MEDINA COUNTY
POND PERMIT APPLICATION

See flowchart on page 2.

Received on _____ **Permit Fee** _____

Owner of property _____

Owner's mailing address _____

Phone _____ Email _____

Pond to be installed at _____ Township _____

PPN _____ Pond Size _____

Contractor's Contact Information:

Name / Company _____

Contractor's mailing address _____

Phone _____ Email _____

By signing below, I certify that: 1) the above information is correct; 2) I am the property owner or am authorized to apply for this permit on behalf of the property owner(s); 3) permission is granted to Medina County personnel to access the site for inspection purposes as needed for the duration of the permit; 4) the property owner(s) and contractor will be aware of the approved permit and plan requirements; 5) I am aware that additional inspection fees may be charged to the permittee; and 6) the property owner(s) is/are aware that they are ultimately responsible for proper completion of work as shown on the approved plan and payment of any outstanding fees.

Owner/Contractor/Agent Signature_____Date_____

Owner/Contractor/Agent Printed Name_____

All ponds **intended for use as a drinking water source <u>must</u>** be approved by the County Health Department.

Owner/contractors must check with the appropriate Township Zoning Office to determine whether the Township requires a permit for any pond being built. Each Township has their own zoning requirements.

Contractor/Owner <u>MUST</u> call the appropriate agency for inspection when pond construction is in progress. Call either: Medina County Soil & Water Conservation District at 330-722-9322 or the Medina County Engineer at 330-723-9568. Additionally, contact the Medina County Health Department at 330-723-9523 if the pond is used as a drinking water source.

(For Office Use Only)

Application No. _____ Dated _____ By _____

Site Plan Received: ☐Yes ☐No Reviewed: ☐Yes ☐No

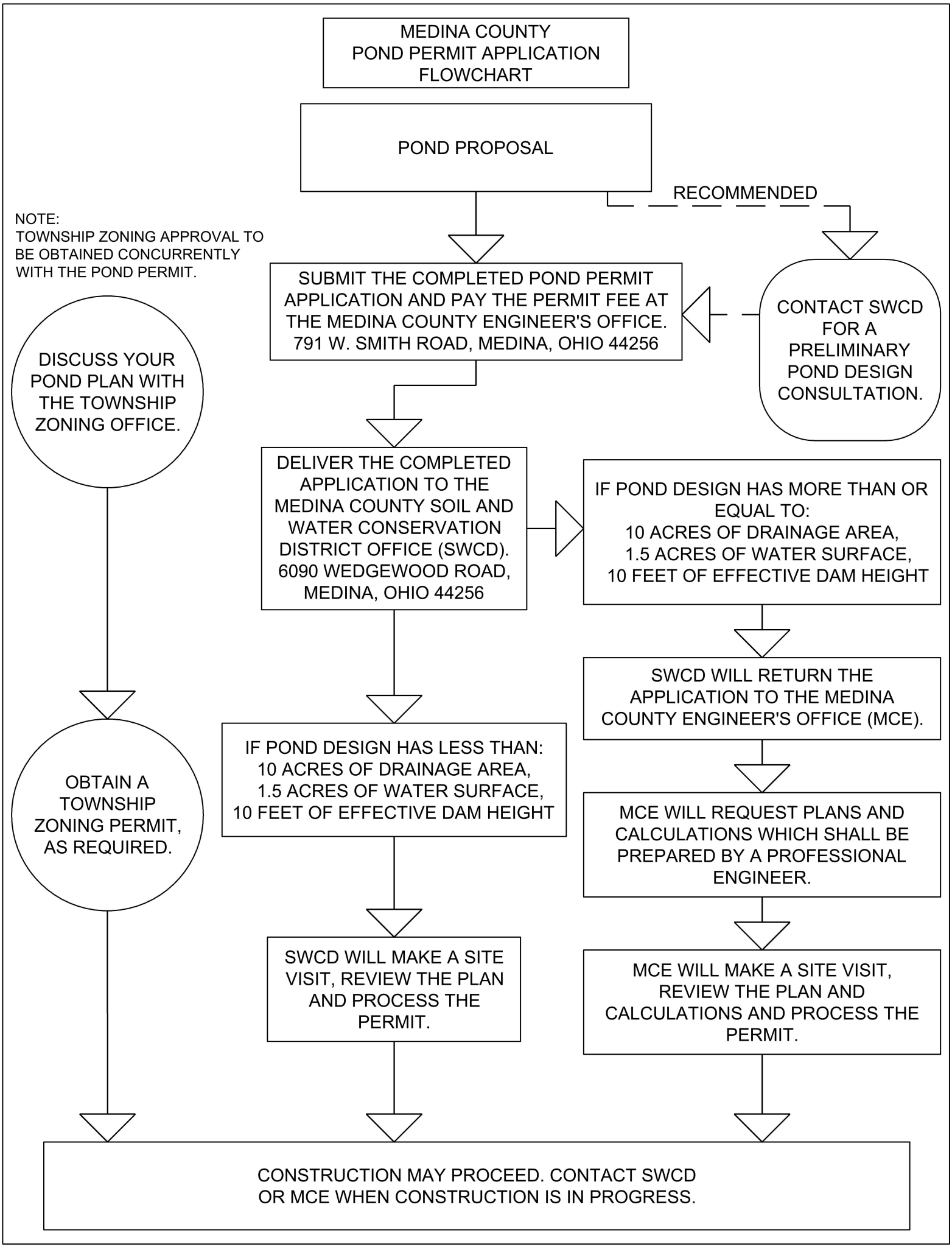
Floodplain: ☐Yes ☐No Permit Issued: ☐Yes ☐No

