

**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	RILEY TOWNSHIP ST. CLAIR COUNTY
PHONE	EMAIL

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.	
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.	
_____	_____
HOMEOWNER SIGNATURE	Date

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

BASE PERMIT FEE (Non-refundable)	\$110.00	1	\$110.00
INSPECTIONS			
Site/Stake Inspection. On site. Move forward with digging after approval	\$55.00	1	\$55.00
Additional Inspections. <i>As deemed necessary by Inspector</i>	\$55.00		
Permit Extension Fee. Six (6) months <i>ONLY upon board approval</i>	\$75.00		
Final Inspection when complete with staked life ring and signs	\$55.00	1	\$55.00
Performance Bond Fee (SEPARATE CHECK)	\$250.00	1	\$250.00

TOTAL FEE (Must include the \$110.00 non-refundable base fee.)

\$470.00

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 or completed within six (6) months after issuance of permit. 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 EXTEND A PERMIT IS \$75.00. ONLY with board approval. WORK STARTED WITHOUT A PERMIT IS \$100.
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.



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

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: _____



