



## POND SPECIFIC PERMIT APPLICATION

REVISED 01-01-2023MB

| Property Information: (The Actual Location Where Construction Will Take Place) |  |                     |                                  |
|--|--|---------------------|----------------------------------|
| Owner:   |  |                     |                                  |
| Address (If Known):  |  | City / State / Zip: |                                  |
| Parcel Number:   |  | Lot #:              | Former Ft. Shawnee Lot? YES / No |
| Zoning:  |  | Total Acreage:      |                                  |

| Staff Review:             |             |
|---------------------------|-------------|
| Permit Number:            |             |
| Approved / Denied         |             |
| _____<br>Zoning Inspector |             |
| Date Approved: _____      |             |
| Check No:                 | Receipt No. |

| Applicant Information: |        |      |  |
|------------------------|--------|------|--|
| Name:                  |        |      |  |
| Address:               |        |      |  |
| City:                  | State: | Zip: |  |
| Phone:                 | Email: |      |  |

| Pond Contractor / Builder Information: |        |      |  |
|--|--------|------|--|
| Name:                                  |        |      |  |
| Address:                               |        |      |  |
| City:                                  | State: | Zip: |  |
| Phone:                                 | Email: |      |  |

| Documents Submitted for Review:      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Application |  |
| <input type="checkbox"/> Fee         |  |
| <input type="checkbox"/> Site Plan   |  |
| <input type="checkbox"/> Rendering   |  |

| General Lot Size Information:                             |  |                                |
|---|--|--------------------------------|
| Lot Width Is: _____ Feet Across                           | Lot Length is: _____ Feet in Length  | Lot is _____ Total Square Feet |
| Lot is how many acres in size?                            | Lot Shape: Example, Square, Rectangle, Flag Shaped, Corner, Dual Front, Triangle, or Other?                |                                |
| Lot is zoned as: _____                                    | Is any portion of the lot in a Floodplain, Flood Hazard Area, or Located in a Riparian Corridor? Yes or No |                                |
| Lot is located in neighborhood commonly called? _____     | Any CCR's in place for this lot? (Covenants, Conditions or Restrictions in Place? Yes or No                |                                |
| Has the lot been surveyed? YES or NO If Yes, attach copy. | Are Property Lines Clearly Identified within the lot where construction is taking place? Yes or No         |                                |

| General Pond Construction Information:   |  |   |  |  |   |
|--|--|---|--|--|---|
| Type of Pond   |  |   |  |  |   |
| Retention Pond: Yes / No   | Detention Pond: Yes / No                           | Agricultural Pond: Yes / No                           | Garden / Aesthetic Pond: Yes / No  |  |   |
| Pond Size in SF:   |  | Pond Length In Feet:                                  |  | Max Depth Level:                                       |   |
| Any Structures with Pond: (Decking, Beach, Etc.):  |  |   | Drainage System Used:  | Dry Hydrant System Used:                               |   |
| Set Back from Center of Road (Feet)  | Set Back from ROW Line (Feet)                      | Set Back from Left Prop. Line to Base of Mound (Feet) | Set Back from Left Prop. Line to Water Edge (Feet)                                     | Set Back from Right Prop. Line to Base of Mound (Feet) | Set Back from Right Prop. Line to Water Edge (Feet) |
| Set Back from Rear Prop. Line to Base of Mound (Feet)  | Set Back from Rear Prop. Line to Water Edge (Feet) | Distance from House to Base of Mound (Feet)           | Distance from House to Water Edge (Feet)   | Max Height of Mound (Common Ground to Top in Feet)     | Max Width of Mounding Around Pond (Feet)            |
| Insurance Company _____ Agent Name: _____  |  | Phone Number: _____                                   |  |  |   |
| Contractor Excavating Soil: _____  |  | Name: _____ Company Name: _____                       |  | Years Experience In Pond Manufacturing: _____          |   |
| SWP3 Required: Yes / No If Yes- Attach Permit from Allen County  |  |   | Any Portion of Lot in Floodplain? Yes / No If yes, Attach Copy of LACRPC FEMA Approval |  |   |
| Construction Cost for Project: \$ _____ (This is the amount that will be sent to Allen Co. Auditor at end of year as a property improvement) |  |   |  |  |   |

As Applicant, Owner, Contractor - I hereby certify that the information contained in this application as well as all related documentation is correct, and accurate to best of my ability and all the permit information conforms to Shawnee Township Zoning Regulations.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

