

# POND PERMIT APPLICATION

Received on \_\_\_\_\_

Permit Fee \_\_\_\_\_

Permit application and pond plan to be filled out and fee paid at the Medina County Engineer's Office.

Forms for ponds with **10 acres or less of drainage area** that use a grassed spillway as the principal spillway, **excavated ponds with less than 1.5 acres of surface area**, or **embankment ponds with less than 1.5 acres of surface area and less than 10 feet of effective dam height**, may then be taken to the **Medina County Soil and Water District** at 6090 Wedgewood Road, Medina, Ohio 44256, (at the front of the M.C. Highway Offices).

Ponds with **more than 10 acres of drainage area or that use a pipe as the principal spillway**, will be issued, reviewed and inspected by the **Medina County Engineer's office**.

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

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

Owner of property \_\_\_\_\_ Phone \_\_\_\_\_

Owner's mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Pond to be installed at \_\_\_\_\_ Township \_\_\_\_\_

PP# \_\_\_\_\_ Pond Size \_\_\_\_\_ Other info \_\_\_\_\_

**Contractor Name or Contact Person Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor/Owner MUST call appropriate agency for inspection when pond installation has been completed. Call either: Medina County Soil & Water District 330-722-2605, MC Engineer 330-723-9568 or MC Health 330-723-9523**

(For Office Use Only)

Application No. \_\_\_\_\_ Dated \_\_\_\_\_ By \_\_\_\_\_

Site Plan Received  Yes  No Approved  Yes  No Flood Plain  Yes  No Permit Issued  No  Yes

Watershed \_\_\_\_\_ Dam \_\_\_\_\_ Other Comments \_\_\_\_\_

Approved for Issue by \_\_\_\_\_ Date \_\_\_\_\_

## POND PERMITTING PROCESS IN MEDINA COUNTY

### Important Points to Remember:

- \* This permit is intended to cover ponds designed with **10 acres** or less of drainage area, and using a grass spillway as the principal spillway along with the trickle tube to manage water level.
- \* Any plan which includes a drainage area larger than 10 acres or uses a pipe as the principal spillway requires a private engineer to certify the design.
- \* This review is intended to ensure that pond design meets the Standards and Specifications of the Natural Resources Conservation Service, U.S. Department of Agriculture.
- \* One copy of the Standards and Specifications for Pond Design will be provided to each contractor upon request by the Medina County SWCD.
- \* Township zoning regulations for setback from road, property lines, and main buildings must also 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 Dept. be contacted regarding setbacks from these facilities.

### Optional Steps:

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

- a) SWCD representative can meet with landowner at proposed pond site for a preliminary site investigation.
- b) SWCD representative can be present when test pits are dug to check the soil suitability for pond construction.

### Required Steps:

1. Contractor/landowner completes the Pond Construction Plan standard form and delivers it to the SWCD office.
2. SWCD representative reviews the Pond Construction Plan to ensure that all required information is provided and legible.
3. 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.
4. The contractor/landowner obtains a Stormwater Management and Erosion Control Permit from the County Engineer's office.
5. The contractor/landowner obtains the proper permits from the Township Zoning Inspector, if required.
6. The contractor/landowner contacts County Engineer's office to obtain an inspection for the completed pond.

---

Medina County Soil & Water  
Conservation District  
803 E. Washington St., Suite 160  
Medina, OH 44256  
(330) 722-2605

Medina County Engineers  
Permit Section  
791 W. Smith Rd.  
Medina, OH 44256  
(330) 723-9564

## POND CONSTRUCTION PLAN

\_\_\_\_\_  
LANDOWNER NAME

\_\_\_\_\_  
ADDRESS OF POND SITE

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
TOWNSHIP OF POND SITE

\_\_\_\_\_  
CITY, ZIP CODE

\_\_\_\_\_  
GENERAL LOCATION OF PROPERTY

Designed by		Contractor
	Name	
	Street Address	
	City, State, Zip	
	Phone	

	Initials	Date
APPLICATION ISSUED - COUNTY ENGINEER	_____	_____
PERMIT NO. _____	_____	_____
COMMENTS _____		
PLAN RECEIVED _____		

	Initials	Date
PLAN RECEIVED - MEDINA CO. SWCD	_____	_____
PLAN REVIEWED - MEDINA CO. SWCD	_____	_____
SITE INSPECTION - MEDINA CO. SWCD	_____	_____
COMMENTS - _____		
_____		

	Initials	Date
PLAN RECEIVED - TWP ZONING INSPECTOR	_____	_____
PERMIT NO. _____	_____	_____
Is landowner willing to install a dry hydrant for fire protection if pond site is deemed acceptable by fire chief? Yes ____ No ____		
COMMENTS _____		



