

**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

Hours for Permits:  
Monday, Wednesday and Thursday 8:00 am – 4:00 pm  
Commercial projects by appointment

Check List for Stormwater and Sediment Control Application

- Obtain the local Zoning permit where applicable and attach it with the application  
(The application; not the placard you post on the structure)
- Obtain and submit the new address (if applicable)
- 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)
- Provide a site plan and location map with the following information:
  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.
  6. Call to 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.**