

# ***New Landowner, Home Buyer or Home Builder Guide for Richland County, Ohio***



Questions to ask and who to  
contact when buying land or  
buying or building your home.

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**This guide was created in  
partnership with the following:**

Municipalities and Townships

Richland County Auditor

Richland County Building Department

Richland County Commissioners

Richland County Engineer

Richland County Recorder

Richland County Regional Planning Commission

Richland County Wastewater

Richland Public Health

Richland Soil and Water Conservation District

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## **PURPOSE OF GUIDE**

To assist prospective landowners, homebuyers and homebuilders in Richland County by providing a list of procedures to follow and items to consider when evaluating a lot/building site or selecting land for development. This guide is meant to serve as a general guide which should lead you to more specific information. It is not intended to serve as a complete list of all information that should be gathered, but should, nevertheless, provide a good start. Home buying and homebuilding should still be treated as *caveat emptor*, "let the buyer beware."

## **KEY TO AGENCIES/ORGANIZATIONS LISTED AS "CONTACTS"**

Abbreviation	Agency
ACOE	U.S. Army Corps of Engineers
Atty	Private Attorney
DESC	Drainage, Erosion & Sediment Control
FEMA	Federal Emergency Management Agency
M	Municipalities
OUPS	Ohio Utilities Protection Service
PU	Public Utilities
RAUD	Richland County Auditor
RCBD	Richland County Building Department
RCE	Richland County Engineer
RCR	Richland County Recorder
RCRPC	Richland County Regional Planning Commission
RCWW	Richland County Wastewater
H	Richland Public Health
RSWCD	Richland Soil and Water Conservation District
TT	Township Trustees
ZI	Zoning Inspector



## Planning to Buy or Build?

### FOLLOW THESE STEPS TO SUCCESS

1. Weigh the advantages and disadvantages of your potential site and how they will affect your quality of life.
2. Contact Richland Soil and Water Conservation District for a custom soils and drainage features map and related information 419.747-8686
3. Contact Richland Public Health about water supply and septic issues. 419.774.4500
4. Contact Richland County Wastewater Department, 419.774.4002 or 419-774-5519 and ask for Director Amanda Miller, about sanitary sewer issues.
5. Contact the Richland County Regional Planning Commission , 419.774.5684, or the appropriate municipal planning department, to discuss subdivision and development regulations related to your plans.
6. Contact the appropriate township or municipal zoning inspector to be sure you are aware of any zoning and/or regulations that exist.
7. Contact the Richland Soil and Water Conservation District for the Storm Water Permit.
8. Contact the Richland County or Mansfield City Building Department for building, electrical or mechanical permits
9. Contact the Richland County Health/Plumbing Department for information on Plumbing Permits.

## Things to Consider Before You Buy or Build on an Empty Lot

<u>SOIL</u>	<u>Contact</u>
<input type="checkbox"/> What soil types are found on the property?	RSWCD
<input type="checkbox"/> What is the suitability of soils for building based on the potential for:	
-Wetness	RSWCD
-Shrink & swell	RSWCD
-Ponding	RSWCD
-Soil slope	RSWCD
-Sand or gravel pockets	RSWCD
-Depth to bedrock	RSWCD
-Permeability	RSWCD/H
-Lake or stream level influence	RSWCD
-Flooding hazard	RSWCD
<input type="checkbox"/> Does lot surface seem to be free of rock formations that would adversely affect excavation for basement and foundation walls at 6' below the surface?	RSWCD
<input type="checkbox"/> Will backfilling with gravel around foundations be necessary to reduce shrink-swell hazard?	RCBD
<input type="checkbox"/> During excavation, will topsoil be stockpiled for future use for lawns and final grading?	RSWCD
<input type="checkbox"/> Is the soil suitable for the establishment of a good lawn and productive garden?	RSWCD
<input type="checkbox"/> Are approved and/or sufficient outlets available for footer drains (sump pump and/or gravity flow)?	RCBD
<input type="checkbox"/> Will surface or subsurface drainage be necessary to handle excess soil wetness?	RSWCD
<input type="checkbox"/> If you are considering a pond, how might the soils mapped in the area affect pond site development?	RSWCD
<input type="checkbox"/> Should you consider radon resistant construction for your home?	RSWCD/H