Watershed _____ Dam _____ Other Comments _____

_____

*Approved for Issuance by _____ Date_____

*This Pond Permit Application expires 2 years after the Approved for Issuance date.


MEDINA COUNTY
POND PERMIT APPLICATION
FLOWCHART
POND PROPOSAL
RECOMMENDED
NOTE:
TOWNSHIP ZONING APPROVAL TO BE OBTAINED CONCURRENTLY WITH THE POND PERMIT.
SUBMIT THE COMPLETED POND PERMIT APPLICATION AND PAY THE PERMIT FEE AT THE MEDINA COUNTY ENGINEER'S OFFICE. 791 W. SMITH ROAD, MEDINA, OHIO 44256
CONTACT SWCD FOR A PRELIMINARY POND DESIGN CONSULTATION.
DISCUSS YOUR POND PLAN WITH THE TOWNSHIP ZONING OFFICE.
DELIVER THE COMPLETED APPLICATION TO THE MEDINA COUNTY SOIL AND WATER CONSERVATION DISTRICT OFFICE (SWCD). 6090 WEDGEWOOD ROAD, MEDINA, OHIO 44256
IF POND DESIGN HAS MORE THAN OR EQUAL TO:
10 ACRES OF DRAINAGE AREA,
1.5 ACRES OF WATER SURFACE,
10 FEET OF EFFECTIVE DAM HEIGHT
SWCD WILL RETURN THE APPLICATION TO THE MEDINA COUNTY ENGINEER'S OFFICE (MCE).
MCE WILL REQUEST PLANS AND CALCULATIONS WHICH SHALL BE PREPARED BY A PROFESSIONAL ENGINEER.
IF POND DESIGN HAS LESS THAN:
10 ACRES OF DRAINAGE AREA,
1.5 ACRES OF WATER SURFACE,
10 FEET OF EFFECTIVE DAM HEIGHT
OBTAIN A TOWNSHIP ZONING PERMIT, AS REQUIRED.
SWCD WILL MAKE A SITE VISIT, REVIEW THE PLAN AND PROCESS THE PERMIT.
MCE WILL MAKE A SITE VISIT, REVIEW THE PLAN AND CALCULATIONS AND PROCESS THE PERMIT.
CONSTRUCTION MAY PROCEED. CONTACT SWCD OR MCE WHEN CONSTRUCTION IS IN PROGRESS.

