

RILEY TOWNSHIP
ZONING / POND PERMIT APPLICATION
13042 BELLE RIVER RD.
RILEY TOWNSHIP, MI 48041
(810) 392-2326 FAX (810) 392-2918
Zoning Administrator, Jim Golembiewski (810)531-1286

I. Job location

NAME OF OWNER/AGENT	Email:	
STREET ADDRESS AND JOB LOCATION	RILEY TOWNSHIP	ST. CLAIR CO.

II. Contractor / Homeowner Information

INDICATE WHO THE APPLICANT IS () CONTRACTOR () HOMEOWNER	NAME	STATE LICENSE NUMBER	EXPIRATION DATE
ADDRESS (STREET NUMBER AND NAME)		STATE REGISTRATION NUMBER	LOCAL LICENSING
CITY	STATE	ZIP CODE	LOCAL LICENSE NUMBER
TELEPHONE NUMBER (INCLUDE AREA CODE)		FEDERAL EMPLOYER ID NUMBER (OR REASON FOR EXEMPTION)	
WORKERS COMPENSATION INSURANCE CARRIER (OR REASON FOR EXEMPTION)		UIA NUMBER (OR REASON FOR EXEMPTION)	

III. Homeowner Affidavit

I hereby certify that I will cooperate with the Riley Township Zoning Administrator and assume the responsibility to arrange for necessary inspections.

HOMEOWNER SIGNATURE _____ Date _____

IV. Fee Chart- enter the number of items being installed, multiply by the unit price for total fee.

	FEE	# ITEMS	TOTAL		FEE	# ITEMS	TOTAL
Base Permit Fee (Non-refundable)	\$100.00	1	\$100.00			1	\$100.00
INSPECTIONS							
Site Plan Review. On paper. Move forward with stakes after approval	\$25.00	1	\$25.00			1	\$25.00
Site/Stake Inspection. On site. Move forward with digging after approval	\$50.00	1	\$50.00			1	\$50.00
Additional Inspections. As deemed necessary by Inspector	\$50.00						
Renewal application fee. Six (6) months ONLY upon board approval	\$35.00						
Final Inspection when complete with staked life ring and signs	\$50.00	1	\$50.00			1	\$50.00

TOTAL FEE (Must include the \$100.00 non-refundable base fee)

\$225.00

IV. Instructions for completing Application

General: work shall not be started until the permit has been issued. Work started without a permit subject to additional fees.

Expiration of permit: A permit shall become invalid if the authorized work is not commenced within six (6) months after issuance of permit or if the authorized work is suspended or abandoned for a period of six (6) months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED OR CONDUCTED WITHIN SIX (6) MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. THE CHARGE TO RE-OPEN A CLOSED PERMIT IS \$75.00. WORK STARTED WITHOUT A PERMIT: \$125 FEE IF NOT ISSUED WITHIN EIGHT(8) DAYS ADDITIONAL \$50 FEE (TOTAL \$175)**

Calling for inspections: When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the permit number, job location, access information and telephone number.

THIS IS NOT A PERMIT - APPLICATION ONLY!!





RILEY TOWNSHIP
APPLICATION FOR POND PERMIT

OWNER: _____ ADDRESS: _____

PHONE #: _____ ADDRESS OF PROPOSED POND: _____

APPLICANT: (If not legal owner): _____

ADDRESS OF APPLICANT: _____ PHONE #: _____

LOT SIZE: _____ ZONING DISTRICT: _____

POND INFORMATION:

SIZE: _____ X _____ TOTAL SQUARE FEET: _____

SETBACKS: RIGHT SIDE: _____ LEFT SIDE: _____ FRONT: _____ REAR: _____ DISTANCE FROM EXISTING BUILDING(S): _____

DISTANCE FROM SEPTIC: _____ WELL: _____ ALL POWER LINES: _____ OTHER: _____

SITE PLAN MUST BE PROVIDED WITH THE DISTANCES FROM ABOVE ITEMS INCLUDING NATURAL FEATURES SUCH AS DITCHES, DRAINS, NATURAL WATERCOURSES.

I UNDERSTAND TWO STAKES MUST BE PROVIDED ON EACH PROPERTY LINE ADJACENT TO THE POND TO MEASURE SETBACKS.

Permission to Inspect: I, the undersigned, as the owner of the above designated property, do hereby grant permission for the Riley Township Zoning Administrator/Pond Inspector to enter upon the said property for the purpose of making the required pond inspections and related examination.

Owner of Property
DATE: _____

Applicant

PRIOR TO CALLING FOR FINAL INSPECTION MAKE SURE ALL SAFETY ITEMS ARE COMPLETED.