## Things to Consider Before You Buy or Build on an Empty Lot

### WATER SUPPLY

### Contact

- |   |              |
|---|--------------|
| <input type="checkbox"/> Is a safe and acceptable water supply obtainable on the lot?   | H/RCWW       |
| <input type="checkbox"/> Is water available from a public water system? If so, what is the cost of water?   | H/RCWW       |
| <input type="checkbox"/> Is water pressure and supply adequate for all normal uses? Are there any restrictions on the use of water for swimming pools, washing cars, sprinkling lawns, fire protection, etc.? | M/RCWW       |
| <input type="checkbox"/> Are there local zoning ordinances for installation of ponds?   | ZI           |
| <input type="checkbox"/> If there is no public water system is a well drilling permit required before building?   | H            |
| <input type="checkbox"/> Do neighbors' wells in the immediate vicinity provide an adequate, safe supply of water?   | H            |
| <input type="checkbox"/> Will a water softener, iron filter, or other equipment be needed to condition well water prior to its use?   | H            |
| <input type="checkbox"/> Should a cistern be considered if the lot is located in a low ground water resource producing area?  | H            |
| <input type="checkbox"/> What are the requirements for connecting to a public water system?   | M/RCWW       |
| <input type="checkbox"/> Can I have a well and still connect to a public water system?  | M/RCWW/<br>H |

## Things to Consider Before You Buy or Build on an Empty Lot

<b><u>HOUSEHOLD SEWAGE TREATMENT SYSTEM</u></b>	<b><u>Contact</u></b>
<input type="checkbox"/> Are sanitary sewers in place? If not, are they planned for future installation?	RCWW
<input type="checkbox"/> Is the lot located out of any flood hazard area or floodplain?	RSWCD/M
<input type="checkbox"/> Has the parcel/lot had a soil evaluation done by a soil scientist?	H
<input type="checkbox"/> Is there enough suitable soils available for the primary and secondary on-site household sewage treatment systems for this parcel/lot?	H
<input type="checkbox"/> Is the outlet ditch or tile for the property (or curtain drain) on the county drainage maintenance program? If so, what is the maintenance base?	RSWCD
<input type="checkbox"/> Will the lot be large enough to isolate the water supply from the on-site sewage treatment system?	H
<input type="checkbox"/> Is a detailed development plan available showing the location of the primary and secondary sewage treatment system? Is the building envelope shown?	H
<input type="checkbox"/> Will any work, including installing the outlet, be within the road right-of-way? If so, written permission and/or permits will be required.	RCE/H



## Things to Consider Before You Buy or Build on an Empty Lot

### HOUSEHOLD SEWAGE TREATMENT SYSTEMS, cont.

### Contact

- |  |           |
|--|-----------|
| <input type="checkbox"/> Is the lot large enough to permit any detached garages, barns, sheds, in/above ground pools, decks, etc., that do not interfere with the location of the primary and secondary household sewage treatment system            | H/RCBD/ZI |
| <input type="checkbox"/> Have you had an on-site inspection from the Health Department?  | H         |
| <input type="checkbox"/> Are you considering a pond? How does this affect the area set aside for your on-site household sewage treatment system?   | H         |
| <input type="checkbox"/> Are you considering a geothermal system? If so, is there enough room and space, and an adequate supply of water? Remember to consider the room that the primary and secondary household sewage treatment systems will take. | H         |
| <input type="checkbox"/> Is this a wooded lot? Trees will need to be clear-cut for the on-site household sewage treatment system that will serve this parcel/lot.  | H         |
| <input type="checkbox"/> Do you need a permit for your septic system?  | H         |
| <input type="checkbox"/> Do you need a “will serve” or “approval” letter from the Richland County Wastewater Department ?  | RCWW      |



### Things to Consider Before You Buy or Build on an Empty Lot

<b><u>REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS</u></b>	<b><u>Contact</u></b>
<input type="checkbox"/> Do you need a stormwater permit?	RSWCD
<input type="checkbox"/> Have you checked on existing zoning and building regulations?	RCE/ RCBD/ZI
<input type="checkbox"/> Do you need a Drainage Protection Review prior to applying for a building permit if your lot is > 5 acres?	RCBD/ RSWCD
<input type="checkbox"/> Have you obtained building permits, DESC permits and zoning certificates?	RCE/ RCBD/ZI
<input type="checkbox"/> Are there easements, deed restrictions or mineral rights involved?	RCR/Atty
<input type="checkbox"/> What easements do other parties hold on your property? Are there existing utilities which may have rights-of-way across the property, such as underground pipelines and transmission lines?	RCR/Atty
<input type="checkbox"/> Are there any regulations regarding easements along ditches and over tile for operation of drainage maintenance equipment?	RSWCD
<input type="checkbox"/> Have you checked specifications for any needed driveway culverts?	RCE/TT
<input type="checkbox"/> Have you called before you dig? Always be sure to determine the location of underground utilities before doing any digging by calling OUPS, 1-800-362-2764.	OUPS
<input type="checkbox"/> If the property is in a recorded subdivision, are there restrictive covenants?	RCR/Atty
<input type="checkbox"/> Are the corners or boundaries of the lot marked with iron pins or concrete markers? Can you find each reference point mentioned in the deed description?	RCR/ Surveyor
<input type="checkbox"/> Does the lot have a clear title?	Atty