MEDINA COUNTY
POND PERMIT APPLICATION

IMPORTANT PERMITTING INFORMATION:

- This permit application is primarily intended to cover ponds with the following limitations:
  - Ponds with less than 10 acres of drainage area, 1.5 acres or less of water surface area and 10 feet or less of effective dam height that use a grassed spillway as the principal spillway along with a trickle tube to manage water level will be reviewed, processed, and inspected by the Medina County Soil and Water Conservation District.
- Permit applications for ponds with more than 10 acres of drainage area or that exceed the above surface area and dam height limits, will be reviewed, processed, and inspected by the Medina County Engineer's Office. The applicant will be required to submit engineered plans and calculations which shall be prepared by a professional engineer.
- This review is intended to ensure that pond design is consistent with the Standards of the Natural Resources Conservation Service, except as noted.
- Upon request, one copy of the Standards and Specifications for Pond Design will be provided to each contractor by the Medina County Soil and Water Conservation District (SWCD).
- Township zoning regulations for setback from road, property lines, and main buildings must be met.
- Contractor/landowner is responsible for notifying all utilities prior to excavation. Utilities worksheet is included.
- The County Health Department must approve all ponds intended for use as a drinking water source.
- When locating a pond site, landowner and contractor must be aware of the location of any **current or replacement** water supply or on-site septic system. It is recommended that the County Health Department be contacted regarding setbacks from these facilities.
- It is the responsibility of the landowner to ensure all laws regarding the filling or dredging of jurisdictional wetlands, as well as filling floodplain areas are properly followed.
- It is the responsibility of the landowner to file a Notice of Intent (NOI) with the Ohio EPA if the overall earth disturbance is anticipated to exceed 1.0 acre.

OPTIONAL STEPS:

Depending on landowner requests and Medina County Soil and Water Conservation District (SWCD) workload and staffing:

a) A SWCD representative can provide information regarding general soil conditions and suitability.
b) A SWCD representative can meet with landowner at the proposed pond site for a preliminary site investigation.
c) A SWCD representative can be present when test pits are dug to check the soil suitability for pond construction.

REQUIRED STEPS (ALSO SHOWN ON THE FLOWCHART ON PAGE 2):

NOTE: Construction of pond cannot begin until steps 1-5 are completed.

1. The applicant must submit a completed Pond Permit Application to County Engineer's Office and pay the permit fee.
2. The applicant must deliver the completed Pond Permit Application to the SWCD Office.
3. A SWCD representative will review the Pond Permit Application.
   3A. If the SWCD representative determines that the proposed pond has less than 10 acres of drainage area, 1.5 acres or less of water surface area, and 10 feet or less of effective dam height and complies with current standards, then the applicant may continue to Step 4.
   3B. If the SWCD representative determines that the proposed pond exceeds 10 acres of drainage area, 1.5 acres of water surface area, and 10 feet of effective dam height, then the applicant must submit an engineered plan and calculations for review at the Medina County Engineer's Office. Subsequent sections of this application will no longer be applicable if Step 3B is selected.
4. A SWCD representative will make a visual site investigation to determine if the pond site appears as drawn on the plan and that no apparent drainage problems will be created by the construction of the proposed pond. SWCD review is complete.
5. The applicant will submit the reviewed pond construction plan and the Pond Permit Application to the Township Zoning Inspector for township permitting, if required.
6. **Construction may begin.**
7. The applicant must contact the SWCD office to obtain an inspection for the pond.
8. The final inspection report will be mailed to the landowner.
9. The township will check the setback.

MEDINA COUNTY
POND PERMIT APPLICATION

POND PERMIT UTILITIES WORKSHEET:

- The contractor shall contact OUPS at least 48 hours and no more than 10 working days before the excavation activities commence. Call 800-362-2764 and/or submit a dig notification request through OHIO811.
- OUPS Reference No. _____
- Complete the following table:

UNDERGROUND UTILITIES AT EXCAVATION SITE				
UTILITY			MEMBER OUPS	LIMITED BASIS PARTICIPANT*
NAME	ADDRESS	PHONE		

* Limited basis participant should be contacted directly by the excavator using the telephone number provided.

