



# SOIL FILL PERMIT APPLICATION

*Building Department  
2744 Vivian Road  
Monroe, MI 48162  
(734) 242-5900*

**Application for Soil Fill Permit: 21 Cubic yards of material or greater, but less than 20,000sq ft in area (also includes excavations for farm ponds and landscaping ponds.) Frenchtown Charter Township Zoning Ordinance, Section 4.21.1.**

Permit # \_\_\_\_\_

Parcel ID # \_\_\_\_\_

Date \_\_\_\_\_

Site Address \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Attach plot plan of property indicating area to be filled, finished elevation cannot exceed twelve (12") inches above the crown of the road.

Detailed statement as to type of material to be used as fill. Fill material shall be covered with a minimum six (6") inch debris-free topsoil suitable for growing of turf.

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Signature Owner/Lic. Contractor \_\_\_\_\_ Date \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

Signature of Building Official \_\_\_\_\_ Date \_\_\_\_\_

Section 4.21.1(a) An application shall be filed and shall as a minimum contain the following information:

Section 4.21.1(a)(1) Names and addresses of the each owner(s), applicant(s) if other than owner (show interest), and person(s) or contractor(s) responsible for the filling or excavation for the farm pond or landscape pond.

Section 4.21.1(a)(2) Legal description and plot plan of the entire property showing the specific location and dimensions of the area to be filled, or the excavation of the farm pond, or landscape pond, with current and proposed finish elevations. In the event that the plot plan submitted by the applicant is incomplete, as determined by the Building Official, the Building Official may require the submission of a site plan which shall be prepared by a Registered Engineer or Land Surveyor.

Section 4.21.1(a)(3) A written description of the extent, nature and duration of the proposed operation.

Section 4.21.1(b) The finished elevation of the filled area shall not be higher than twelve (12") inches above the crown of any adjacent road.

Section 4.21.1(c) Sand, soil, clay, dirt, stone, gravel, rock, brick, concrete, or similar materials may be deposited in the filled area provided that all such materials are leveled and covered with a minimum of six (6") inch debris-free topsoil suitable for the growing of turf within six (6) months of date of issuance of the permit.

Section 4.21.1(d) The applicant shall provide a \$500.00 cash bond which shall be put in escrow with the Township Treasurer and shall be returned if the filing is completed and approved prior to the expiration date of the permit. Said bond shall be forfeited if the filling is not completed and approved prior to the expiration date of the permit. Permits shall be valid for a period of six (6) months from the date issued, at which time the site shall comply to the submitted plot plan. Failure to comply shall constitute a violation of this Ordinance.

Section 4.21.1(e) A permit shall be issued only if filling operations or the farm pond excavations or landscape pond are designed and illustrated on the submitted plot plan to ensure that storm water runoff is prevented from crossing onto adjacent property by the use of swales and/or subsurface drainage piping without interfering with the natural drainage of the area. Said filling or farm pond or landscape pond excavation operations shall not result in accumulate of water on an adjacent lots or parcels. In reviewing the application the Building Official shall determine if the site has been the subject of an application for filing operations involving fill material of 25 cubic yards or less or an excavation for a farm pond or landscape pond within the previous eighteen (18) months prior to the date of the application. If the Building Officials finding is in the affirmative and the total filing operations for the eighteen (18) month period is 20,000 square feet in area or more or the excavation is for three (3) or more farm ponds then an application shall be required to be filed under and subject to the requirements of Section 4.21.2.

Section 4.21.1(f) All landscape ponds shall be required to meet the front, side and rear yard setback requirements for the district in which the landscape pond is located.

Section 4.21.1(g) When determining a required setback from the proposed pond to a property line the following requirements shall be met:

1. The setback measurement shall be from the property line to the proposed high waters edge when the slopes are no greater than 1 ft. elevation change in 6 ft. horizontal distance. When the side slopes are greater than 1 on 6 the measurement shall be from the property line to the point where the grade begins. See illustration.