## Things to Consider Before You Buy or Build on an Empty Lot

<b><u>REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS, cont.</u></b>	<b><u>Contact</u></b>
<input type="checkbox"/> What is the tax structure for real estate? Millage? Property taxes? Any special assessments?	RAUD
<input type="checkbox"/> Will you need to do any work in road rights-of-way, and, if so, will you need a permit to do so?	RCE
<input type="checkbox"/> What is the city/village/school system income tax?	M/Self
<input type="checkbox"/> Are there any sewer and/or water assessments?	RAUD/RW/
<input type="checkbox"/> Will there be a drainage maintenance assessment?	RSWCD
<input type="checkbox"/> Can the lot be split/sub-divided?	RCRPC
<input type="checkbox"/> Who can prepare a deed?	Atty
<input type="checkbox"/> Is the lot of adequate size (area) and adequate dimensions (frontage, depth, etc.)?	ZI/RCRPC
<input type="checkbox"/> What zoning restrictions exist on the property? Are there limited uses of the property?	ZI
<input type="checkbox"/> Does the lot provide a building envelope of adequate size and location suited for your proposed dwelling?	ZI
<input type="checkbox"/> Does the zoning for the surrounding area provide for uses that may be considered a potential nuisance?	ZI
<input type="checkbox"/> Does the zoning for the surrounding area provide for uses that may be desired?	ZI
<input type="checkbox"/> Do I need a driveway permit?	RCE/TT ZI
<input type="checkbox"/> Where can I obtain an address for a buildable lot?	ZI/M RCRPC
<input type="checkbox"/> Will I be located in a Phase II area of a Township?	RSWCD
<input type="checkbox"/> How much disturbed area will I have during construction?	RSWCD

## Things to Consider Before You Buy or Build on an Empty Lot

<b><u>REGULATIONS, LEGAL REQUIREMENTS, LOCAL ASSESSMENTS, cont.</u></b>	<b><u>Contact</u></b>
<input type="checkbox"/> How much total impervious area will I have once construction is complete?	RSWCD
<input type="checkbox"/> Will I need to do a ditch setback on the property?	RCE/TT
<input type="checkbox"/> Can I enclose the ditch along the road frontage?	RCE/TT
<input type="checkbox"/> Can I operate a home-based business from this location?	ZI
<input type="checkbox"/> Is landscaping required? Will there be problems for landscaping (wetness, shallowness, drought)?	RCE/ RSWCD/ZI
<input type="checkbox"/> Are any developments planned or proposed around this property?	RCRPC/ RSWCD
<input type="checkbox"/> Do you have your “will serve” or “approval” letter from Richland County Waste Water?	RCWW



## Things to Consider Before You Buy or Build on an Empty Lot

### COMMUNITY FEATURES

### Contact

- |  |                     |
|--|---------------------|
| <input type="checkbox"/> What home utilities are available? <ul style="list-style-type: none"><li>• Electric?, water?, gas?, sewage?, telephone?, garbage?</li></ul> | PU                  |
| <input type="checkbox"/> Are sidewalks, curbs, and streets installed, or will they be added in the future for which property owners may have assessments?            | RCE/ZI/TT           |
| <input type="checkbox"/> Does the parcel have or abut a public or private road for access?   | RCR/Atty            |
| <input type="checkbox"/> What is the distance from property location to place of employment?   | Self                |
| <input type="checkbox"/> Are schools within walking distance? Is school bus service provided for those beyond walking distance?                                      | Schools             |
| <input type="checkbox"/> Are churches, banks, recreation centers, libraries, swimming pools, etc. available in the community?  | Chamber of Commerce |
| <input type="checkbox"/> In what school system is the property located?  | RCRPC/<br>RAUD      |
| <input type="checkbox"/> Are there any plans for improvements to the roads in the area?  | RCE/TT/M            |

