

Site Development/Grading/Clearing/Excavation Information

941.22 APPLICATION PROCEDURES.

(a) Pre-Application Meeting. The applicant shall attend a pre-application meeting with the City Engineer to discuss the proposed project, review the requirements of this regulation, identify unique aspects of the project that must be addressed during the review process, and establish a preliminary review and approval schedule.

PROJECT INFORMATION		
Project Address:		
Name and Address of Owner		
Name:		
Street Address:		
City:	State:	Zip Code:
Phone Number:	Cell Number:	
Email Address:		
I hereby agree to be bound by any conditions(s) imposed or made a part of the permit.		
OWNER'S SIGNATURE:		DATE:

(b) Preliminary Comprehensive Storm Water Management Plan. The applicant shall submit two sets of a Preliminary Comprehensive Storm Water Management Plan (Preliminary Plan) and the applicable fees to the City Engineer and/or the Service Director. The Preliminary Plan shall show the proposed property boundaries, setbacks, dedicated open space, public roads, water resources, storm water control facilities, and easements in sufficient detail and engineering analysis to allow the City Engineer to determine if the site is laid out in a manner that meets the intent of this regulation and if the proposed SCMs are capable of controlling runoff from the site in compliance with this regulation. The applicant shall submit two sets of the Preliminary Plan and applicable fees as follows:

- For subdivisions: In conjunction with the submission of the preliminary subdivision plan.
- For other construction projects: In conjunction with the application for a zoning permit.
- For general clearing projects: In conjunction with the application for a zoning permit.

Purpose of Development/Grading/Clearing/Excavation Permit: (check box above and provide info)
Type and Quantity of Soil Removal/Deposit (in cy):
Method of Removal/Deposit (specify type of equipment)
Length of Permit Requested:
Proposed Haul Roads if over the road vehicles are to be employed and method of traffic control:
Method of Maintenance to insure that the public right-of-ways are kept undisturbed, clean and safe along or in the vicinity of proposed haul roads from or to the land involved:
Method of Erosion and Sediment Control Include Schedule of Installation:
Method of Dust Control:
Method of Stormwater Runoff Control during Construction:
Method of Land Stabilization after Completion:

(c) Final Comprehensive Storm Water Management Plan. The applicant shall submit two sets of a Final Comprehensive Storm Water Management Plan (Final Plan) and the applicable fees to the City Engineer and/or the Service Director in conjunction with the submittal of the final plat, improvement plans, or application for a building or zoning permit for the site. The Final Plan shall meet the requirements of Section [941.24](#) and shall be approved by the City Engineer prior to approval of the final plat and/or before issuance of a building permit by the Chief Building Official.

(d) Review and Comment. The City Engineer and/or the Service Director shall review the Preliminary and Final Plans submitted, and shall approve or return for revisions with comments and recommendations for revisions. A Preliminary or Final Plan rejected because of deficiencies shall receive a narrative report stating specific problems and the procedures for filing a revised Preliminary or Final Plan.

(e) Approval(s) Necessary. Land-clearing and soil-disturbing activities shall not begin and zoning and/or building permits shall not be issued without an approved Comprehensive Storm Water Management Plan.

Zoning Approval _____ Building Department Approval _____

(f) Valid for Two Years. Approvals issued in accordance with this regulation shall remain valid for two years from the date of approval.

941.11 PERMITS AND PLAN REVIEW PROCESS.

(a) Permits. It shall be unlawful for any person or organization to construct, enlarge, alter, repair, relocate, or demolish a storm sewer, natural watercourse, or other drainage facilities without first filing an application and obtaining a proper permit from the City Inspection Services Department and paying the prescribed fee.

Permits are required and may be granted for the following improvement categories:

- Connection into the public storm water system.
- Improvements that are or will become public facilities.
- Improvements within dedicated but unimproved street rights-of-way.
- Improvements that require retention or detention facilities.

PROJECT INFORMATION		
Project Address:		
Name and Address of Contractor:		
Company Name:		
Contact Person:		
Street Address:		
City:	State:	Zip Code:
Phone Number:	Cell Number:	
Email Address:		
I hereby agree to be bound by any conditions(s) imposed or made a part of the permit.		
APPLICANT'S SIGNATURE:		DATE:

(b) Plan Review. Plans for all improvements made within the City that require storm water facilities and/or changes or alterations to existing storm water facilities must be submitted to the City Inspection Services Department for review and approval. All improvements must conform to this chapter; the City's Design Standards, [Chapter 1113](#); and Improvements, [Chapter 1115](#); and the storm water master plan. No permit shall be issued until a plan is approved, or the need for a permit is waived, by the City Engineer, Service Director, or City Manager.

All applications for permits shall be accompanied by plans and specifications as required by the City Inspection Services Department. In addition to the plans and specifications, the applicant shall provide all statements, calculations, drawings, and other supporting data regarding the manner in which storm water runoff from the project site on the proposed development area will be controlled.

Every development shall be provided with a storm water system capable of handling storm water flowing onto the development site from other areas as well as storm water from the site itself. The drainage system shall be designed to discharge into a watercourse, drainage channel, or other existing storm water facility without producing any adverse effect on adjacent or downstream properties.

