






POND PERMIT APPROVAL PROCESS

TIME FRAME	Applicant Submits Fully completed pond permit application, proof of ownership (warrantee deed, tax bill etc), copy of property survey indicating placement of the pond. A \$150.00 application fee and a \$500.00 bond (separate checks). If an undeveloped lot, please also indicate location of proposed of residence and driveway so planning staff can assign appropriate address.		
			
Day 1	Application is logged-in, assigned a project/application number, given to environmental planner for review.		
			
Day 2-12	Staff Review Application is sent to Soil and Water Conservation for review and sign off.		
			
Day 13-18	Staff Review Application is sent to Engineering for review and sign off.		
			
Day 25	If Denied A denial letter is generated and sent to applicant		If Approved Permit is generated and sent to applicant
	Once pond is complete applicant will call in for pond inspection and refund of \$500.00 pond bond.		