### Things to Consider Before You Buy or Build on an Empty Lot

<u>NATURAL FEATURES &amp; DRAINAGE CHARACTERISTICS</u>	<u>Contact</u>
<input type="checkbox"/> Can acceptable natural features be preserved at a reasonable cost?	Self/ RSWCD
<input type="checkbox"/> Are there any trees that could be saved for shade?	Self
<input type="checkbox"/> Could there be problems from off-lot surface water?	RSWCD/H
<input type="checkbox"/> Is any part of the property in a floodplain?	RSWCD
<input type="checkbox"/> Have you checked on a flood insurance program?	FEMA
<input type="checkbox"/> Is there a jurisdictional stream or wetland on your lot? Will you need a US Army Corps of Engineers Section 404 permit?	ACOE
<input type="checkbox"/> Are there any ditches or watercourses on the property that are on Drainage Maintenance?	RSWCD
<input type="checkbox"/> How close can I build to and/or place obstructions in a ditch, watercourse, or other maintenance feature?	RSWCD
<input type="checkbox"/> What elevation will the house be constructed relative to the road - higher or lower?	RCE
<input type="checkbox"/> What can be done about erosion and unstable banks along my stream?	RSWCD
<input type="checkbox"/> Is there an active drainage petition project in my area?	RSWCD
<input type="checkbox"/> What size and type culvert pipe will I need to go under my driveway?	RSWCD
<input type="checkbox"/> What are the maintenance requirements for the culvert and who is responsible for the repairs?	RSWCD
<input type="checkbox"/> How should the culvert be prepared before the pipe is installed?	RSWCD

### Things to Consider Before You Buy or Build on an Empty Lot

<u>Ponds</u>	<u>Contact</u>
<input type="checkbox"/> Have you marked out the proposed site with flags to help visualize the space the pond will take up?	Self
<input type="checkbox"/> What Type of pond do you need to build, embankment, dugout or excavated?	RSWCD
<input type="checkbox"/> Have your soil samples been taken to make sure this is a suitable location to build a pond?	RSWCD
<input type="checkbox"/> What pond components will you need, dam, spillway, core trench, beach and pool area.	RSWCD
<input type="checkbox"/> Is any part of the property in a floodplain?	RSWCD
<input type="checkbox"/> Who is going to build your pond and do they have experience building ponds?	RSWCD
<input type="checkbox"/> Is there enough watershed acres to supply the pond with the proper amount of water?	RSWCD
<input type="checkbox"/> Is pond going to be used for swimming, fishing, vegetation/natural habitat or all the above?	Self
<input type="checkbox"/> How will you keep others safe that may not be aware of the pond or small children that may be in the area?	RSWCD/ Self
<input type="checkbox"/> How are you going to stock your pond with fish and what types and how many fish should you start with?	RSWCD
<input type="checkbox"/> Do you have adequate space around your pond for landscaping, wildlife cover, or a picnic shelter?	Self/ RSWCD
<input type="checkbox"/> Are you going to have a dry hydrant installed? This may help with your insurance.	Self
<input type="checkbox"/> Will you need an aerator?	RSWCD

## Stormwater in Richland County

The Richland County Commissioners adopted the Stormwater Management and Sediment Control Regulations for Richland County. The purpose of these regulations is to reduce stormwater and erosion impacts from earthmoving and/or construction activities. **Anyone within Richland County limits (not inside city/village limits, except Lexington Village) with a project that will entail earth disturbing or construction activity, must apply for a Stormwater Permit.** The permit process requires the applicant to submit a site plan detailing how erosion and stormwater will be handled during and after the project. The goal is to keep sediment from leaving the site and to handle stormwater in a way to promote water infiltration into the soil and not create a drainage nuisance to neighboring properties. Larger commercial construction projects may be required to submit an engineered plan that will retain stormwater onsite and release it at a controlled rate.

Checklist for documents you may need when applying for a stormwater permit:

- ☐ 1 Permit Septic or Richland County Waste Water
- ☐ 1 Permit Township Zoning (if applicable)
- ☐ 1 Storm Water Permit Form
- ☐ Sketch
- ☐ Plans

Explanation for each permit , phone numbers and websites are on the following page.