A storm sewer shall be constructed when the storm water flow from the tributary area, as determined by the City Engineer or Service Director, is a hazard to adjoining property.

The storm water drainage system shall not be combined with any part of the sanitary sewer system, nor shall sanitary water be discharged thereto.

(c) Permit Review. It shall be the duty of the City Engineer or Service Director, or their designee, to examine the application as described in the plan review process. If the examination reveals no objections to the proposed plan and it appears that the proposed work will be in compliance with the master plan, codes, laws, and ordinances applicable thereto and the proposed construction or work will be in conformance with this code, such application shall be approved and a permit issued, as soon as practicable, for the proposed work. If the examination reveals otherwise, such application shall be rejected and the findings shall be communicated in writing to the applicant.

(d) Permit Fees. The owner/developer shall pay a permit fee and an inspection fee as detailed herein for all storm water facilities to be constructed. These fees shall be determined by the City Engineer or Service Director, or their designee, in accordance with Section [1149.01](#) (a)(3), and the sewer construction permit fee of ten dollars (\$10.00) plus five dollars (\$5.00) per 100 feet of pipe.

***1149.01 (a) (3)** Plan review, supervision and inspections: A fee equivalent to four hundred dollars (\$400.00) plus two percent (2%) of the estimated construction cost of the proposed site improvements shall be paid to cover the cost of plan reviews and supervision and inspection of the construction. The minimum fee shall be five hundred dollars (\$500.00). If the City utilizes a private consultant for plan review, supervision, and inspections, the actual fee for such plan review, supervision, and inspection shall be actual invoice plus five percent (5%).*

(e) Permit Revoked. The City Engineer or Service Director may revoke the permit or stop work for any of the following reasons:

- Whenever there is a violation of any provision of this code, any ordinance of the City, or statute of the State of Ohio relating to the project.
- Whenever the continuance of any work becomes dangerous to life or property.
- Whenever there is a violation of any condition on which the issuance of the permit was based.

- Whenever, in the opinion of the City Engineer or Service Director or his or her authorized agent, the person having charge of the work is incompetent.

- Whenever any false statement or misrepresentation has been made upon the application, plans, or specifications on which the issuance of the permit or approval was based.
- Whenever work is discontinued for a period of one year or when, in the opinion of the City Engineer or Service Director, the completion of the work has been unduly delayed.

No revoked permit may be revived until the plans and uncompleted work are made to comply with all the requirements of all laws, codes, regulations, and ordinances then in effect.

941.23 COMPLIANCE WITH STATE AND FEDERAL REGULATIONS.

Approvals issued in accordance with this regulation do not relieve the applicant of responsibility for obtaining all other necessary permits and/or approvals from other Federal, State, and/or County agencies. If requirements vary, the most restrictive shall prevail. These permits may include, but are not limited to, those listed below. Applicants are required to show proof of compliance with these regulations before the City will issue a building or zoning permit.

(a) Ohio Environmental Protection Agency (Ohio EPA) National Pollutant Discharge Elimination System (NPDES) Permits authorizing storm water discharges associated with construction activity or the most current version thereof. Proof of compliance with these requirements shall be the applicant's Notice of Intent (NOI) number from Ohio EPA, a copy of the Ohio EPA Director's Authorization Letter for the NPDES Permit, or a letter from the site owner certifying and explaining why the NPDES Permit is not applicable.

(b) Section 401 of the Clean Water Act. Proof of compliance shall be a copy of the Ohio EPA Water Quality Certification application tracking number, public notice, project approval, or a letter from the site owner certifying that a qualified professional has surveyed the site and determined that Section 401 of the Clean Water Act is not applicable. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(c) Ohio EPA Isolated Wetland Permit. Proof of compliance shall be a copy of Ohio EPA's Isolated Wetland Permit application tracking number, public notice, project approval, or a letter from the site owner certifying that a qualified professional has surveyed the site and determined that Ohio EPA's Isolated Wetlands Permit is not applicable. Isolated wetlands shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(d) Section 404 of the Clean Water Act. Proof of compliance shall be a copy of the U.S. Army Corps of Engineers' Individual Permit application, public notice, or project approval, if an Individual Permit is required for the development project. If an Individual Permit is not required, the site owner shall submit proof of compliance with the U.S. Army Corps of Engineers' Nationwide Permit Program. This shall include one of the following:

- A letter from the site owner certifying that a qualified professional has surveyed the site and determined that Section 404 of the Clean Water Act is not applicable.
- A site plan showing that any proposed fill of waters of the United States conforms to the general and special conditions specified in the applicable Nationwide Permit. Wetlands, and other waters of the United States, shall be delineated by protocols accepted by the U.S. Army Corps of Engineers at the time of application of this regulation.

(e) Ohio Dam Safety Law. Proof of compliance shall be a copy of the ODNR Division of Soil and Water Resources permit application tracking number, a copy of the project approval letter from the ODNR Division of Soil and Water Resources, or a letter from the site owner certifying and explaining why the Ohio Dam Safety Law is not applicable.