MEDINA COUNTY
POND PERMIT APPLICATION

POND CONSTRUCTION PLAN BASIC INFORMATION:

	To be completed by: Pond designer, if different than the contractor
Name / Company	
Street Address	
Phone Number	
Email	

To be completed by: Applicant / Contractor
Pond Watershed Size (acre):
Water Surface Area (acre):
Effective Dam Height (ft):
Total Anticipated Earth Disturbance (acre):

To be completed by: Medina County Engineer		
	Initials	Date
Application and Plan Received		
Permit No.:		
Comments:		

To be completed by: Medina County Soil and Water Conservation District		
	Initials	Date
Application and Plan Received		
Site and Plan Reviewed		
Construction Inspection		
Comments:		

To be completed by: Applicant
If disturbed area exceeds 1.0 acre: Notice of Intent (NOI) submitted to the Ohio EPA by applicant on _____.

To be completed by: Township Zoning		
	Initials	Date
Plan Received		
Permit No.:		
Is the landowner willing to install a dry hydrant for fire protection if pond site is deemed acceptable by the fire chief? ☐ Yes ☐ No		
Comments:		

MEDINA COUNTY
POND PERMIT APPLICATION

POND CONSTRUCTION PLAN REQUIREMENTS:

- Complete a Site Plan with the following components:
    - The parcel number and address of the project.
    - A north arrow depicting drawing orientation.
    - The parcel boundary lines.
    - The proposed location of the pond and associated distances from the parcel lines and public roadway.
    - Include the approximate dimensions and depth of the pond.
    - Identify the location of any existing or proposed buildings, swales, streams, driveways, septic systems, wells, and utility/drainage easements.
    - Calculate and label the number of acres of contributing runoff into the pond.
    - Indicate the existing and proposed contour lines. Two (2) foot contour intervals are acceptable.
    - Identify the location and size of the proposed trickle tube and grassed spillway. Label the trickle tube inverts and spillway elevations.
    - Specify the location and general dimensions for spoil dispersal area(s).
    - Indicate the total area of the site that is expected to be disturbed.
    - Indicate appropriate erosion and sediment control measures, including, but not limited to, temporary and permanent seeding, erosion control matting, silt fence/silt sock on the downhill side of the graded area, and outlet protection.

- The Site Plan must be completed with CAD software or drawn by hand on an aerial map generated from the Medina County Engineer's online mapping GIS software (MC-GIS). MC-GIS can be found at the following link (https://gm.medinaco.org). Refer to the following link (https://engineer.medinaco.org/help/newuser.pdf) for help navigating through MC-GIS. **Hand drawings must be legible.** If desired, the applicant may contact SWCD for a map.

- Refer to the Medina County Stormwater Management Rules and Regulations for more information regarding pond design and recommended criteria.

- By reviewing the pond construction plan and providing an inspection of the site, the Medina County Soil and Water Conservation District does not certify that the pond is built to Natural Resources Conservation Services Standards and Specifications. The landowner must ensure that their contractor uses appropriate construction methods and materials, and that the pond is constructed as planned.

