

# Richland County Office of Storm Water Permitting

(Administered by the Richland Soil & Water Conservation District)

1495 West Longview Ave. Suite 205B

Mansfield, Ohio 44906

419-747-8686

Fax 419-747-8689

## Hours for Permits:

Monday, Wednesday and Thursday 8:00 am – 12:00 pm

Commercial projects by appointment only

## Check List for Stormwater Permit Application

- Obtain the local Zoning permit (or exemption documentation) and attach it with the application (Please; not the placard you place on the structure)
- Obtain and submit the new address (if appropriate)
- 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) (on new parcel splits)
- Draw a site plan and location map with the following information. Use Site Calculation Form to assist with the new impervious dimensions:
  1. Locations of nearest intersecting road, 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. Especially where downspouts will outlet on property.
  4. Indicate property size in acres and show boundaries and building lines. Make the layout plan to a scale i.e. 1"=50' etc. and a North arrow.
  5. Draw accurately a footprint of the building with dimensions, dimension all existing out buildings, proposed driveway, apron, etc. State the intended use of the structure.
  6. What type of construction is the structure—standard poured wall/block or post & frame?  
Is this structure taking the place of an existing (to be torn down building) or an addition to an existing structure?
  7. Will there be any new or additional driveway added or walkways added?
  8. How will roof water be handled?
  9. How will the excavated soil be handled, will it be kept on site or moved off site?
  10. If desired, schedule a pre-construction site review at the site location submitted.

**Check out our "I Have a Project" tool on our website.**

- Found on our main page: [www.richlandswcd.net](http://www.richlandswcd.net)
- Or direct link: <http://richlandswcd.net/services/do-i-need-a-permit>

**Step-by-Step questionnaire to assist applicants on what to bring in to get a Stormwater Permit.**