

# POND CONSTRUCTION CHECKLIST

Shiawassee County Community Development  
201 N. Shiawassee Street  
Surbeck Building, Third Floor  
Corunna, MI 48817  
(989) 743-2396

- \_\_\_\_\_ 1. Zoning Permit Application: Completed application with Notarized signature.
  
- \_\_\_\_\_ 2. Proof of Ownership: Recorded Deed or Land Contract with Liber & Page Number and legal description of the property.
  
- \_\_\_\_\_ 3. Site Plan: Showing setbacks from property lines, center of the road, and any other structures. Must include pond size, depth, exterior & interior slope and proposed safety station and/or fencing. Also indicate well and septic locations.
  
- \_\_\_\_\_ 4. Soil Erosion & Sedimentation Control Permit: Applications are obtained from the Shiawassee County Environmental Health Office, located in the Surbeck Building. We require a copy of the permit or waiver if no permit is required.
  
- \_\_\_\_\_ 5. Plans for Spoils created from Pond: No material can be removed from the site unless on approved Special Use Permit has been granted for Surface Mining Permit, as outlined in Section 4.3.67 of the Shiawassee County Zoning Ordinance.
  
- \_\_\_\_\_ 6. Performance Bond, Letter of Credit or Cash Bond in the amount of \$4,000.

**Section 5.2.4.B.**

**B. Creation of Residential Ponds Larger Than Two (2) Acres.** A manmade excavation or impoundment of surface water designed to retain or detain water with a surface area of larger than two (2) acres is subject to the following regulations:

1. A pond larger than two (2) acres is a special use in all zoning districts.
2. No person shall commence the excavation, dredging, or construction of a dam, that is designed, intended or results in the creation or enlargement of a pond without first making application for and receiving a Zoning Permit approving the specific plans for a pond.
3. An application for a Zoning Permit for a pond shall be made pursuant to Section 16.5 of this Ordinance. Notice shall also be given to applicable Township.
4. Applications for ponds larger than two (2) acres which are located within 500 feet of a lake, river, stream or open County drain shall be required to be submitted to the Michigan Department of Environmental Quality to determine the extent to which the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, apply to the proposal.
5. Ponds (or man made lakes) in excess of two (2) acres shall be considered major site plans under Section 14.3.3.A.
6. Plans for ponds shall indicate the size, depth, and proposed finished grade of the land both above and below water level, any proposed fencing location and specifications. In addition, the applicant shall indicate sources of water being used to supply the pond (such as stream impoundment, surface water runoff, springs, and wells).
7. No pond shall be closer than fifty (50) feet from any property line, easements for egress, dwelling units, septic drainage fields and domestic wells.
8. Ponds on parcels of less than 20 acres in size that are not enclosed by a four (4) foot high fence shall be required to provide and maintain one or more safety stations in compliance with the following:
  - a. U.S. Coast Guard approved ring buoys securely connected to forty (40) feet of rope mounted on posts located at 500 feet intervals around the perimeter of the pond.
  - b. A twelve-(12) foot long pole shall be attached to one (1) safety station.
9. Before issuance of a Special Use Permit, there shall be filed by the applicant a surety bond at \$4,000 per acre executed by a reputable surety company authorized to do business in the State of Michigan, or irrevocable letter of credit, or cash bond pursuant to the requirements of Section 16.10 running to Shiawassee County, condition upon the prompt compliance with all provisions of this Section and the requirements of the County and State.

**C. Creation of Residential Ponds Less than Two (2) Acres.** A manmade excavation or impoundment of surface water designed to retain or detain water with a surface area of less than two (2) acres is subject to the following regulations:

1. A pond less than two (2) acres is an accessory use in all zoning districts.
2. No person shall commence the excavation, dredging, or construction of a dam that is

designed, intended or results in the creation or enlargement of a pond without first making application for and receiving a Zoning Permit approving the specific plans for a pond.

3. Applications for ponds less than two (2) acres which are located within 500 feet of a lake, river, stream, or open County drain shall be required to be submitted to the Michigan Department of Environmental Quality to determine the extent to which the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, apply to the proposal.

4. An application for a zoning permit for a pond shall be made pursuant to Section 16.5 of this Ordinance.

5. Proposed ponds of less than two (2) acres in size shall be considered under Section 14.3.3.b., Minor Site Plan.

6. Plans for ponds shall indicate the size, depth, and proposed finished grade of the land both above and below water level, any proposed fencing location and specifications. In addition, the applicant shall indicate sources of water being used to supply the pond (such as stream impoundment, surface water runoff, springs, and wells).

7. No pond shall be closer than fifty (50) feet from any property line, easements for egress, dwelling units, septic drainage fields and domestic wells.