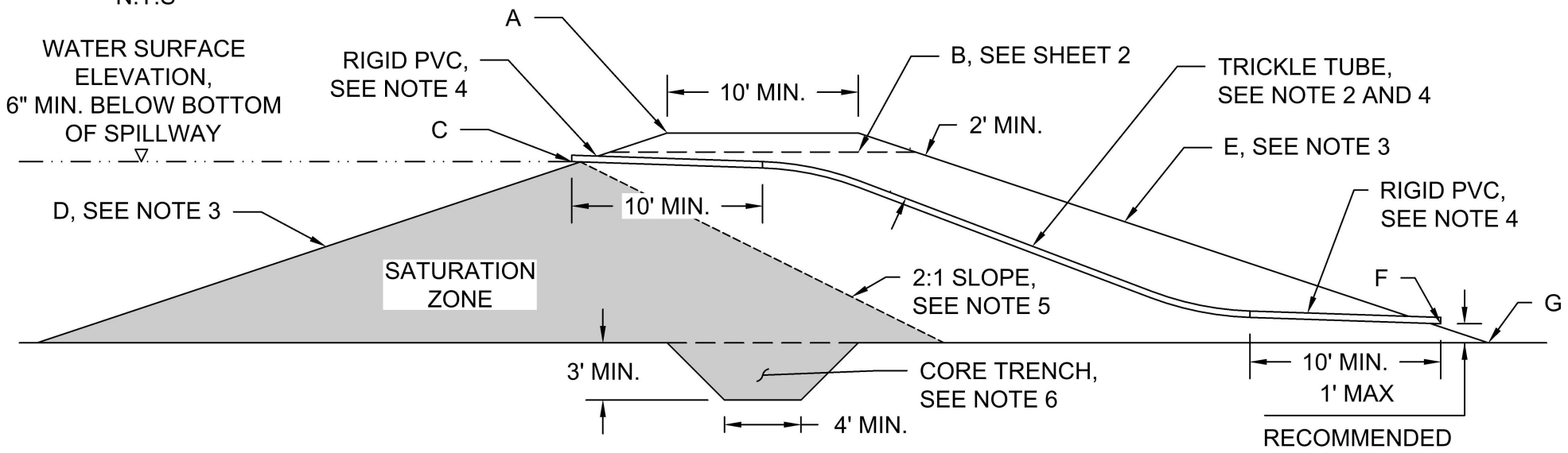
MEDINA COUNTY POND PERMIT WORKSHEET

POND ELEVATION SCHEDULE		
	POND COMPONENT	PROPOSED ELEVATION / SLOPE
A	TOP OF EMBANKMENT/GROUND	
B	BOTTOM OF SPILLWAY	
C	TRICKLE TUBE INLET INVERT	
D	INTERIOR SLOPE	
E	EXTERIOR SLOPE	
F	TRICKLE TUBE OUTLET INVERT	
G	TOE OF EXTERIOR EMBANKMENT	

NOTES:
1. **COMPLETE THE POND ELEVATION SCHEDULE.** THESE ELEVATIONS SHOULD CORRESPOND TO THE PLAN AND LISTED DESIGN STANDARDS.
2. MINIMUM TRICKLE TUBE SIZE IS 4 INCHES. THE TRICKLE TUBE SHOULD NOT ENCROACH THE SATURATION ZONE. ANY ALTERNATIVE OUTLET MUST BE DESIGNED BY A PROFESSIONAL ENGINEER.
3. INTERIOR AND EXTERIOR SLOPES MUST TOTAL A MINIMUM OF 5:1 (I.E. 3:1 & 2:1 OR 2.5:1 & 2.5:1).
4. USE A MANUFACTURED COUPLER FOR CHANGES IN PIPE MATERIAL.
5. SATURATION ZONE MAY VARY BASED ON SITE SOIL CONDITIONS.
6. A CORE TRENCH COMPRISED OF RELATIVELY IMPERVIOUS MATERIAL SHOULD BE INSTALLED FOR SEEPAGE CONTROL. SIDE SLOPES SHOULD BE INSTALLED NO STEEPER THAN A 1:1 SLOPE.

POND CROSS-SECTION

N.T.S



STANDARDS

EXCAVATED POND DESIGN STANDARD	
HEIGHT OF FILL IS LESS THAN 3 FT. (MEASURED FROM TOP OF FILL TO TOE OF SLOPE).	
10 FT BOTTOM OF SPILLWAY WIDTH	20 FT BOTTOM OF SPILLWAY WIDTH
1. 0.5 FT OF ELEVATION BETWEEN TRICKLE TUBE AND SPILLWAY	1. 0.5 FT OF ELEVATION BETWEEN TRICKLE TUBE AND SPILLWAY
2. 1 FT SPILLWAY DEPTH	2. 0.5 FT SPILLWAY DEPTH
EXAMPLE ELEVATIONS:	EXAMPLE ELEVATIONS:
GROUND ELEVATION 101.5	GROUND ELEVATION 101.0
BOTTOM OF SPILLWAY 100.5	BOTTOM OF SPILLWAY 100.5
TRICKLE TUBE 100.0	TRICKLE TUBE 100.0

