

Township of Sullivan  
8138 Heights Ravenna Road, Ravenna MI 49451 – Phone 231-853-6900  
[office@sullivantownship.com](mailto:office@sullivantownship.com)

Date Received \_\_\_\_\_  
Cash/Check# \_\_\_\_\_ Amount Pd \_\_\_\_\_  
Emailed: \_\_\_\_\_

Materials received: Site Plan Yes / No Legal Description Yes / No

### Cover Sheet for the following Application forms:

1. Project Type -- Filing Fees – (Additional escrows may be required depending on project scope.)
  - Rezone (Public Hearing) - \$750
  - Permitted Use Site Plan Review -\$250
  - Variance (ZBA-Public Hearing) -\$750
  - Other - \$ \_\_\_\_\_
  - Special Land Use (Public Hearing) -\$750
  - Private Street - \$1,000
  - Pond -\$250 (smaller than 3 acres, if over 3 acres than must file special land use and fee in addition)
  
2. Project Location  
Project Address \_\_\_\_\_ Property Size \_\_\_\_\_  
Parcel # \_\_\_\_\_ Zoning District \_\_\_\_\_
  
3. Contact Information  
Owner Name \_\_\_\_\_  
Phone and Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_
  
4. Applicant/Contractor Information  
Name \_\_\_\_\_  
Phone \_\_\_\_\_ Email (required!) \_\_\_\_\_
  
5. Description of Proposed Use/Request  
\_\_\_\_\_  
\_\_\_\_\_

Any other expenses incurred by the township on behalf of this requested project will be invoiced to applicant, such as engineering, attorney services and any other professional expertise required to properly investigate the project. Approval will not be granted until all bills are paid.

I hereby attest that the information on this application form is, to the best of my knowledge, true and accurate. I understand the application filing fee is non-refundable and is not a guarantee that this application will be approved.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I hereby grant permission for members of the Sullivan Township Planning Commission, Zoning Board of Appeals, Board of Trustees and Zoning Administrator to enter the above-described property for the purposes of gathering information only related to this application. *Note to applicant: This permission is optional and failure to grant permission will not affect any decision on your application.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Sullivan Township Pond Application

Please submit a site plan illustrating the location of the proposed pond on the property and detailing how it complies with this section of the Zoning Ordinance:

SECTION 3.18 EXCAVATIONS, HOLES, OR PONDS

- A. The construction, maintenance, or existence within the Township of any unprotected, un-barricaded, open, or dangerous excavations, holes, pits, wells, or water impoundments which constitute or are likely to constitute a danger or menace to the public health, safety, or welfare are hereby prohibited; provided, however, this Section shall not prevent any excavation for an outdoor pond or farm manure lagoon that has first been approved by the Township; this Section shall not apply to streams, natural bodies of water, or to ditches, reservoirs, and other such bodies of water created or existing by authority of governmental units or agencies; and provided further that this Section shall not include excavations related to approved operations for the removal and processing of topsoil, stone, rock, sand, gravel, lime or other soil or mineral resources as regulated by Section 13.04.I of the Zoning Ordinance.
- B. If the creation of a pond results in 300 cubic yards or more of material being removed from the site, the project must also undergo concurrent review of Commercial Removal and Processing of Topsoil, Stone, Rock, Sand, Gravel, Lime or other Soil or Mineral Resources per Section 13.04.I of the Zoning Ordinance.
- C. Ponds less than three (3) acres shall require a zoning permit and administrative review. Ponds three (3) acres or larger shall require a Special Land Use. Applications for either type shall contain the information required in Section 13.04.NN.
- D. No explosives may be used in the creation of a pond.
- E. A pond shall be a minimum of thirty (30) feet from any lot line, except that any pond used as a farm manure lagoon shall not be located less than three hundred (300) feet from adjacent lot lines or road right-of-way lines. For ponds greater than five acres, the Planning Commission may increase the minimum setbacks for ponds when in its discretion such is determined to be necessary to minimize potential public health and safety concerns or nuisance conflicts with adjoining properties.
- F. A pond may be located in any zoning district and may be considered as a principal or an accessory use.
- G. Ponds on parcels of less than three acres in size shall be enclosed by a fence. Ponds requiring Special Land Use approval may also require a fence if the Planning Commission determines in the course of its approval of a pond that the protection of the general public requires that the pond be enclosed. A fence enclosing a pond shall:
  - 1. Be not less than four (4) feet above the grade line;
  - 2. Be designed so that a child cannot pass through, or under, or climb over the fence, wall, or other enclosure except at a gate or door.
- H. All gates or doors leading to a pond, except a door in any building forming part of the enclosure, shall be kept closed when the pond is not in actual use or when the proprietor is absent or away. The gates and doors shall be fitted with a positive latching device which automatically latches when the gate or door is closed.
- I. A Soil Erosion permit from the Muskegon County Department of Public Works shall be provided if required. Muskegon County Water Resources Commissioner approval shall be provided if required.
- J. No pond shall be wholly or partially emptied in any manner that will cause water to flow on the land of another, and no pond shall be wholly or partially emptied on any land if a storm drain is readily accessible to the premises on which the pond is located. Discharge into the public sanitary sewer is prohibited.