**Note:** You must obtain permits in this order.

## Richland County Required Permits

Checklist for permits you may need when building or constructing in Richland County:

- ☐ 1 Permit Septic or Richland Waste Water Permit  
<https://richlandhealth.org/>  
<https://www.richlandcountyoh.us/index.php/forms>
- ☐ 1 Permit Township Zoning (if applicable)
- ☐ 1 Storm Water Permit Form  
<https://richlandswcd.net/services/do-i-need-a-permit>
- ☐ 1 Plumbing Permit  
<https://richlandhealth.org/departments/environmental-health/>
- ☐ Building Permit (This would include Building, Electrical and Mechanical permits for both interior and exterior work.)  
Richland County: <https://www.richlandcountyoh.us/index.php/departments/public-works/building-department>  
City of Mansfield: <https://www.ci.mansfield.oh.us/building-codes-and-permits.html>

**Note:** You must obtain permits in this order.

**Septic Permit:** You will need to go to the Richland County Health Department to receive this form or their website <https://richlandhealth.org/home-health/sewage-treatment-systems-residential> for forms and questions. You may also call the Richland County Health Department at 419-774-4500.

**Township Zoning Permit** (where applicable): Some townships are zoned and some are not. Please check with your townships Zoning Inspector or Village Administrator to verify if you will need a zoning permit for your project. You will also need to see if there are any Zoning Codes that will need to be incorporated into your site plan before applying for any other permits. Pages 22 - 23 have all of the Townships, Villages and Cities listed and the applicable individual to reach out to for zoning questions. They will have their individual Zoning permit forms available.

**Richland Soil and Water Conservation District (RSWCD):** These forms are all available at our office location or you may go to our website [richlandswcd.net](http://richlandswcd.net). There you will find under the “Services” tab “Do I Need a Permit”. If you click on the “Start the Questionnaire” that will lead you through the process to find out if a permit from the RSWCD is needed. If a permit is needed it will also indicate the forms you will need to bring in with you. You will still need to come to the office even if a permit is not required to fill out the permit form and possibly receive an exemption for the proposed work to be completed. If you are a contractor and a permit is required please have the property owner sign the permit before you come to the office. The phone number is 419-747-8686 if you have any questions. There will be inspections occurring at different intervals before, during and after construction. Please also bring a sketch and building/site plans for the proposed construction with you.

**Building Codes and Permits:** There may need to be “building”, “electrical” and “mechanical” permits issued as well as inspections during that process. Please reach out to the Richland County Building Department 419-774-5517 or their website: <https://www.richlandcountyoh.us/index.php/departments/public-works/building-department>. All of their forms and information is available on their website. They will also be happy to answer any questions you may have over the phone or at their office.

**Plumbing Permit:** Plumbing Permits are obtained from the Richland Public Health Department of Environmental Health.

## AGENCY DESCRIPTIONS

### **Richland County Building Department (RCBD)**

The Richland County Building Department enforces code requirements and regulates the construction of buildings and structures within the Department's jurisdiction. We review and approve all plans and issue all permits required by the applicable, current codes for the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, and location to all commercial and residential buildings and structures. Our primary mission is to insure the health, safety and welfare of the residents of Richland County and the areas under our jurisdiction.

### **Richland County Engineer (CE)**

The Richland County Engineer is responsible for designing, building and maintaining the county highway system. This includes 355 miles of county roads and 359 county and township bridges. In addition to these duties, the County Engineer also oversees subdivision development and regulations, tax mapping, ditch petitions and cleaning, waterway drainage, annexation and vacation review, and serves as an advising engineer to the township trustees.

### **Richland Public Health (H)**

The Environmental Health Division works with registered plumbers and homeowners to ensure all plumbing installations are in compliance with the Ohio Plumbing Code. Provides information and assistance regarding sewage treatment systems and private drinking water systems.

### **Richland County Regional Planning Commission (RCRPC)**

The Richland County Regional Planning Commission is responsible for the development and administration of the Richland County Subdivision Regulations. The staff also provides assistance, advice and recommendations to municipalities and townships concerning their zoning and subdivision matters. The staff along with the Zoning, Subdivision and Land Use Committee reviews subdivision plans to determine compliance with Regulations and other adopted plans, coordinate cross-agency review; and prepares maps and staff reports for Planning Commission meetings.

**Richland County Wastewater Permits:** There will need to be a repair, abandonment or connection permits issued as well as inspections during that process. Please reach out to Richland County Wastewater Department 419-774-4002 All of their forms and information are available on their website. If in doubt don't hesitate to contact them. They are happy to help.

