

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

STEP 1: Obtain a Pond Permit Application, Pond Design Requirements and Approval Checklist from the Whiteford Township Clerk or at [whitefordtownship.org](http://whitefordtownship.org) under the Documents heading.

STEP 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.

STEP 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.

STEP 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. Provide copies of any approval letters as required. Complete the Approval Checklist (Section 3.16.6 of the Whiteford Township Pond Ordinance).

STEP 5: Include a non-refundable fee of \$1000 with your paid application.

STEP 6: Follow all specific instructions on the pond application itself.

STEP 7: Turn your completed Pond Application, fee and 2 detailed pond plans in to the Whiteford Township Clerk. A meeting of the Whiteford Township Planning Commission will be scheduled to review the application. Please allow 2 - 4 weeks to schedule the meeting so that publication requirements can be met.

STEP 8: If, after reviewing your application, the Whiteford Township Planning Commission decides to grant you a special pond permit, a bond of 120% of the Township's estimated cost to the property owner of building fence shall be given as a bond to Whiteford Township before a permit may be given to allow construction of such a pond. The fence required to be built around the pond must be completed within 6 months of the pond's completion.

STEP 9: Upon completion of your pond and fence, contact the Whiteford Township Building Inspector to arrange an inspection of your pond and fence. If your pond meets with the ordinance requirements and is constructed according to your plans as verified by the Building Inspector, contact the Whiteford Township Clerk to request that all but 10% of your bond be returned to you.

STEP 10: Maintain your pond in conformity with the requirements of the Whiteford Township Ordinance.