

**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	
STREET ADDRESS AND JOB LOCATION	<b>RILEY TOWNSHIP ST. CLAIR COUNTY</b>

**II. Homeowner Affidavit**

I hereby certify that I will cooperate with the Riley Township Zoning Administrator and assume the responsibility to arrange for necessary inspections. <b>PERMISSION TO INSPECT:</b> 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.
<div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>HOMEOWNER SIGNATURE</span> <span>Date</span> </div>

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

Base Permit Fee (Non-refundable)		\$100.00	<b>1</b>	<b>\$100.00</b>
	<b>INSPECTIONS</b>			
	Site/Stake Inspection. On site. Move forward with digging after approval	\$50.00	<b>1</b>	<b>\$50.00</b>
	Additional Inspections. <i>As deemed necessary by Inspector</i>	\$50.00		
	Renewal application fee. Six (6) months <i>ONLY upon board approval</i>	\$35.00		
	Final Inspection when complete with staked life ring and signs	\$50.00	<b>1</b>	<b>\$50.00</b>
	Performance Bond Fee (SEPARATE CHECK)	\$250.00	<b>1</b>	<b>\$250.00</b>

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

<b>\$450.00</b>
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**IV. Instructions for completing Application**

<b>General:</b> work shall not be started until the permit has been issued. Work started without a permit subject to additional fees.
<b>Expiration of permit:</b> A permit shall become invalid if the authorized work is not commenced or completed within six (6) months after issuance of permit. <b>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 \$35.00. ONLY with board approval. WORK STARTED WITHOUT A PERMIT: \$125 FEE IF NOT ISSUED WITHIN EIGHT(8) DAYS ADDITIONAL \$50 FEE (TOTAL \$175)</b>
<b>Calling for inspections:</b> 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.



**REQUIRED 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.**

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

CALL JIM GOLEMBIEWSKI at **810-531-1286** FOR INSPECTIONS

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**OFFICE USE ONLY**

Permit #: \_\_\_\_\_

Ordinance #29 Bond: \_\_\_\_\_

Permit Fees: \_\_\_\_\_

Expiration of Bond Pond Permit and Ordinance #29 Bond: \_\_\_\_\_

Stake Site Inspection Date: \_\_\_\_\_

Final Inspection Date: \_\_\_\_\_

