

# UNION SWCD POND DEPOSIT POLICY

The Union Soil and Water Conservation District provides consultative, survey and design assistance for the construction of ponds. These services are provided to Union County landowners/operators without charge.

## **POND DEPOSIT**

To assure the installation of ponds, the Union Soil and Water Conservation District requires a refundable deposit for engineering plans according to the following policy:

- \$500.00 deposit - Pond

The deposit will be collected from the landowner after the preliminary investigation is complete and prior to the start of any survey and design work. Pond plans shall be completed by District Staff within 6 months of receiving \$500.00 deposit from landowner. The deposit will be refunded if the pond has been built within two years of receiving the engineering plans but is nonrefundable if the pond is not built within that time frame or the pond is not built according to the engineering specifications. Forfeiture of the deposit constitutes a donation to the Union Soil and Water Conservation District.

Extenuating circumstances may be appealed, by written notice within 45 days of the expiration of the agreement, to the Board of Supervisors with their decision being final. No interest will be paid to the landowner on money held by the District.

## **REASON FOR DEPOSIT**

A considerable amount of time is spent by Union SWCD staff doing survey and design work. In some cases, many staff hours have been lost because the practice was never constructed. Our staff's time is limited, and the construction season is short. It is most important to focus our staff time on those areas which offer the best return in quality conservation work. The deposit is set to provide an incentive to landowners to construct a project according to specifications.

## **RETURN OF DEPOSIT**

The landowner is responsible for notifying the SWCD office of pond completion. In the absence of extenuating circumstances, SWCD staff will complete as-built documentation within two weeks of notification of completion. The deposit will be returned the next month's SWCD Board Meeting after completion of as-built documentation. A copy of this documentation will be provided to the landowner.

This revision was adopted and signed into policy in the official minutes of the Union Soil and Water Conservation District Board Meeting on March 14, 2024, by a unanimous vote.



**A deposit of \$500 has been received by the Union Soil and Water Conservation District that covers an engineering plan for a pond.**

Deposit Received: Cash / Check (circle one) Receipt #: \_\_\_\_\_ Date \_\_\_\_\_

Union SWCD Staff Signature \_\_\_\_\_

**I shall require the contractor to follow the District engineering plan without change unless revisions are approved by an SWCD representative.**

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Township \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

**Engineering Plans Completed:** Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Pond Construction Completed:** Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The engineering deposit posted prior to the construction project has been returned.**

Deposit Refunded \$ \_\_\_\_\_ Check# \_\_\_\_\_ Date \_\_\_\_\_

Practice: \_\_\_\_\_  
\_\_\_\_\_