EMBANKMENT POND DESIGN STANDARD	
HEIGHT OF FILL IS 3 FT. OR GREATER (MEASURED FROM TOP OF FILL TO TOE OF SLOPE).	
10 FT BOTTOM OF SPILLWAY WIDTH	20 FT BOTTOM OF SPILLWAY WIDTH
1. 0.5 FT OF ELEVATION BETWEEN TRICKLE TUBE AND SPILLWAY	1. 0.5 FT OF ELEVATION BETWEEN TRICKLE TUBE AND SPILLWAY
2. 2 FT SPILLWAY DEPTH	2. 1.5 FT SPILLWAY DEPTH
EXAMPLE ELEVATIONS:	EXAMPLE ELEVATIONS:
TOP OF EMBANKMENT 102.5	TOP OF EMBANKMENT 102.0
BOTTOM OF SPILLWAY 100.5	BOTTOM OF SPILLWAY 100.5
TRICKLE TUBE 100.0	TRICKLE TUBE 100.0

1/2

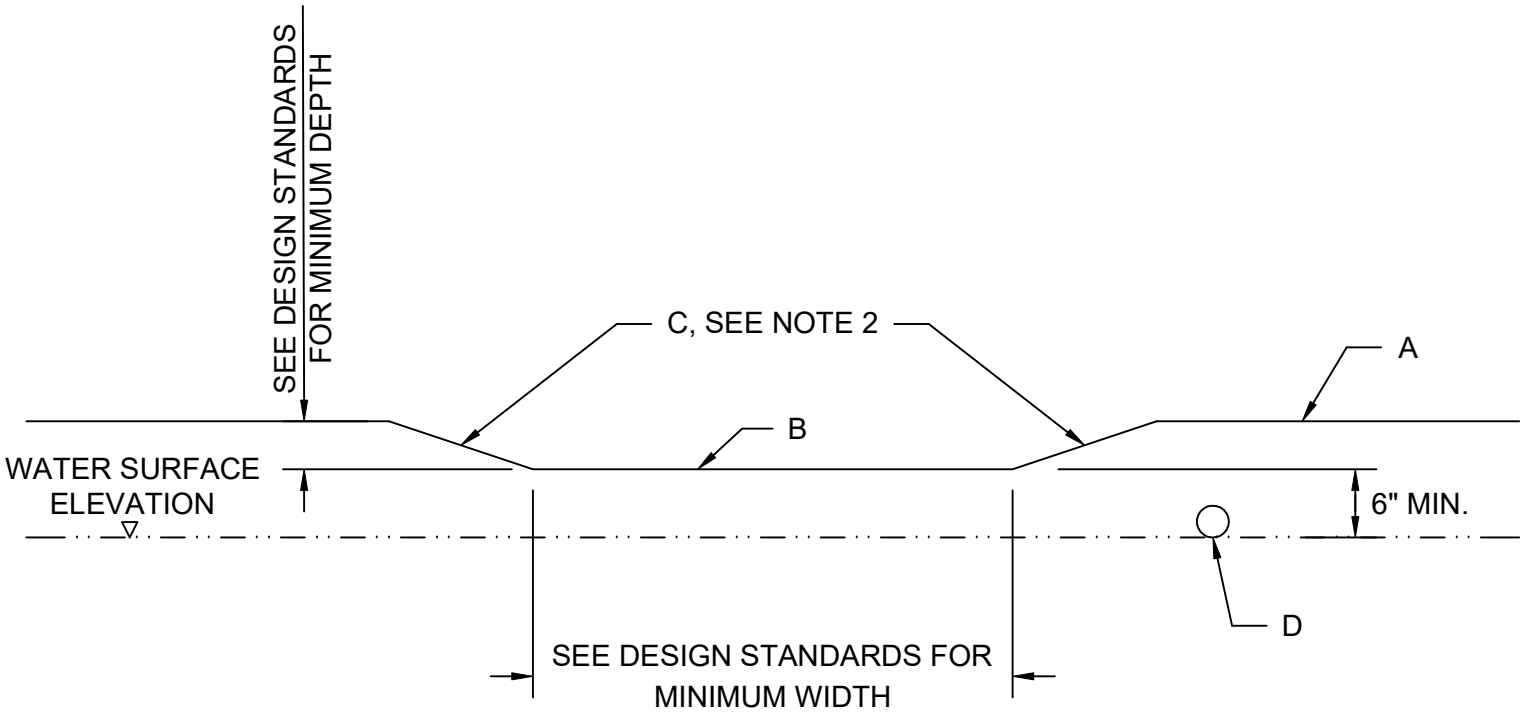
MEDINA COUNTY POND PERMIT WORKSHEET

SPILLWAY ELEVATION SCHEDULE		
	SPILLWAY COMPONENT	PROPOSED ELEVATION / SLOPE
A	TOP OF EMBANKMENT/GROUND	
B	BOTTOM OF SPILLWAY	
C	SPILLWAY SIDE SLOPES	
D	TRICKLE TUBE INLET INVERT	

NOTES:
1. **COMPLETE THE SPILLWAY ELEVATION SCHEDULE**. THESE ELEVATIONS SHOULD CORRESPOND TO THE PLAN AND THE STANDARDS ON PAGE 1 OF 2.
2. THE GRASS SPILLWAY SHOULD HAVE SIDE SLOPES OF 2:1 OR FLATTER.
3. GRASSED SPILLWAY SHOULD BE LOCATED IN EROSION RESISTANT SOILS (VIRGIN GROUND IS PREFERRED).
4. ALL DISTURBED AREAS SHOULD BE SEEDED AND MULCHED.

SPILLWAY CROSS-SECTION