## AGENCY DESCRIPTIONS (Contd.)

### **Richland Soil & Water Conservation District (RSWCD)**

The SWCD is the local source for natural resources conservation. It is your source for soil maps, information on soil capabilities and limitations, pond site evaluations, erosion control measures, and drainage maintenance activities. RSWCD administers the county stormwater permit program. Anyone within Richland County limits (not inside city/village limits, except Lexington Village) with a project that will entail earth disturbing or construction activity, must apply for a Stormwater Permit.

## CONTACT INFORMATION

### **COUNTY AGENCIES**

#### **AUDITOR**

50 Park Avenue East  
Mansfield, OH 44902  
419-774-5501  
[www.richlandcountyauditor.org](http://www.richlandcountyauditor.org)

**BOARD OF ELECTIONS**  
1495 W. Longview Avenue,  
Suite 101  
Mansfield, OH 44906  
419-774-5530  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

**BUILDING DEPARTMENT**  
1495 W. Longview Avenue  
Suite 202A  
Mansfield, OH 44906  
419-774-5517  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)  
[permits@richlandcountyoh.us](mailto:permits@richlandcountyoh.us)

**COMMISSIONERS**  
50 Park Avenue East, Suite 3  
Mansfield, OH 44902  
419-774-5550  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

#### **EMERGENCY MANAGEMENT AGENCY**

598 Park Avenue East  
Mansfield, OH 444905  
419-774-5686  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

**ENGINEER**  
77 N. Mulberry St.  
Mansfield, OH 44902  
419-774-5591  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

**Richland County Waste Water  
Department**  
1740 Fleming Falls Rd.  
Mansfield, OH 44903  
419-774-5519  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

**RECORDER**  
50 Park Avenue East  
Mansfield, OH 44902  
419-774-5599  
[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

## CONTACT INFORMATION

### **COUNTY AGENCIES CONTD.**

#### **RICHLAND PUBLIC HEALTH**

555 Lexington Avenue

Mansfield, OH 44907

419-774-4500

[www.richlandpublichealth.org](http://www.richlandpublichealth.org)

#### **SHERIFF**

597 Park Avenue East

Mansfield, OH 44902

419-524-2412

[Www.richlandcountyoh.us](http://Www.richlandcountyoh.us)

#### **REGIONAL PLANNING**

19 North Main Street

Mansfield, OH 44902

419-774-5684

[www.rcrpc.org](http://www.rcrpc.org)

#### **TREASURER**

50 Park Avenue East

Mansfield, OH 44902

419-774-5622

[www.richlandcountyoh.us](http://www.richlandcountyoh.us)

#### **RICHLAND SOIL AND WATER**

##### **CONSERVATION DISTRICT**

1495 W. Longview Avenue

Suite 205B

Mansfield, OH 44906

419-747-8686

[Www.richlandswcd.net](http://Www.richlandswcd.net)

## CONTACT INFORMATION

### **MUNICIPALITIES**

#### **BELLVILLE**

Larry Weirich, Village Administrator  
42 Park Place  
419-886-2245 ext 6  
Bellville, OH 44813

#### **BUTLER**

Rick Freeman, Village Administrator  
P.O. Box 307, 33 Elm Street  
Butler, OH 44822  
419-566-6881 ext4

#### **CRESTLINE**

Corey Spackey, Village Administrator  
100 North Seltzer St  
Crestline, Ohio 44827  
419-683-3800

#### **LEXINGTON**

Andrew Smallstey, Village Admin.  
44 W. Main Street  
Lexington, OH 44904  
419-884-0765

#### **LUCAS**

Tim Stallard, Village Administrator  
101 First Ave., P.O. Box 366  
Lucas, OH 44843  
419-892-2178

#### **MANSFIELD**

Marc Milliron, Mgr.Bldgs & Codes  
30 N. Diamond St.  
Mansfield, OH 44902  
419-755-9688

#### **ONTARIO**

Michael Morton, Zoning Inspector  
3375 Milligan Road  
Ontario, Ohio 44906  
419-529-2530

#### **PLYMOUTH**

Wayne Liggett Village Administrator  
48 W. Broadway  
Plymouth, OH 44865  
419-687-4331

#### **SHELBY**

Joe Gies, Zoning Inspector  
43 West Main St.  
Shelby, OH 44875  
419-342-3600

#### **SHILOH**

April Fletcher, Zoning Inspector  
15 W. Main St., P.O. Box 242  
Shiloh, OH 44878  
419-896-2011