8. Ponds on parcels of less than 20 acres in size, that are not enclosed by a four (4) foot high fence shall be required to provide and maintain one or more safety stations in compliance with the following:

- a. U.S. Coast Guard approved ring buoys securely connected to forty (40) feet of rope mounted on posts located at 500 feet intervals around the perimeter of the pond.
- b. A twelve-(12) foot long pole shall be attached to one safety station.

9. Every effort shall be made to keep excavated soil material on the same parcel as the pond. Excavated materials used for grading around the pond shall not be placed closer than twelve (12) feet to the edge of the excavation and must meet State of Michigan Soil Erosion and Sedimentation Control requirements.

10. All ponds shall be completed sixty (60) days following issuance of the zoning permit.

11. Before issuance of a zoning permit, there shall be filed by the applicant a Surety Bond at \$4,000 per acre executed by a reputable surety company authorized to do business in the State of Michigan, or Irrevocable Letter of Credit, Cash Bond pursuant to the requirements of Section 16.10 running to Shiawassee County, condition upon the prompt compliance with all provisions of this Section and the requirements of the County and State.

**D. Agricultural Ponds less than five (5) acres in size are permitted without regard to the eleven (11) previous subsections if:**

1. The pond is used as a bona fide commercial agricultural or horticulture operation in an A-1, A-1½, or A-2 district. The pond is designed and installed according to the USDA Natural Resources Conservation Service's Technical Guide Pond standard and specifications (#378) by a qualified engineer.

2. Agricultural ponds greater than five (5) acres shall require the project to conform to Section 4.3.67, surface mining.

**POND EXCAVATION WORKSHEET**  
**(To be attached with a Zoning Permit Application)**

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1. Parcel size (acreage) \_\_\_\_\_.
2. Proposed pond size - \_\_\_\_\_ x \_\_\_\_\_.
3. Proposed depth of pond - \_\_\_\_\_.  
(i.e. 6 ft deepest point)
4. Finished grade – exterior grade around pond \_\_\_\_\_.  
Finished grade – interior grade around pond \_\_\_\_\_.  
(i.e. 4-to-1 slope)
5. Water source proposed to supply pond - \_\_\_\_\_.
6. Setbacks (distance from):  
Front yard setback from road right-of-way \_\_\_\_\_.  
Side yard setbacks from pond edge to boundary lines \_\_\_\_\_  
\_\_\_\_\_.  
Setback from a river, lake, stream, county drain \_\_\_\_\_  
\_\_\_\_\_  
Setback from dwelling - \_\_\_\_\_.  
Setback from septic and drain field - \_\_\_\_\_.  
Setback from well - \_\_\_\_\_.
7. Safety Station(s) – Location on site plan, spacing, and type:  
Ring Buoy (every 500 feet) hooked to a 40' rope \_\_\_\_\_.  
12 foot pole attached to one safety station \_\_\_\_\_.
8. Plans for excavated materials from the proposed pond project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(if used on site to be included on site plan)
9. Soil Erosion and Sedimentation Control Permit # \_\_\_\_\_.
10. Michigan Department of Environmental Quality (M.D.E.Q.) Permit # \_\_\_\_\_  
\_\_\_\_\_.
11. Attached site plan verifying above information.

**APPLICATION for a ZONING PERMIT**  
 Shiawassee County Community Development Department  
 Surbeck Building • Third Floor  
 201 North Shiawassee Street  
 Corunna, Michigan 48817  
 Phone: (989) 743-2396 • Fax: (989) 743-2393

App. Date: \_\_\_\_\_ Receipt # \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Permit No. \_\_\_\_\_