N.T.S



MEDINA COUNTY
POND PERMIT APPLICATION

CRITICAL AREA SEEDING RECOMMENDATIONS:

- Critical areas include grass spillways, diversions, pond fills and cut slopes and other exposed areas.

- It is desirable to clear site of topsoil and stockpile for later use.

- Preparation of seedbed:
  - Where possible, cover area to be seeded with 4” to 6” of topsoil.
  - Area to be seeded should be smooth and free from roots, rocks and other materials that will interfere with seedbed preparation.
  - Apply lime and fertilizer uniformly over the entire area to be seeded. Lime should be applied at 150 lbs/1000 sq. ft. or 3 tons/acre. Fertilizer should be applied at 20 lbs/1000 sq. ft. or 860 lbs/acre of 12-12-12 analysis.
  - Prepare firm seedbed then mix lime and fertilizer with surface soil.

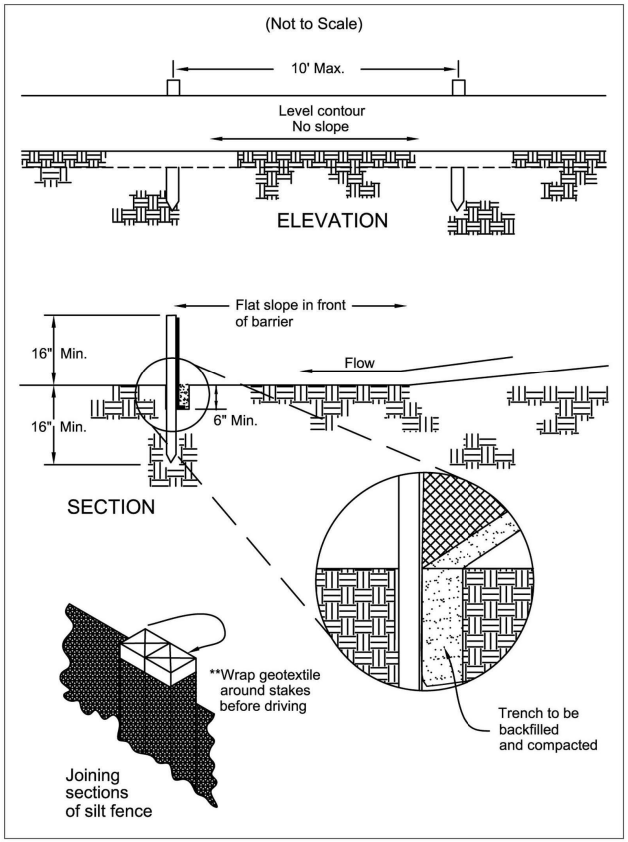
- Seeding:
  - Apply seed uniformly over the freshly prepared seedbed and press seed into soil with a cultipacker or similar tool.
  - Seed area with Kentucky 31 Tall Fescue at 40 lbs/acre or 1 lbs/1000 sq. ft. or call Medina County Soil and Water Conservation District for alternative seed mixtures.