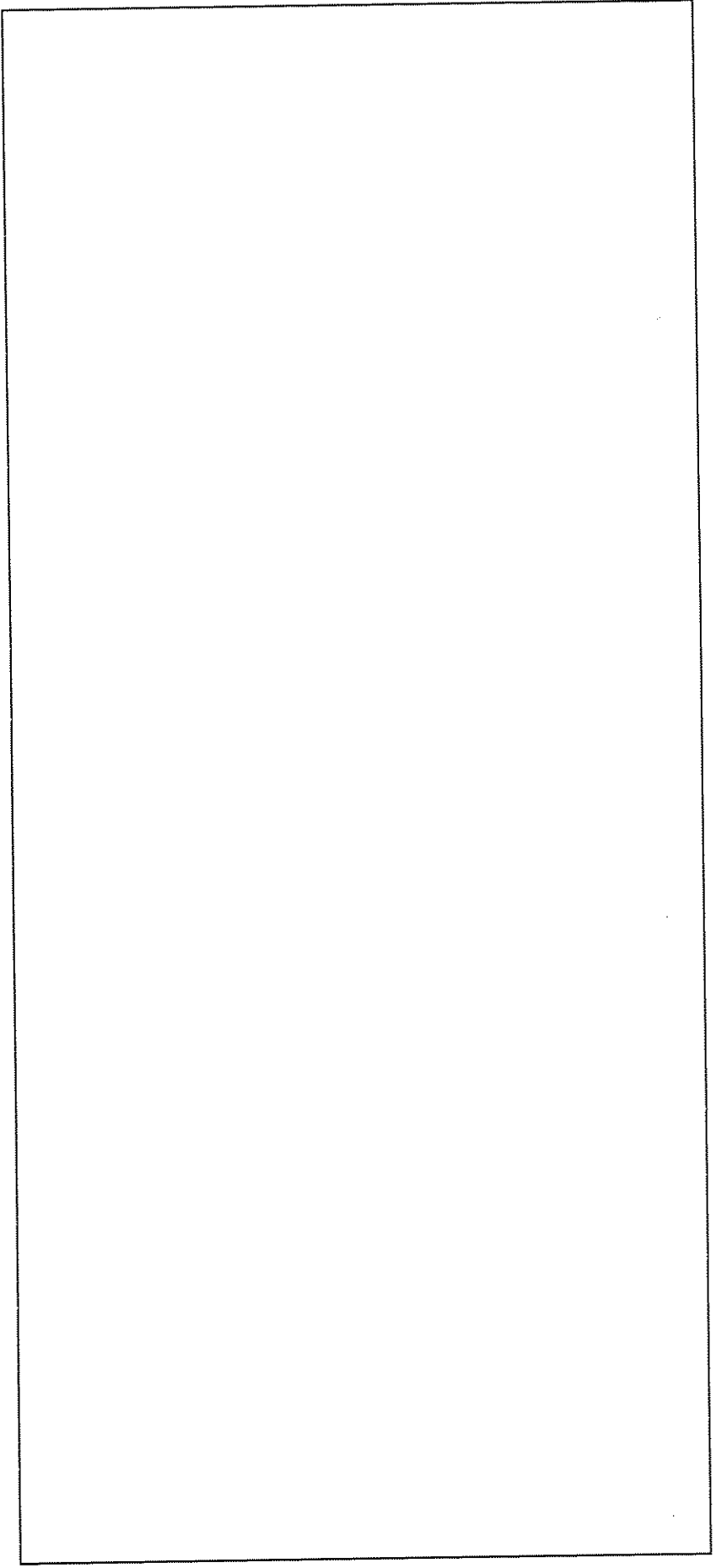
## CRITICAL AREA SEEDING RECOMMENDATIONS

1. Critical areas include grass spillways, diversions, pond fills and cut slopes, and other exposed areas.
2. It is desirable to clear site of topsoil, and stockpile for later use.
3. **Preparation of Seedbed**
  - a) Where possible, cover area to be seeded with 4" to 6" of topsoil.
  - b) Area to be seeded should be smooth and free from roots, rocks, and other materials that will interfere with seedbed preparation.
  - c) Apply lime and fertilizer uniformly over entire area to be seeded. Lime: Apply **150 pounds** per 1000 sq. ft. or **3 tons** per acre. Fertilizer: Apply **20 pounds** per 1000 sq. ft. or **860 pounds** per acre of 12-12-12 analysis.
  - d) Prepare firm seedbed, mix lime and fertilizer with surface soil.
4. **Seeding**
  - a) Apply seed uniformly over the freshly prepared seedbed and press seed into soil with a cultipacker or similar tool.
  - b) Seed area with **Kentucky 31 Tall Fescue** at **40 pounds** per acre or **1 pound** per 1000 sq. ft., or call Medina County SWCD for alternative seed mixtures.
5. **Mulching**
  - a) Mulch uniformly all seeded areas immediately after seeding with **straw** or **hay** at the rate of **2 tons** per acre, or **2 to 3 bales** per 1000 sq. ft.
  - b) Hold mulch in place by (1) running a "weighted" disk with notched blades set straight to anchor the straw; (2) on slopes too steep to disk, hold mulch in place with mulch netting, jute netting, or fiberglass matting; (3) or by treating mulch with suitable asphaltic material.
6. **Maintenance**
  - a) Fertilize as needed to maintain desired vegetative stand.
  - b) Protect the vegetation from damage by livestock.
  - c) Repair damage to vegetation by filling with dirt and sodding or reseeding damaged areas.
  - d) Clip as often as needed to control weeds and to keep grass at a desired stand and height.
  - e) Keep grass at least 3 inches tall on diversions, and pond fills, and 6 inches tall on pond spillways.