Review Date: \_\_\_\_\_  Approved  Denied By: \_\_\_\_\_

Property Address/Location		Applicant (if not Owner)		
Address/Street: _____		Name: _____		
Nearest Cross Rd.: _____		Address: _____		
Township: _____		City/State/Zip: _____		
Parcel Number: _____		Phone: _____		
Zoning District: _____		Fax: _____		
Owner Information		If New Construction or Addition		
Name: _____		Please Attach All That Apply:		
Address: _____		<input type="checkbox"/> Land Division Certificate <input type="checkbox"/> Survey		
City/State/Zip: _____		<input type="checkbox"/> Proof of Ownership		
Phone: _____		<input type="checkbox"/> Septic Permit # _____ Well Permit # _____		
FAX _____		<input type="checkbox"/> Driveway Permit <input type="checkbox"/> Soil Erosion Permit		
		<input type="checkbox"/> New Address		
X	Type of Request	Yes	No	For All Applications
	Non Residential or Business Use			Did you attach a "Site Plan Drawing"?
	Building/Zoning Permit Principal Use			Are you making grade (earth) changes?
	Building/Zoning Permit Accessory Use			Are you creating a pond?
	Certificate of Zoning Compliance			Is your project within 500 ft. of any surface water?
	Hazardous Material Storage			Is your project exclusively for agricultural use?
	Home Occupation Permit			Is this site currently violating the Zoning Ordinance?
	Temporary Building/Use Permit			
		For Sign Permits Only		
	Transfer of a Special Use Permit			Type of business:
	Amendment of a Site Plan			Total display area in sq. ft.:
	Razing or Moving Permit			Proposed setback from RoW:
	Private Road Permit			Sign height: Sign purpose:
	Grading and/or Pond Permit			Type: <input type="checkbox"/> Pole <input type="checkbox"/> Ground <input type="checkbox"/> Wall <input type="checkbox"/> Other
	Sign Permit			Height and width of wall:
	Other (Damage, Yard, Pool)			Attach Sign drawing showing copy <input type="checkbox"/>
<b>Describe Proposed Building or Land Use:</b>				

**AFFIDAVIT OF COMPLIANCE**

I am the owner of, or the authorized agent of the owner, of the lot (parcel of land) described and shown on the attached site plan. I am familiar with the Shiawassee County Zoning Ordinance, including the related laws listed in Section 16.5.3. I hereby attest based upon my knowledge and belief that this request is complete, in compliance with, and warrants approval under the Shiawassee County Zoning Ordinance of 1982, as amended.

\_\_\_\_\_  
 Signature of Applicant \_\_\_\_\_  
 Date

**"Affidavit of Compliance"**

(As outlined within Section 16.5.3 of the Shiawassee County Zoning Ordinance/June 7, 1999)

I, \_\_\_\_\_, am the owner of, or the authorized agent of the owner of the lot (parcel of land) described on the attached site plan. I have read and understand the terms of the Affidavit of Compliance as listed below and agree to comply with the following, as applicable:

- A. The Land Division Act, Public Act 288 of 1967, as amended.
- B. The Shiawassee County Health Department Sanitary Code.
- C. The Flood Plain regulations of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 31, as amended.
- D. Michigan Public Health Code, Public Act 368 of 1978, as amended.
- E. Farmland and Open Space Preservation provisions of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 361, as amended.
- F. Wetlands Protection provisions of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 303, Section 324.30301 et.seq., as amended.
- G. Inland Lakes and Streams provisions of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 301, Section 324.30101, et.seq., as amended.
- H. "Miss Dig Law", Act 53, as amended.
- I. Airport Zoning Act, Public Act 23 of 1950, as amended.
- J. State Construction Code Act, Public Act 230 of 1972, as amended.
- K. The Shiawassee County Drain Commission Standard Construction specifications for open and closed drains.
- L. The Shiawassee County Subdivision Control Procedures pursuant to Public Act 288 of 1967, as amended.
- M. The Shiawassee County Soil Erosion and Sedimentation Control Ordinance, and any Applicable regulations of the Natural Resources and Environmental Protection Act, Public Act 451 of 1994, Part 91, Section 324.9101 et. seq., as amended.
- N. Michigan Department of Environmental Quality rules for Land Divisions, as amended.
- O. All township or village ordinances that are applicable to the proposed building, structure, or land use.
- P. All other State, Federal, or local laws, rules, or regulations applicable to the proposed building, structure, or use of the property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

STATE OF MICHIGAN     )  
COUNTY OF SHIAWASSEE )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, \_\_\_\_\_, MI

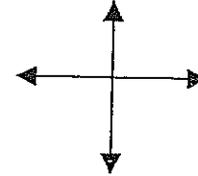
My Commission Expires: \_\_\_\_\_

**SHIAWASSEE COUNTY ZONING SITE PLAN GRID**

NAME \_\_\_\_\_ PROJECT ADDRESS \_\_\_\_\_

LOT SIZE \_\_\_\_\_ or NUMBER OF ACRES \_\_\_\_\_

(SEE REVERSE SIDE FOR INSTRUCTOINS)



(E, N, S, W)

CENTER LINE OF ROAD

## SITE PLAN REQUIREMENTS

1. List Setbacks from all lot lines accurately.
2. Indicate all buildings on site and the distance between them.
3. Show location of all utility lines and distance from current building site.
4. Show location of the Well, Septic Tank and Drain Field.
5. Show location of the Reserve Drain Field.
6. Accurately locate Driveway and give distance from closest lot line
7. Indicate any unique features of the property, such as drain, ditches or streams, etc. and the distance for the building site.