

# WHITEFORD TOWNSHIP

8000 YANKEE ROAD, SUITE 100  
OTTAWA LAKE, MI 49267

## **GETTING A POND PERMIT – WHAT YOU NEED TO DO**

1. Get a pond permit application from the Whiteford Township Clerk or Supervisor. This document is also available on [www.whitefordtownship.org](http://www.whitefordtownship.org).
2. Have 2 sets of detailed pond plans prepared by a professional engineer, surveyor or architect licensed with the State of Michigan and have them signed and sealed to turn in with the pond application to the Whiteford Township Clerk.
3. Be sure to include information listed in the Pond Permit Application requirements on the pond application before it is submitted to the Whiteford Township Planning Commission.
4. Be sure the pond plans conform to the Pond Design Requirements of Sections 3.16.7 and 3.16.9 of the Whiteford Township Pond Ordinance.
5. Include a non-refundable fee of \$1000 with your paid application.
6. Follow all specific instructions on the pond application itself.
7. Turn your completed Pond Application, fee and 2 detailed pond plans in to the Whiteford Township Clerk. These plans will be reviewed/approved by the township engineer.
8. A meeting of the Whiteford Township Planning Commission will be scheduled to review the application upon approval of the township engineer. Please allow 3 - 5 weeks to schedule the meeting so that publication requirements can be met.
9. Maintain your pond in conformity with the requirements of the Whiteford Township Ordinance.