#### POND REGULATIONS:

##### Pond Types:

- “Detention Pond” shall mean an artificially formed structure designed to hold storm water runoff, detaining it for a period before ultimately slowly discharging the water downstream. Detention ponds are to be designed to complement large scale residential, commercial, and industrial developments. Such ponds must be designed, inspected, and approved by the Allen County Soil and Water Conservation District, a licensed landscape architect, or a professional engineer proficient in pond design. The pond design shall conform to the United States Department of Agriculture, Natural Resources Conservation Service, Handbook Number 590.
- “Retention Pond” shall mean an artificially formed structure designed to hold water year-round with the capacity to accommodate a limited amount of storm water runoff. Retention ponds are reservoirs of natural water designed to enhance aesthetic elements of large scale residential, commercial, and industrial developments. Such ponds must be designed, inspected, and approved by the Allen County Soil and Water Conservation District, a licensed landscape architect, or a professional engineer proficient in pond design. The pond design shall conform to the United States Department of Agriculture, Natural Resources Conservation Service, Handbook Number 590.
- “Agricultural Ponds” shall mean a natural or artificially formed Structure which serves as a reservoir of water for year-round agricultural use. Agricultural ponds are to be used for agriculturally based activities including aquaculture, hatcheries, hydroponics, or irrigation and animal-related maintenance/production activities. Agricultural ponds may also support fire suppression due to the lack of access to municipal water services. The use of such ponds is limited and restricted to those activities supported by the owners. Agricultural ponds shall not engage in off farm commercial uses or in any commercial recreational activities such as, but not limited to, fishing or swimming. Agricultural ponds shall not be located outside of an agricultural District.
- “Aesthetic, Garden, or Recreational Ponds” shall mean a natural or artificially formed structure which is intended to serve as a permanent reservoir of water serving aesthetic desires and/or as an activity center for year-round use. Such ponds are designed for year-round enjoyment and to further such activities such as wildlife habitats, swimming, fishing, ice skating, etc. Such ponds shall not engage in commercial uses or in any commercial recreational activities without the appropriate Zoning Permit and requisite Health Department approval. Such ponds open to the public shall be subject to the safety conditions of Section 1708. Such ponds must be designed, inspected, and approved by the Allen County Soil and Water Conservation District, a licensed landscape architect, or a professional engineer proficient in pond design.

##### Ponds in Platted Subdivision, PUD Developments & Commercial / Industrial Parcels:

- Retention and Detention ponds shall be mandated in platted developments as approved by the Lima-Allen County Regional Planning Commission under the major subdivision process and engineered to further local concerns related to drainage, stormwater runoff, and sediment control standards: such pond locations/design shall be approved by the Allen County Engineer and considered exempt from minimum yard requirements as identified in the Area and Bulk Requirements of Article XIX, Sections 1900 and 1901.
- Retention and Detention ponds shall be mandated in commercial developments approved by the Allen County Engineer under the Allen County Stormwater & Sediment control standards: Such pond locations/designs shall comply with the minimum yard requirements as identified in the Area and Bulk Requirements of Article XIX, Sections 1900 and 1901.

