment/materials.
- Areas of property outside the critical dune boundary.

For a Level III review the written response will include the information from Levels I and II, as applicable. In addition, the written response will provide the following if they apply to the property:

- LWMD staff will measure or verify the slopes within the staked area and immediately adjacent to the proposed use.
- A general written description of the slope location outside the proposed use.
- Whether proposed permanent structures meet the appropriate setback distance in a HREA.

ALL THREE LEVELS OF SERVICE WILL PROVIDE THE APPLICANT THE OPPORTUNITY TO ASK QUESTIONS OF LWMD STAFF.