## TOWNSHIP ZONING INFORMATION

### **ZONED TOWNSHIPS**

#### BLOOMINGGROVE

Mark Harvey, Zoning  
419-295-8515

#### FRANKLIN

Joe Kososky, Zoning  
419-631-2856

#### JACKSON

Ronald Carpenter, Zoning  
419-347-8453

#### MADISON

Sidney Fouty, Zoning  
419-589-5544

#### MIFFLIN

Mike Switzer, Zoning  
419-589-7485

#### MONROE

Scott Sauder, Zoning  
419-544-0751

#### PERRY

Bill Baker, Zoning  
419-566-2933

#### SANDUSKY

Jason Bash, Zoning  
419-683-3668

#### SHARON

Greg Wasilewski, Zoning  
419-545-3301

#### SPRINGFIELD

William Scott, Zoning  
419-295-4848

#### TROY

Matt Thayer, Zoning  
419-566-4916

#### WASHINGTON

Tim Boggs, Zoning  
419-756-7256

#### WELLER

Michael Morton, Zoning  
419-565-2787

*See the Richland County Regional  
Planning Commission's website for  
the most updated list of Zoning  
Inspectors at [www.rcrpc.org/zoning](http://www.rcrpc.org/zoning)*

### **UNZONED TOWNSHIPS**

#### BUTLER

Chuck Tackett, Chairperson  
614-563-0601

#### CASS

David L. Shepherd, Chairperson  
419-295-2525

#### JEFFERSON

Mark Gatton, Chairperson  
419-612-9525

#### PLYMOUTH

Tim Kanney, Chairperson  
419-709-3689

#### WORTHINGTON

Clint Sellers, Chairperson  
419-961-5805

## CONTACT INFORMATION

### **SCHOOL DISTRICTS**

CLEARFORK VALLEY  
211 School St.  
Bellville, OH 44813  
(419) 886-3855

CRESTVIEW LOCAL  
1575 State Route 96  
Ashland, OH 44805  
(419) 895-1700

LEXINGTON LOCAL  
103 Clever Lane  
Lexington, OH 44904  
(419) 884-2132

LUCAS LOCAL  
84 Lucas North Road  
Lucas, OH 44843  
(419) 892-2338

MADISON LOCAL  
1379 Grace Street  
Mansfield, OH 44905  
(419) 589-2600

MANSFIELD CITY  
856 W. Cook Road  
Mansfield, OH 44907  
(419) 525-6400

ONTARIO LOCAL  
457 Shelby-Ontario Road  
Ontario, OH 44906  
(419) 747-4311

PLYMOUTH-SHILOH LOCAL  
365 Sandusky Street  
Plymouth, OH 44865  
(419) 687-4733

SHELBY CITY  
25 High School Avenue  
Shelby, OH 44875  
(419) 342-3647

## CONTACT INFORMATION

### **OTHER INFORMATION: Need Help**

#### PUBLIC UTILITIES

*\*May not be a complete list*

DEL-CO WATER  
6658 Olentangy River Road  
Delaware, OH 43015  
740-548-7746  
www.delcowater.com

#### **Electric**

American Electric Power  
1-800-672-2231  
Consolidated Electric Cooperative  
1-800-421-5863  
Dayton Power & Lighting Company  
1-800-433-8500  
First Energy  
1-800-633-4766  
Ohio Power Hyatts Substation  
**740-369-8366**

#### **Natural Gas**

Columbia Gas of Ohio, Inc.  
1-800-344-4077  
Suburban Natural Gas  
740-548-2450

#### **Telephone**

Verizon North  
1-800-837-4966  
Sprint/United  
1-888-823-4666  
Ameritech  
1-866-723-1195  
Armstrong  
419-289-1343

### **OTHER INFORMATION**

Federal Emergency Management Agency (FEMA) -Region V 536 South Clark St. Chicago, IL 60605 1-800-621-3362 Customer Service 1-800-745-0243 Technical Support	US Army Corps of Engineers Buffalo District 1776 Niagara Street Buffalo, NY 14207 1-716-897-4330 lrb.usace.army.mil
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Richland Area  
Chamber of Commerce  
55 N. Mulberry St.  
Mansfield, OH 44902  
419-522-3211  
info@richlandareachamber.com

US Army Corps of Engineers  
Huntington District  
502 8th St.  
Huntington, WV 25701  
1-866-502-2570  
rh.usace.army.mil

