

**Ingham County Drain Commissioner  
Patrick E. Lindemann**

707 BUHL AVENUE P. O. BOX 220 MASON MI 48854 PH. (517) 676-8395 FAX (517) 676-8364

**APPLICATION FOR PERMIT / LICENSE**

Cross a County Drain    Connect/Tap-In to County Drain    Occupy a County Drain Easement (License to Encroach)

<b>Landowner/Permittee:</b> _____	
<b>Address:</b> _____	
<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
<b>Phone:</b> _____	<b>Fax:</b> _____
<b>E-Mail:</b> _____	
<b>Contractor:</b> _____	
<b>Address:</b> _____	
<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
<b>Phone:</b> _____	<b>Fax:</b> _____
<b>E-Mail:</b> _____	
<b>Project Address:</b> _____	
<b>Township/City/Village:</b> _____	<b>Sec:</b> _____ <b>1/4 Sec:</b> _____
<b>Property Tax ID #</b> _____	

**Drain No.:** \_\_\_\_\_ **Drain Name:** \_\_\_\_\_

1. This application is made for the occupation of an easement held for the above named drain, to cross that drain, or to connect/tap-in to that drain for the following purpose or activity: (Be specific, describe type & size of pipe or structure crossing or connecting, invert elevations, etc.)

2. The point of occupation, crossing and/or connection/tap-in is specifically located as:

I, the undersigned, in applying for permission to occupy a drain easement, cross a drain, or connect/tap-in to a county drain agree to abide by the following terms and conditions:

The application for permit or license must be accompanied by a parcel legal description labeled Exhibit A on 8 1/2" x 11" or 8 1/2" x 14"; and three (3) sets of sealed site plans showing the drain, the drain easement, and the proposed crossing, encroachment, or connection labeled Exhibit B on 8 1/2" x 11" or 8 1/2" x 14." **Leave 1/2" margin on Exhibits.** If in Road Right-of-Way no parcel legal description is required, and only one exhibit need be submitted, that of the proposed crossing, encroachment, or connection labeled Exhibit A.

- A crossing and/or license to encroach submittal shall include a detailed sealed scaled plan, profile, and sectional view of the drain at the crossing and for the full width of the easement.
- A tap-in submittal shall include a detailed sealed scaled plan and profile view of the connection at the drain and for full width of the easement.
- A license to encroach needs detailed sealed scaled plan and profile view of the encroachment in easement on a case-by-case basis. Applicant must pay actual billed costs of ICDC staff and consultants.

Landowner's/Permittee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructions**

Complete and submit three (3) sets of plans and a \$1500 inspection deposit. Unused monies will be returned. Fees for the permit are as follows: Crossing Permit - \$495.00 (Commercial) --- \$130.00 (Residential) / Tap-In Permit - \$410.00 (Commercial) --- \$105.00 (Residential) / License to Encroach --- Staff/Consultant costs and \$30.00 Deposit.