

**POND
PERMIT APPLICATION**

(This section to be completed by City) Date Application Received by City: _____

- Permit application and pond plan to be filled out and fee paid at Medina City Hall.
- Ponds which will be capable of storing water at a depth equal to or greater than three (3) feet must be enclosed by a fence. Fence permit application must be submitted in conjunction with any pond permit applications for ponds requiring fences.
- All contractors must maintain current registration from the City of Medina in order to complete any work within the City. Contact the City of Medina's Chief Building Official at (330) 722-9030 for details.
- Ponds within the City of Medina CANNOT BE UTILIZED AS SOURCES OF DRINKING WATER.
- This permit is intended to cover ponds designed with ten (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 ten (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.
- City zoning setback regulations from all property lines must met. Applicant must contact the City of Medina Planning & Zoning Coordinator at (330) 722-9023 to obtain these setback requirements.
- The contractor and landowner are responsible for contacting the Ohio Utility Protection Service (OUPS) at (800) 362-2764 a minimum of 48 hours before digging.
- When locating a pond site, property owner must be aware of the location of any current or replacement on-site septic system. It is recommended that the Medina County Health Department be contacted at (330) 723-9523 regarding setbacks from these facilities.
- Summary of Procedures:
 1. Applicant to contact City of Medina Planning & Zoning Coordinator at (330) 722-9023 to obtain setback requirements
 2. Applicant to contact City of Medina Chief Building Official at (330) 722-9030 to verify that Contractor holds a current registration with the City of Medina
 3. Applicant shall contact the Medina County Health Department (330) 723-9523 regarding setbacks from any current or replacement on-site septic systems
 4. If pond will be capable of storing three (3) feet or more of water, applicant must install a fence around pond. Applicant must submit a fence permit application along with the pond permit application.
 5. Applicant to submit City of Medina Chief Building Official this application, the permit fee, the fence permit application and the applicable permit fee, and one of the following:
 - If pond will include a drainage area of less than ten (10) acres and use a grassy spillway as the principal spillway, applicant submit pond construction plan with this application.
 - If pond includes a drainage area larger than ten (10) acres or uses a pipe as the principal spillway, applicant shall engage a private engineer to certify the design. Applicant shall submit engineering design and calculations along with this permit application.
 6. Applicant shall not commence any work until this permit application has been reviewed and approved by the City of Medina AND a Pond Permit has been issued.
 7. Applicant shall contact Ohio Utility Protection Service (OUPS) at (800) 362-2764 a minimum of 48 hours before digging.
 8. Applicant shall contact City of Medina Engineering Department at (330) 722-9034 a minimum of 24 hours before commencing construction.

POND PERMIT APPLICATION

Applicant Information:

- Applicant: _____ Applicant Phone #: _____
- Applicant Mailing Address: _____

Location of Property Where Pond is to be installed:

- Location of Property: Address: _____
 Medina City Lot#: _____ Auditor's Parcel #: _____
- Owner of Property: _____ Property Owner Phone #: _____
- Owner's Mailing Address: _____

Contractor Information (note, if owner to install enter "owner" as name of contractor):

- Name of Contractor: _____ Contractor Phone #: _____
- Contractor Mailing Address: _____

Applicant Responsibility

If this permit is granted, I/we agree to comply with all the conditions, restrictions and regulations of the City of Medina Engineering Department and the Standards and Specifications of the Natural Resources Conservation Service, U.S. Department of Agriculture relative to pond design.

I/we also agree to notify the Ohio Utility Protection Service (OUPS) at (800) 362-2764 a minimum of 48 hours before digging.

I/we also agree to notify the Engineering Department of the City of Medina at (330) 725-8861 a minimum of 24 hours prior to commencing pond construction.

If this permit is granted, I/we agree to construct the pond as shown on the attached detail sheets.

Applicant Signature

(To be completed by Engineering Department)

Status of Permit:

_____ Approved (approval date: _____)

_____ Rejected (rejection date: _____)

Reason for Rejection: _____

- Reviewer's Signature: _____

(To be completed by Inspector):

Inspection Record:

- Date of First Inspection: _____
- Accepted?: _____ YES _____ NO
 - If no, state reason: _____

- Inspector's Signature: _____

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- Date of Second Inspection: _____
 - Accepted?: _____ YES _____ NO
 - If no, state reason: _____

 - Inspector's Signature: _____