PLAN VIEW

DIRECTIONS:

1. Locate property showing one road intersection and house number.
2. Complete a drawing (to scale) of the property surrounding the pond showing 2 foot contour lines, including existing elevations in the area to confirm the direction of fall.
3. Indicate area(s) for spoil dispersal.
4. Locate all incoming and outlet drainage swales and streams on the property before and after construction.
5. Include North arrow, approximate pond distance from road and property line, location and dimensions of proposed pond including spillway and trickle tube, all existing and proposed buildings, driveways, septic tank (including replacement field), property lines, and landmarks for reference.
6. Calculate the number of acres contributing runoff water into the pond (watershed).  
Watershed = \_\_\_\_\_ acres.



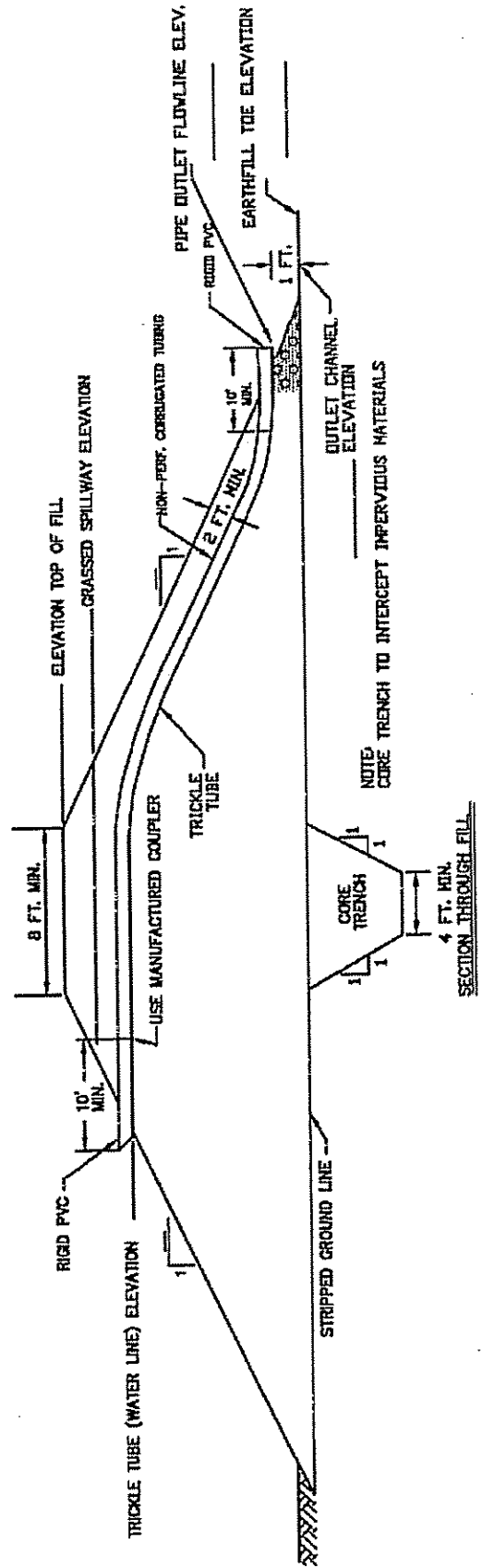
# CROSS SECTION

- DIRECTIONS:**
1. Fill in all required elevations (corresponding to elevations on PLAN VIEW page) using the appropriate design standard.
  2. Trickle tube minimum size is 4 inches and should not intercept the saturation zone. Any different type of spillway must be designed by a professional engineer.
  3. Inside and outside slopes must total a minimum of 5:1 (3:1 & 2:1 or 2.5:1)