- Mulching:
  - Mulch uniformly all seeded areas immediately after seeding with straw or hay at a rate of 2 tons/acre or 2 to 3 bales/1000 sq. ft..
  - Hold mulch in place by
    - Running a “weighted” disk with notched blades set straight to anchor the straw; or
    - On slopes too steep to disk, hold mulch in place with mulch netting, jute netting or fiberglass matting; or
    - Treat the mulch with suitable asphaltic material.

- Maintenance:
  - Fertilize as needed to maintain desired vegetative stand.
  - Protect the vegetation from damage by livestock.
  - Repair damage to vegetation by filling with dirt and sodding or reseeding damaged areas.
  - Clip as often as needed to control weeds and to keep grass at a desired stand and height.
  - Keep grass at least 3 inches tall on diversions and pond fills, and 6 inches tall on pond spillways.

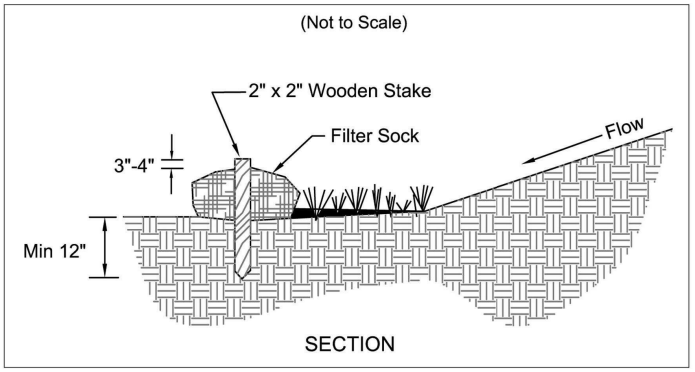
Specifications
for

Silt Fence



Specifications
for

Filter Sock



1. Materials – Compost used for filter socks shall be weed, pathogen and insect free and free of any refuse, contaminants or other materials toxic to plant growth. They shall be derived from a well-decomposed source of organic matter and consist of a particles ranging from 3/8" to 2".
2. Filter Socks shall be 3 or 5 mil continuous, tubular, HDPE 3/8" knitted mesh netting material, filled with compost passing the above specifications for compost products.

INSTALLATION:

3. Filter socks will be placed on a level line across slopes, generally parallel to the base of the slope or other affected area. On slopes approaching 2:1, additional socks shall be provided at the top and as needed mid-slope.
4. Filter socks intended to be left as a permanent filter or part of the natural landscape, shall be seeded at the time of installation for establishment of permanent vegetation.
5. Filter Socks are not to be used in concentrated flow situations or in runoff channels.

MAINTENANCE:

6. Routinely inspect filter socks after each significant rain, maintaining filter socks in a functional condition at all times.
7. Remove sediments collected at the base of the filter socks when they reach 1/3 of the exposed height of the practice.
8. Where the filter sock deteriorates or fails, it will be repaired or replaced with a more effective alternative.
9. Removal – Filter socks will be dispersed on site when no longer required in such as way as to facilitate and not obstruct seedings.

SOURCE: OHIO DEPARTMENT OF NATURAL RESOURCES - RAINWATER AND LAND DEVELOPMENT MANUAL, THIRD EDITION 2006