## Sullivan Township Pond Application

- K. The slopes of the banks or sides of the pond shall be constructed so that for each one (1) foot of rise there shall be a minimum of three (3) feet of run. This minimum slope angle must be maintained and extended into the pond water to a depth of five (5) feet.
- L. Finished slopes above the ordinary high water mark must be seeded and established with vegetation to prevent erosion.
- M. All outdoor ponds or farm manure lagoons shall be constructed to completion within one year from the date of zoning permit issuance. A one-year extension may be granted, provided progress is shown. During construction of the pond, edges of the pond that do not maintain a 1:3 slope shall be barricaded.
- N. For ponds of five acres or larger, all applicants shall provide a certification from a licensed professional engineer that the pond complies with the Sullivan Township Outdoor Ponds standards prior to final approval. For ponds three acres or greater the Planning Commission shall retain the right, at their discretion, to require a certification from a licensed professional engineer that the pond complies with the Sullivan Township Outdoor Ponds standards prior to final approval. The Planning Commission shall show good cause for the requirement of certification. [Amended Oct. 3, 2023]

**If the pond is under three (3) acres, please provide one copy of the pond application to the Township for administrative review.**

**If the pond is over three (3) acres in size, please provide one copy of the application along with the special land use application. The Township or the Township Planner will notify the applicant once the application is ready for a Planning Commission meeting with a public hearing and will then ask the applicant to provide ten (10) copies of the pond's application, cover sheet and any additional required information. The application must be submitted to the township administration by 3:00 p.m. thirty (30) days prior to the next scheduled planning commission meeting to be considered. Failure to do so will result in a delay of the project review.**

**Fees: Any fees incurred other than that of the normal meeting process will be added to the fee structure and will be collected prior to any final decisions.**

**SULLIVAN TOWNSHIP ESCROW POLICY AFFIDAVIT**

I have read and accept the Sullivan Township Zoning Application Fees and Escrow Policy and agree to abide by the same. I understand that the payment of the prescribed application and escrow fees is intended to cover the Township's costs associated with the processing and/or review of my zoning application and should not in any manner be construed as suggesting any particular outcome for the application. I agree that I shall be obligated to pay the fees prescribed under the policy regardless of whether my application is approved, denied, modified or withdrawn. In addition, I agree the Township shall be permitted to take any legal action to collect its fees and costs and shall be permitted to assess to me all costs and legal fees incurred in the collection process.

I understand that the Township may stop processing my application if the escrow fee drops below the parameters set forth in the Zoning Escrow Fee policy. It will be my responsibility to replenish the escrow fee to the amount required by the policy before processing my application resumes.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Person/Company Responsible for Account (Billing Purposes)**

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax or Email: \_\_\_\_\_