CALL this office at 810-392-2326 FOR SITE AND FINAL INSPECTIONS

~~~~~ OFFICE USE ONLY ~~~~~

PERMIT #: \_\_\_\_\_ ORDINANCE #29 BOND: \_\_\_\_\_

PERMIT FEES: \_\_\_\_\_

EXPIRATION OF POND PERMIT & ORINANCE #29 BOND: \_\_\_\_\_

BUILDING DEPARTMENT SECRETARY: \_\_\_\_\_

STAKED SITE INSPECTION: \_\_\_\_\_ DATE: \_\_\_\_\_

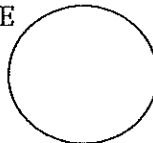
FINAL INSPECTION: \_\_\_\_\_ DATE: \_\_\_\_\_

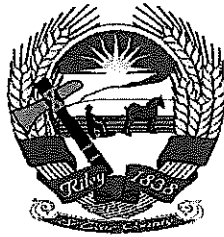


**IX. Site or Plot Plan - For Applicant Use**

**MUST SHOW ALL BUILDINGS ON SITE OR PLOT PLAN. MUST SHOW ALL 4 SIDES, DISTANCE TO PROPERTY LINES & CORNERS. LOTS REQUIRE BOTH ROAD SETBACK. MUST HAVE, PRIVATE SEWAGE DISPOSAL SYSTEM, WELL, AND EDISON POLES CLEARLY MARKED INDICATE DIRECTION OF NORTH WITHIN THE CIRCLE**

**ZONING APPROVAL SIGNATURE & DATE**





RILEY TOWNSHIP  
 13016 BELLE RIVER ROAD RILEY TWP., MI 48041  
 PHONE: (810) 392-2326 FAX: (810) 392-2918

**POND INFORMATION SHEET**

Private residential ponds and agricultural or farm ponds may be permitted on a minimum of (2) acres and two hundred (200') foot frontage in the AR or RC Districts **AS AN ACCESSORY USE TO A RESIDENCE.** (NO POND PERMITS WILL BE ISSUED FOR VACANT LAND) All ponds must meet the following minimum requirements:

| <b>PROPERTY SETBACKS:</b>           | <b>POND INFORMATION:</b>                        |
|-------------------------------------|-------------------------------------------------|
| Front setback: 150 ft.*             | Minimum pond width: 90 ft.                      |
| Side setback: 30 ft.                | Minimum pond depth: 15 ft.                      |
| Rear setback: 30 ft.                | Minimum pond size: 5000 sq. ft.                 |
| From residential dwelling: 100 ft.  | Maximum berm height above original grade: 6 ft. |
| Septic tank/disposal field: 100 ft. | <b>Minimum side slopes:</b>                     |
| Accessory buildings: 25 ft. **      | Beach side to 6 ft. in depth: 5 to 1            |
| Wells: 25 ft.                       | Other side slopes: 3 to 1                       |
| Overhead electrical wires: 10 ft.   |                                                 |

NOTES: \*Front setback is measured from the centerline of the road. **Corner lots must use front setback for each road.** \*\* See accessory structures to ponds. River conservation (RC) District must stay at least 30 ft. from any escarpment or short, steep slope.

**GENERAL INFORMATION:**

**DO NOT BLOCK ANY DRAINS OR NATURAL WATERCOURSES.** A Soil and Sedimentation Permit will be required if pond disturbs one (1) acre or more or within five hundred (500') feet of a river, drain or natural watercourse. Ponds of five (5) acres or more in size shall obtain a lake permit from appropriate governing agency. All work shall be done in a manner that strives to protect the property and adjoining properties against soil erosion. It is the responsibility of the property owner to provide overflow drainage to eliminate the possibility of flooding neighboring properties. Excavated materials, in excess of one thousand (1,000) cubic yards, may not be hauled off the site unless a mining permit is obtained pursuant to Section 1124 of the Riley Township Zoning Ordinance.

Applicants must furnish a site plan showing distances from **all items shown above, including any ditches, easements, etc.** Permit fees must be remitted with application for a pond. Until site inspection has been approved by Pond Inspector, no excavating shall take place. All ponds shall be completed within six (6) months with the possibility of an extension of six (6) months with just cause. A \$250.00 Bond will be posted until the pond is finalized. Pond Bonds are good for six (6) months. The use of any residential, agriculture or farm pond by the public for swimming, fishing or the like shall be prohibited. **Enlargement of an existing ponds requires a permit.** Cleanouts or maintenance that **do not enlarge** the pond do not require a permit.

➤➤➤➤➤ **OVER** ➤➤➤➤➤

**SITE INSPECTION REQUIRED:** Pond area must be staked and inspected before the any excavation for the pond is started. Stakes must be on property lines for the Pond Inspector to verify setback.

**FINAL INSPECTION REQUIRED:** When pond is completed and safety items installed call Pond Inspector for required inspection.

**SAFETY ITEMS REQUIRED:** There shall be a minimum of two (2) pressure treated posts on opposing sides of the pond with one (1) danger sign and one (1) U.S.C.G. Approved life ring with a minimum of seventy-five (75') (P.H. 5-15-06; Adopted 8-14-06; Efft.. 8-30-06) feet minimum of rope attached to each life ring on each post. Upon final approval by the Building Department it is the responsibility of the property owner to maintain the safety equipment.

**Accessory Structures to Ponds:** Accessory structures to ponds will be permitted subject to the following regulations:

- 1.) It is six hundred twenty five (625) square feet or less.
- 2.) Minimum setback from the pond is ten (10') feet from high water mark.
- 3.) Minimum elevation of finished floor is 12" above high water mark.
- 4.) It is described as the following type of structure:
  - a.) Gazebo
  - b.) Pavilion
  - c.) An open or lattice type structure that is used for outdoor entertaining and dining.
  - d.) A small roofed structure that is screened on all sides that is used for outdoor entertaining and dining.
  - e.) A changing house that is used for the changing of clothes and/or outdoor restroom facility and/or storage.
  - f.) Similar type open or screened, or enclosed structures used for outdoor entertaining, dining, and storage.
  - g.) Decks
  - h.) Sheds for storage of boating and/or fishing equipment.

Necessary permits will be required. A zoning permit is required for structures two hundred (200) square feet and under and a building permit is required for structures over two hundred (200) square feet. (P.H. 5-15-06; Adopted 8-14-06; Efft.. 8-30-06)

Docks, slides, rafts, bridges, boat houses, piers and diving boards are a permitted accessory structure to a pond. (P.H. 5-15-06; Adopted 8-14-06; Efft.. 8-30-06)