

# BEDFORD TOWNSHIP PLANNING COMMISSION

## APPLICATION FOR POND SITE PLAN AND SPECIAL APPROVAL

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1. \_\_\_\_\_

Owner Name	Phone Number	Fax Number
Address	City / State / Zip	E-Mail Address
Parcel Number	Property Zoning	Number of Acres
Fee Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No    Amount \$ _____ (Fee \$ _____ Escrow \$ _____)		

2. Proposed Pond Use:  Farm     Recreational     Other – Explain: \_\_\_\_\_

Engineered Site Plan should accompany this application, as required by the Zoning Ordinance.

Plan Submitted:  Yes  No    Public Hearing Scheduled Date: \_\_\_\_\_

3. I (We), \_\_\_\_\_, \_\_\_\_\_, property owner(s), hereby grant permission for members of the Bedford Township Planning Commission Planning Department staff and consultants to enter the above-described property for the purpose of gathering information related to this application. (Note to applicant: Failure to grant permission to enter this property will not affect any decision regarding your application.)

Signature	Typed / Printed Name	Date
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Signature	Typed / Printed Name	Date
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4. **PLEASE READ BEFORE SIGNING THIS APPLICATION**

The Planning Commission may request that the applicant provide additional information to assist them in their decision-making. You may include any information that you believe will be of assistance in reaching a decision, however, any decision reached will be based on the Zoning Ordinance requirements for the request and the appropriateness of the proposed request as it relates to the surrounding zoning and uses. Should the Special Approval be granted, the Special Approval shall only apply to the use requested and approved, and the approval shall expire and become null and void without further notice or action by the Planning Commission in any case where the special approval use has not been established within six (6) months after the Planning Commission’s grant of approval thereof or where the special approval use is discontinued or ceases to exist for six (6) consecutive months or for 18 months during any three year period; and which may be revoked by the Planning Commission after it finds that any of the requirements of the Zoning Ordinance or conditions of approval are not being maintained. In the event your escrow account for this project is found to be insufficient, your signature below indicates that you agree to remit additional funds to rectify the account. Your signature below also indicates that you have read and understand the accompanying literature “Bedford Township Special Approval Procedures” and the fee schedule.

Signature	Typed / Printed Name	Date
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Signature	Typed / Printed Name	Date
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Application Accepted By: \_\_\_\_\_

Planning Department Rep	Date	Copy Given to Applicant	Applicant or Representative Initials
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# BEDFORD TOWNSHIP

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## **Special Approval Procedures**

as per Act No. 110 of 2006, Michigan Zoning Enabling Act

### **Special Approval Application**

A Special Approval application form is completed and the appropriate fees are paid at the time of application. A simple plot plan or detailed site plan may be required based on the special approval request.

### **Public Hearing**

When the application is filed, and all appropriate fees are paid, a public hearing is scheduled and notice of public hearing is published in the Monroe Evening News. The Staff prepares the public hearing notice to publish not less than fifteen (15) days prior to the date of public hearing. In addition, the law states that a copy of the public hearing notice must be mailed or given to the applicant and all real property owners of property assessed within 300 feet of the subject parcel and occupants of all structures within 300 feet of the subject property when they are not the real property owner. The Staff mails the public hearing notice to all property owners and occupants of all structures not less than fifteen (15) days prior to the date of the public hearing.

The public hearing process allows members of the community who may have a personal interest in the special approval request an opportunity to ask questions of the applicant or make comments about the proposal. The Planning Commission will also review, at the public hearing, any written comments that have been received regarding the application. The applicant is given an opportunity to present his or her plans for the property at that time.

### **Planning Commission Action**

Prior to the public hearing, the Planning Department Staff will prepare a fact-based analysis of the request. This information, along with public input during the public hearing, will assist the Planning Commission in taking formal action on the request. At that time, the Planning Commission may approve, approve with conditions, deny, or table the request.

## I. Pre-application Conference

Prior to completion of a site plan the applicant is encouraged to schedule a pre-application conference with the Planning and Zoning Department, and if necessary the Township Engineer and Planning Consultant. The purpose of this meeting is to guide the applicant through the site plan development and review process.

## II. Site Plan Review and Approval

1. The Developer obtains and completes the Site Plan Application and Checklist. Return completed form to the Planning and Zoning Department along with 10 copies of the site plan prepared in accordance with the checklist. Required fees are also to be submitted at this time. Upon submittal, the site plan will be checked by the Planning and Zoning Department. Any deficiencies must be corrected prior to review by the Planning Commission.

