

Richland County Office of Storm Water Permitting  
(Administered by the Richland Soil & Water Conservation District)  
1495 West Longview Ave. Suite 205B, Mansfield, Ohio 44906

[RSWCD.Data@Richlandsbcd.net](mailto:RSWCD.Data@Richlandsbcd.net) \* 419-747-8686 \* [www.Richlandsbcd.net](http://www.Richlandsbcd.net)

Permit Office Hours;  
Monday, Wednesday and Thursday 8:00 am – 4:00 pm  
Commercial projects by appointment only

### **Stormwater Permit Application Checklist**

- Obtain the local Zoning permit where applicable and attach it with the application  
(This is not the placard you place on the structure)
- Obtain a new address, if applicable, from your Township Zoning Inspector or Richland County Regional Planning and submit the new address
- Obtain an approved Septic Permit from the Health Department (if applicable)
- Obtain your parcel ID number from the Richland County Auditor [www.richlandcountyauditor.org](http://www.richlandcountyauditor.org)
- Draw a site plan and location map with the information below. Use the Site Calculation Form found [here](#) to assist with the new impervious dimensions. Otherwise, use this link to get the form: <https://bit.ly/2V5C8hc>
  1. Locations of nearest intersecting roads, streams, ditches, ponds and property lines.
  2. Location and size of proposed project and approximate distances from existing buildings, roads, properties, ponds, streams, ditches, etc.
  3. Show existing drainage patterns and where water drainage from proposed project will drain. Include where downspouts will outlet onto property.
  4. Indicate property size in acres, show boundaries and building lines. Include a North directional arrow. Please draw the layout to scale, i.e. 1"=50' etc.
  5. Accurately draw the building footprint with dimensions including the dimensions on all existing out buildings, proposed driveway, apron, etc.
  6. What is the intended use of the structure?
  7. What type of construction is the structure—standard, poured wall/block or post & frame?
    - a. Is this structure taking the place of an existing building that will be torn down or an addition to an existing structure?
  8. Will there be any new or additional driveway, walkways or decks added?
  9. How will roof water be handled?
  10. How will the excavated soil be handled? Will it be kept onsite or moved off site?
    - a. If moved offsite, where will it be moved to?

**Note:** Call to see if a pre-construction site review is required for the permit site location

**Check out the "I Have a Project" tool on our website. This is a step-by-step questionnaire to assist applicants with what documents are needed to get a Stormwater permit. Find it in two locations:**

- **Home page: [www.richlandsbcd.net](http://www.richlandsbcd.net)**
- **Direct link: <http://richlandsbcd.net/services/do-i-need-a-permit>**