EXCAVATED POND DESIGN STANDARD	
Height of fill is less than 3 feet (measured from top of fill to outside toe of slope).	
A. Using spillway with 10 ft. bottom width.	B. Using spillway with 20 ft. bottom width.
Example Elevations:	
Top of Fill	101.5
Grassed Spillway	100.5
Trickle Tube	100.0

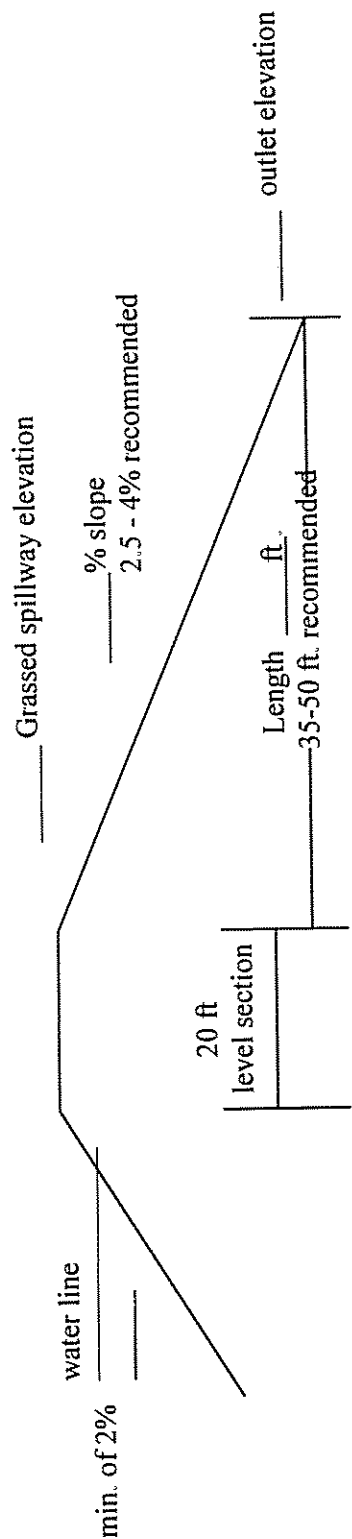
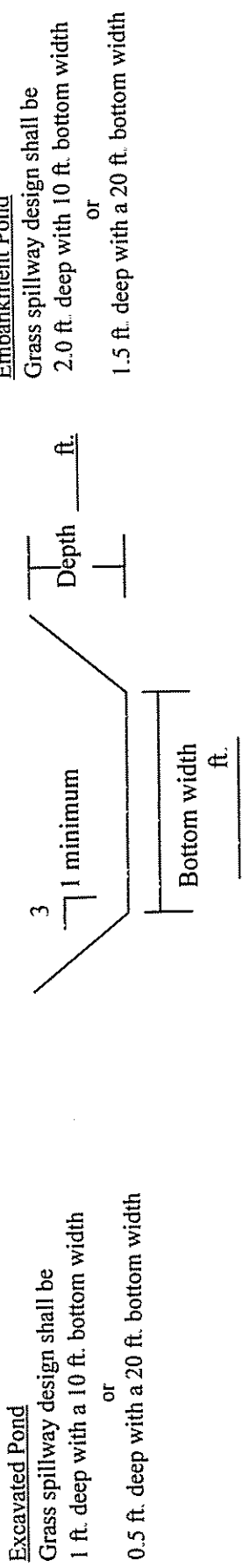
EMBANKMENT POND DESIGN STANDARD	
Height of fill is 3 feet or greater (measured from top of fill to outside toe of slope).	
A. Using spillway with 10 ft. bottom width.	B. Using spillway with 20 ft. bottom width.
Example Elevations:	
Top of Fill	102.5
Grassed Spillway	100.5
Trickle Tube	100.0



## GRASS SPILLWAY DESIGN

**Directions:** Fill in bottom width, depth, spillway elevation, outlet channel elevation, length, and percent of slope. Elevations should correspond to elevations on PLAN VIEW page.

### Trapezoidal Shape Cross Section



**NOTE:** All disturbed areas down to 1 foot below the water line or inside slope pond fill and spillway should be seeded and mulched. Seeding recommendations are included. Grass spillway shall be located in erosion resistant soils and grass cover maintained.

**NOTE:** BY INSPECTING THE PROPOSED SITE AND REVIEWING THE POND CONSTRUCTION PLANS, THE MEDINA COUNTY SWCD DOES NOT CERTIFY THAT THE POND IS BUILT TO NATURAL RESOURCES CONSERVATION SERVICES STANDARDS AND SPECIFICATIONS. LANDOWNERS MUST ENSURE THAT CONTRACTOR USES APPROPRIATE CONSTRUCTION METHODS AND MATERIALS, AND THAT THE POND IS BUILT AS PLANNED.