##### Pond Design & Permitting:

- Ponds are considered permanent structures for purposes of zoning administration and require a zoning certificate.
- No pond shall hereafter be located, constructed, repaired, extended, enlarged, converted, altered or dredged without first obtaining a permit from the Township Zoning Inspector a minimum of 60 days in advance of construction.
- Such ponds must be designed, inspected, and approved by the **Allen County Soil and Water Conservation District, a licensed landscape architect, or a professional engineer certified in the State of Ohio. The pond design shall conform to Ohio Revised Code Chapter 1521**, as well as the United States Department of Agriculture, Natural Resources Conservation Service, Handbook Number 590 (available at <http://www.in.nrcs.usda.gov/pdf%20files/ponds.pdf>).
- Allen County Soil & Water Conservation District can conduct soil testing to determine pond suitability. Some soils in area range from clay to sandy conditions which would cause ponds not holding water. Contact their agency for additional details and potential costs.
- Area disturbance of one-1 acre or large does require a SWP3 permit by the Allen County Drainage Engineer. Submit a copy of this additional permit when applying for your Township pond permit.
- The minimum amount of land required for pond design shall be two-2 acres. The minimum pond size shall be one-quarter (¼) acre and shall be a minimum of twelve-12 feet depth, in at least twenty-five (25) percent of the pond. The MINIMUM width shall be eighty-80 feet. Side slopes shall be three- 3-foot horizontal spread to one-1-foot vertical rise.
- Mounding shall not exceed eight-8 feet in height from the highest point of ground around the pond. Minimum top width shall be four-4 feet and side slopes shall be three- 3-foot horizontal spread to one-1-foot vertical rise.
- The pond will be located a minimum of thirty-five-35 feet away from the designated road right of way line, or designated setback distance from that roadway (55 feet for Residential Streets, and 90 feet from County, Township Country, and State Maintained Highways) whichever is greater distance and side as well as rear property lines. No pond shall be constructed within an easement area.
- The pond shall not adversely affect the surface or subsurface drainage pattern of adjacent properties. The pond should never back up water on neighboring property, even after a storm event. The pond, no any discharge shall adversely affect the field of any sanitary systems, raise the ground water table through infiltration, to adversely affect any sanitary system, or water well, or cause any additional erosion either on site or adjacent properties.
- The use of a “dry hydrant system”, or other fire department approved water system is encouraged.
- All ponds shall be constructed with an overflow system to handle excess stormwater.
- Landowner is responsible to ensure Ohio Utilities Protection Service is contacted before digging to check for underground utilities.
- Elevation and grade changes are to be accommodated by intercepting the pond drainage before exiting the premises by proper use of systems such as diversion channels, drainage swales, catch basins with suitable conduits to remove water, or a combination of systems in keeping with good design practice.
- Drainage criteria for all construction in Shawnee Township, for ponds any size, shall conform to the Allen County Subdivision Regulations and the Allen County Storm Water Management and Sediment Control Regulations that are in effect.
- All drainage and drainage control techniques shall be shown and described on plans submitted pursuant to these regulations. Any such plans shall be submitted for approval to the Zoning Inspector as provided in these regulations.
- In order to further orderly and sustainable development, the location design and maintenance of all ponds shall be coordinated with the Allen County Subdivision Regulations, the Allen County Floodplain Management Regulations, the Allen County Storm Water Management & Sediment Control Regulations, and the Shawnee Township Storm Water Management Plan as applicable. The burden of compliance with such regulations lies with the property owner. For retention, agricultural and recreational ponds, design issues including size, depth, construction, maintenance, etc., shall reflect the criteria outlined in the electronic Field Office Technical Guide (effort) made available at the United States Department of Agriculture’s (USDA) Natural Resource Conservation Service (NRCS) web site ([www.nrcs.usda.gov](http://www.nrcs.usda.gov)), or a similar method approved by the appropriate agency.
- Existing drainage, (Ditches, swales, tile, etc.) will be rerouted around the pond and outlet water discharged into the original watercourse.
- Construction of a pond in a floodplain, flood hazard area, or riparian corridor is prohibited.

- Ponds will be maintained and managed to not create a nuisance and hazard to near by residents.
- This does not apply to decorative ponds having a permanent liner with an aggregate surface and a square footage less than 150 square feet in size or less.
- Ohio Pond Management Handbook, and USDA Pond-Planning, Design, & Construction books are available through appropriate resources that specialize in pond construction and management.
- Liability for the pond is the responsibility of the landowner(s).

**Pond Location within Parcel:**

- For safety and to minimize water drainage across property lines, the outside base of mounding on any pond bank, or the water's edge if no mounding, shall not be located closer than thirty-five (35) feet from any property line and/or within road right-of-way on any parcel. If pond has mounding, the height and spread is for every 12" in elevation, the spread is 36 inches in distance. At the point where mounding begins, the pond shall be a MINIMUM of 35 feet from rear, and side property lines. The front set back shall be a minimum of 55 feet from center of township roadway or 90 feet from township country roadways, county-maintained roadways or state highways. If the land is without mounding, and common level ground meets the pond edge, then set back distance is measured from water edge.
- No main building (Principal Structure) may be located closer than twenty-five (25) feet to any pond. See Appendix A-11, Illustration K, Pond Setback Dimensions.

**Pond Maintenance:**

- Maintenance of all detention and retention ponds in platted subdivisions shall be conducted by those responsible parties identified in the respective platting documents with inspection and any necessary remediation subject to design specifications as adopted by local governments. Maintenance of all aesthetic, agricultural and recreational detention ponds shall be regularly conducted pursuant to accepted practices as documented in the following publications: Ohio Pond Management, Bulletin #374, The Ohio State University Extension Office, and The Ohio Pond Management Handbook, The Ohio Department of natural Resources (1996).
- Maintenance of ponds shall routinely include the following points:
  - Periodic inspections for seepage.
  - Elimination of any brush and trees on dikes.
  - Regular mowing of planted vegetation to maintain its vigor and suppress woody growth.
  - Periodic inspection of pipe/spillway, especially after heavy rainfall events to ensure functional integrity and removal of any obstructions.
  - The control and elimination of burrowing rodents such as woodchucks, muskrats.
  - The maintenance of permanent grass/cover and any necessary re-seeding of deficient areas on dike.
  - Routine application of aquatic herbicides according to manufacturers' directions as needed.
  - Regular monitoring of pond water quality to identify and address water impairment issues (i.e., dumping grass clippings lawn fertilizer/herbicide applications. etc.).
  - Minimizing any heavy vehicular traffic on dikes; and
  - The control of problematic (nuisance) wildlife populations especially Canadian Geese attracted to the pond area in consultation with local Wildlife Officers.
- Zoning Inspector is authorized to inspect ponds within the Township and take necessary action in the event of a violation is observed.
- Alteration of construction design, layout, location, mounding, setbacks distances or any other permitting requirement without Zoning Inspectors approval shall subject property owner or persons responsible to potential violation notices, citations, fines, prosecution, as well as any civil action to compel compliance with Shawnee Township Zoning Requirements and the permitting requirements listed in this document.
- Commercial and Industrial Ponds will additionally be subject to review and approval by the Lima Allen County Building Department.
- The applicant agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10, and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Shawnee Township Zoning Regulations. Please check your deed to make sure that any proposed project meets any restrictions that may be in effect.