2. Upon presentation of a conforming site plan, the planning Commission may either approve, approve with conditions or deny approval.

a. If approved, the applicant may continue the final site plan review process to final plan review.

b. If approved with conditions or denied, the applicant must revise the final site plan in accordance with the conditions established by the planning Commission during final plan review.

3. The following information must be included on the site plan in accordance with Bedford Township Ordinance # 76. A site plan which is deficient in any way will not be accepted by the Planning and Zoning Department for presentation to the Planning Commission.

\_\_\_ 1. Name, Address and telephone number of applicant.

\_\_\_ 2. Date of site plan preparation.

\_\_\_ 3. North Arrow and (2) USGS benchmarks.

\_\_\_ 4. General location map.

\_\_\_ 5. Proof of ownership or option to purchase.

\_\_\_ 6. Property address and parcel number.

\_\_\_ 7. Scale of not less than 1" = 50' if subject property is less than three acres or  
1" = 100' if property is three acres or more.

\_\_\_ 8. Plans prepared and submitted on sheet size of 24" X 36".

\_\_\_ 9. Name, address, phone and Michigan registration number of plan preparer.  
***Include raised seal on plan.***

\_\_\_ 10. A brief description of the project and its proposed utilization.

\_\_\_ 11. A location map showing the site of the proposed pond as well as its relationship to roads, adjacent properties and structures within 100 feet (100') of the property lines of the parcel to contain the proposed pond, including the area of the parcel, the area of the portion to be graded, excavated or disturbed, and the area of the resultant pond.

- \_\_\_ 12. Identification of all existing lakes, streams, open ditch drains, ponds, detention basins, water courses, flood plains, enclosed storm drains and sanitary drains, and any official wetlands as designated by the Michigan Department of Natural Resources.
- \_\_\_ 13. Indicate the proposed construction schedule for the creation of said pond.
- \_\_\_ 14. Indicate the profiles of the general types of soil at the pond site including evidence to demonstrate that the bottom of the proposed pond shall be no less than three feet (3') above existing bedrock. Well logs from nearby sites and observations at a test excavation dug at the pond site may be used for this purpose.
- \_\_\_ 15. The estimated low water level, average water level and high water level in the proposed pond and a written description indicating how the water level will be maintained; also provide the basis for the determination of the estimated low, average and high water levels.
- \_\_\_ 16. On any maps and plans, indicate the date, north arrow, scale and author's name, address and phone number.
- \_\_\_ 17. The dimensions of all lot and property lines showing the relationship and distance of the proposed pond location to adjacent properties.
- \_\_\_ 18. Provide the legal description and tax parcel number(s) of the property containing the proposed pond.
- \_\_\_ 19. Indicate the location and designation of all existing and proposed buildings, structures, drives, roads, streets, right-of-ways, easements, above ground and below ground utilities, poles, wells, septic tanks and leach beds, water lines and hydrants, sanitary and storm drains, culverts, manholes, catch basins, trees, areas where livestock are kept, or any other structure or natural feature on the parcel to contain the proposed pond, and within one hundred fifty feet (150') of the pond's perimeter, including the distance between the proposed pond and each such structure, underground utility or use.
- \_\_\_ 20. Indicate the existing and proposed ground elevations with contour lines of no more than two-foot (2') intervals and/or such other topographical information satisfactory to the Township Planning Commission. Include all elevations of the parcel's lot corners and property lines.
- \_\_\_ 21. A certified statement of the quantity of excavation and/or fill proposed.
- \_\_\_ 22. The location and elevations of any proposed additional structures or development of the site, including, but not limited to, buildings, structures, driveways, deposit of spoils and safety stations.
- \_\_\_ 23. A description and location of all existing and proposed on-site drainage facilities, retaining walls, cribbing, anti-erosion devices, or other protective devices to be constructed in connection with or as part of the proposed work.
- \_\_\_ 24. The benchmark description and location used for establishing existing and established grades, based upon United States geological survey datum.
- \_\_\_ 25. An estimated total cost of the project.