## Local Fire Department Phone Numbers

**If it is an emergency call 911 first!**

Bellville Fire Department  
Volunteer 419-886-2111

Jefferson Twp.  
Full time 419-468-5833

Cass, Blooming Grove and Shiloh  
Volunteer 419-896-3966

Madison Twp  
Full Time 419-589-5555

Franklin Twp.  
8:00am—4:00pm M-F  
419-342-3166

Mansfield City Fire Department  
Full Time 419-755-9814

Jefferson Twp.  
Volunteer 419-468-5833

Mifflin Twp.  
Full Time 419-589-3378

Monroe Twp.  
Volunteer 419-892-2020

Shelby City Fire Department  
Full Time 419-342-3166

Washington Twp.  
419-756-8330

Springfield Twp.  
Full Time 419-529-5512

Worthington Twp.  
Volunteer 419-883-2221

Troy Twp.  
Full Time 419-884-3118

## Other Important Phone numbers

Richland County Dog Shelter  
810 North Home Road  
Mansfield, Ohio 44904  
(N.W. Corner of the Richland County  
Fairgrounds)  
419-774-5892

Richland County Humane Society  
3025 Park Avenue West  
Ontario, Ohio 44906  
419-774-4795

### **OTHER INFORMATION**

Richland County Board of Elections  
1495 West Longview Avenue.  
Suite 101  
Mansfield, Ohio 44906  
419-774-5530

Job and Family Services  
171 Park Avenue East  
Mansfield, Ohio 44902  
419-774-5400

Parks—Gorman Nature Center  
2295 Lexington Avenue  
Mansfield, Ohio 44907  
419-884-3764

Solid Waste Management  
1125 National Parkway  
Mansfield, Ohio 44906  
419-774-5891

Veterans Services  
597 Park Avenue East  
Mansfield, Ohio 44902  
419-774-5822

WIC  
555 Lexington Avenue  
Mansfield, Ohio 44907  
419-774-4560

## Glossary

**Building Envelope** - the physical separator between the conditioned and unconditioned environment of a building including the resistance to air, water, heat, light, and noise transfer. The building envelope is all of the elements of the outer shell that maintain a dry, heated, or cooled indoor environment and facilitate its climate control.

**Building Permits** - a type of authorization that must be granted by a government or other regulatory body before the construction of a new or existing building can legally occur.

**Building Regulations** - statutory instruments that seek to ensure that the policies set out in the relevant legislation are carried out.

**Covenants** - agree by lease, deed, or other legal contract.

**Development Plan** - set of documents that set out the local authority's policies and proposals for the development and use of land in their area.

**DESC Permit** - Drainage, Erosion and Sediment Control permit.

**Drainage Protection Review** - House Bill 25 became law in the fall of 2003 giving counties with building regulations the authority to require drainage site reviews on large lot (5 acres or more) building sites.

**Drainage Maintenance Assessment** - drainage factors the special benefit received by each parcel is dependent on the services required to capture and convey the runoff from the parcel.

**Drainage Petition** - include activities such as cleaning out, relocating, widening, deepening, straightening, tiling, extending, or relocating along a highway.

**Dry Hydrant** - non-pressurized pipe system permanently installed in existing lakes, ponds and streams that provides a suction supply of water to a fire department tank truck.

**Footer Drains** - The drainage system around the exterior of a footing or foundation wall.

**Outlet** - a pipe or hole through which water or gas may escape.

**Permeability** - the state or quality of a material or membrane that causes it to allow liquids or gases to pass through it.

**Phase II** - Rule establishes an MS4 stormwater management program that is intended to improve the Nation's waterways by reducing the quantity of pollutants that stormwater picks up and carries into storm sewer systems during storm events.

## Glossary Continued

Recorded Subdivision - A subdivision plat approved by a local planning commission, once recorded in a registry of deeds, is generally deemed to have created the parcels of land identified on the plat itself.

Right-of-Way - the right to build and operate a railroad line, road, or utility on land belonging to another.

Shrink and Swell - result of changes in the moisture content of clay-rich soils. This is reflected in a change in volume of the ground through shrinking or swelling. Swelling pressures can cause heaving, or lifting, of structures whilst shrinkage can cause differential settlement.

Storm Water Permit - a permit issued by the Richland Soil and Water District to allow the proposed earth disturbing activity.

Well Drilling Permit - Authorization, usually granted by a governmental conservation agency, to drill a well.

Zoning - the action or process of assigning parts of a town or piece of land to categories subject to different restrictions on use and development.

Zoning Permit - a document obtained from a local government entity that authorizes the building or alteration of a structure within the zoning ordinances specified for the area.

## NOTES