



**COUNTY OF BERRIEN
OFFICE OF THE DRAIN COMMISSIONER
CHRISTOPHER J. QUATTRIN**

Berrien County Administration Center – 701 Main Street – St. Joseph, MI 49085-1316
Telephone: 269/983-7111, Ext. 8261 – Fax: 269/982-8658

**POND OR WATER IMPOUNDMENTS
APPROVAL PROCESS INSTRUCTION SHEET**

Thank contacting our office regarding your proposed pond. We will require the following to begin the review process. Attached are the forms needed for each request below:

All forms can be found on our webpage within the County's Website at www.berriencounty.org, go to Government, second column look for Drain Commissioner, left side box you will find Soil Erosion Rules. Look for Pond/Water Impoundments. Some forms are fillable but cannot be submitted online. You will have to create PDFs and then submit.

- **Pond/Water Impoundment Review Application** – this is our communications sheet and is very important to have completely filled out so we can send approvals to all needed.
 - Pond Review Fee – Is \$350.00 and is performed by outside engineers.
- **Soil Erosion & Sedimentation Control (SESC) Application** with site plan with SESC plan and required forms (hard copies) – Attached are the forms and instructions
 - SESC Fees – Pond/Water Impoundments \$175.00, additional \$35.00 per acre over 1 acre.
 - Your SESC Plan
- **Pond/Water Impoundment Drawings** – These items are needed to be assess the safety of the proposed pond. Should the design need to be modified, instructions will be given on the approval letter.
 - Provide scaled drawing of entire parcel showing location and size of pond
 - Provide design of slopes and depth of pond with cut out drawing
 - Show where spoils will be deposited, spread out or taken off site, Michigan Law does not allow changes of water flow through grading or excavating
 - Show where emergency overflow outlet is located and design, all ponds must have an outlet, road side ditches are not acceptable means for overflow
 - Provide restoration plans

Please make check payable to Berrien County. Once our office receives all plans and a check, plans will be sent to the engineer to begin the review process.

Please let us know if you have any questions or concerns.

Jeannine Totzke
Berrien County Deputy Drain Commissioner
701 Main St, St Joseph MI 49085
P – 269.983.7111 X8255 - F – 269.982.8658
Email – jtotzke@berriencounty.org



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**POND/WATER IMPOUNDMENT REVIEW APPLICATION
PRIVATE OWNERS CONSTRUCTING WATER IMPOUNDMENTS**

Project Name : _____
 Date : _____
 Description of Work: _____
 Address of Project _____
 Parcel # _____

Owner:

Contractor:

Owner Name:		Company Name:	
Contact Person:		Contact Person:	
Address:		Address:	
Telephone No:		Telephone No:	
Fax No:		Fax No:	
Email Address:		Email Address:	

FOR INTERNAL USE ONLY

Date Application Received: _____ Date Final Plans Received: _____
 Date of Pre-Design Meeting: _____ Date Project Approved: _____