- \_\_\_ 26. Cross-section drawings of the pond indicating the depth, slopes, length, width, height or other grading of the pond and the placement of excavated spoils.
- \_\_\_ 27. Such other information concerning the property and pond as may be deemed essential for determining whether the provisions of this Ordinance are being fulfilled and whether approval should be granted.
- \_\_\_ 28. Provide proof of compliance with, or exemption or waiver from the provisions of the Soil Erosion and Sedimentation Control Act (PA 347 of 1972) being MSA ¶ 13.1820 (1) et seq., as amended, the rules promulgated thereunder by the Water Resources Commission of the Michigan Department of Natural Resources and the Monroe County, Michigan, resolution for Soil Erosion and Sediment Control adopted May 27, 1975, as amended, or similar successor Act, Rules or Resolution, if applicable. Submit a copy of any application and all submittals filed with the Monroe County Drain Commission and/or other appropriate enforcing agencies.
- \_\_\_ 29. A statement as to the proposed method to be used to assure the pond's cleanliness, whether the proposed pond is to be stream, spring, surface run-off or well fed, and any other reasonable information requested by the Bedford Township Planning Commission and/or its agents.
- \_\_\_ 30. The design plans for the pond shall describe how the vegetation will be promptly established on the spoil and bank areas and any other areas disturbed by the pond construction, including a time schedule for restoring the ground cover vegetation.

#### **POND DESIGN REQUIREMENTS**

4. All land use, development, excavation, grading and soil matter or earth material disturbances for the creation of a pond regulated by this ordinance shall be in conformance with the approved application, site plan and other supporting documents as approved, condition, and/or modified by the Bedford Township Planning Commission. The following general pond design requirements shall be applied in the design of the site plan and supporting documents:

- \_\_\_ 1. Excavation for ponds must be set back a minimum of fifty feet (50') from all property lines, easements, utility right-of-ways, above ground and underground utilities, and dwellings.
- \_\_\_ 2. Excavation for ponds must be set back a minimum of one hundred feet (100') from any private septic tank and/or leach field system, water well, transportation right-of-way or areas in which livestock are kept.
- \_\_\_ 3. The side slopes of a pond above water level and the depth of six feet (6') below the estimated low water level, shall be such that they will be stable and shall not be steeper than three feet (3'0" horizontal to one foot (1') vertical for stone or clay banking and four feet (4'0" horizontal to one foot (1') vertical for sand banking. The side slopes of a pond more than six feet (6') below the estimated low water level, shall not exceed a slope of one foot (1') horizontal to one foot (1') vertical (45°).
- \_\_\_ 4. At least twenty per cent (20%) of the pond area shall have a minimum water depth of eight feet (8') or more at the estimated low water level.
- \_\_\_ 5. At the estimated low water level, the surface area of the water in the pond shall not be less than one-third (1/3) of one (1) acre.

- \_\_\_ 6. No earth matter or soil material excavated, graded or disturbed as a result of the construction of the pond, shall be removed from the property.
- \_\_\_ 7. All ponds shall have a safety station for each one-half (1/2) acre or fraction thereof of the pond water surface when measured at the high water level, and each such safety station shall have an approved U.S. Coast Guard life ring with one hundred feet (100') of rope and a ten foot (10') pole on a wooden post extending four feet (4') above grade on which a deep water sign shall be mounted.
- \_\_\_ 8. For the protection of the general public, the Bedford Township Planning Commission shall determine what fencing or other protective devices shall be provided under the particular circumstances of the premises and the surrounding area, both while operations are being carried on and after completion thereof. In addition, since ponds are a special approval, the Planning Commission may require unobstructed emergency access for fire fighters or rescue vehicles in the form of a rock surface lane (with turning room), durable enough to carry the weight of a heavy truck.
- \_\_\_ 9. Excavation for ponds and resulting spoils shall not be performed or placed within the area of a designated one hundred (100) year flood plain.
- \_\_\_ 10. The finished topography of the area surrounding the pond will be one that blends with the surrounding terrain. Surface drainage from adjacent properties shall not be impeded nor shall off-site drainage be increased.
- \_\_\_ 11. Final As Built Drawings must be signed, dated and submitted to the Bedford Township Planning Commission by the engineer or architect who designed the pond project.

In addition to the above information, you may be required to provide other documentation regarding any other state or county reviewing agency requirements.

**THIS SECTION TO BE COMPLETED BY THE PLANNING AND ZONING DEPARTMENT**

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Final Review: \_\_\_\_\_

Planning Commission Action and Conditions Imposed:

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\_\_\_\_\_

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\_\_\_\_\_

Date of Pre-Construction Meeting: \_\_\_\_\_

Soil Erosion Permit Application \_\_\_\_\_ (Date)

Soil Erosion Permit Issued \_\_\_\_\_ (Date)