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| <p><b>Permit Application &amp; Fee:</b></p> <ul style="list-style-type: none"> <li>• Submit 1 copy of the Pond Application. Permit fees are to be paid at time of submission of application or unless other arrangements have been made. Fee rate is available on-line at <a href="http://www.shawneetownship.com">www.shawneetownship.com</a>.</li> </ul> <p><b>Site Drawing:</b></p> <ul style="list-style-type: none"> <li>• Site Area Drawing Is REQUIRED. Indicate N-North with Arrow.</li> <li>• Submit one (1) copy of a site drawing.           <ul style="list-style-type: none"> <li>○ Show drawing of your parcel; to include location of all streets from front or side and rear (if applicable).</li> <li>○ Show all property lines from front, side and rear areas.</li> <li>○ Show all EXISTING construction building(s) - indicate length, width, and height of structure, and square footage total.</li> <li>○ Show all driveways, sidewalks, parking areas, and location of any existing structures on the property. This includes all pole barns, shed, swimming pools, ponds, fences, signs, etc. on the property.</li> <li>○ Show all PROPOSED construction of pond on the lot. Show water depths, topography, discharge locations, water discharge paths, swales, culverts, etc. all clearly shown.</li> <li>○ Show all set back distances from all property lines to the location of the pond to include measurement from waterline to property line, base of mounding to property lines, width of mounding, height of mounding, distance from pond to primary residence, set back distance from center of roadway to base of mound, set back distance from center of road to water line, all distances from base of mounding and from waterline clearly shown. List and any structures on the lot and vicinity to pond edge.</li> <li>○ Show any and all easement areas and length / width shown. (Routinely alongside of side property lines and rear of property line)</li> </ul> </li> </ul> |
| <p><b>NOTE:</b></p>   |

1. Insure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountvohpropertytax.com/>, Put in your name, or address or parcel # to get the information. Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.
2. Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be 1/2 of the original cost of first permit issued. Construction on property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPLED for permit obtained after TEN-10 days of notification. Any change in construction size, location, design or other significant design alteration shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation continues to exist shall be subject to a \$100.00 a day administrative fine being imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
3. All applications must be sent electronically [Zoning@shawneetownship.com](mailto:Zoning@shawneetownship.com). Fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804. Permits, as well as copies of payment and receipt will be electronically returned back to applicant / owner. All previous applications are VOID and only application revised after 01/15/2023 will be accepted. Old applications used, will NOT be considered and new application must be utilized for consideration.

|   |                         |
|---|-------------------------|
| <b>ZONING REVIEW:</b>   |                         |
| I HAVE CONDUCTED A REVIEW OF THIS APPLICATION, AS SUBMITTED BY THE APPLICANT AND/OR OWNER OF THE PROPERTY FOR CONSIDERATION AND APPROVAL FOR A CONSTRUCTION / ZONING CERTIFICATE PERMIT TO BE ISSUED BY THE ZONING AUTHORITY OF SHAWNEE TOWNSHIP. BASED ON THE INFORMATION PROVIDED, AS WELL AS REVIEW OF ALL RELEVANT DOCUMENTS THE DECISION TO ISSUE AN ZONING CERTIFICATE IS HEREBY: |                         |
| <input type="checkbox"/> GRANTED<br><input type="checkbox"/> MODIFIED<br><input type="checkbox"/> DENIED - OWNER TO REFER THIS DENIED APPLICATION TO THE SHAWNEE TOWNSHIP BOARD OF ZONING APPEALS FOR A VARIANCE CONSIDERATION OR CONDITIONAL USE PERMIT AFTER A PUBLIC HEARING ON THE MATTER.<br>REASON:   |                         |
| ZONING INSPECTOR:   | DATE DECISION RENDERED: |