

Plan Submittal Procedure

Starting a construction/earthmoving project.....

In order to review the plans in a timely manner (30 days from date stamped received) it is essential to submit the required information, permits, calculations, number of copies and fees. Please read below and follow the plan submittal check list to expedite the process.

- 1. Plans submitted to the SWCD office for review will be stamped (date received in the office) and given to the appropriate reviewer. *An earth disturbance permit* must accompany the submittal. The plan is then entered into our urban program data base and billed per the regulations.**
- 2. Once the reviewer receives the plan a file is started and the review process begins (see steps for SWPPP review).**
- 3. Comments and/or approvals will be forwarded to the designer/developer and MS4 operator.**
- 4. Revised plans begin another 35 day review period (if needed).**
- 5. A pre-construction meeting is required for all projects. It is the developer's responsibility to schedule the pre-construction meeting with our office personal. The SWPPP must be approved and all fees paid prior to scheduling the meeting.**

Ending a construction/earthmoving project.....

It is required by Ohio EPA and the Stark County Storm Water Quality regulations to file a Notice of Termination (N.O.T) with Ohio EPA once a project is completed. Before a project can file the N.O.T a final inspection is required. It is the developer's responsibility to schedule the final inspection.

- 1. Contact the SWCD to do a final review. (Note: An as built survey is required on any post construction Water Quality structure before the final review).**
- 2. The Notice of Termination (N.O.T) can be filed with Ohio EPA.**
- 3. The site will be referred to the Water Quality Technician to start inspections and educationals per the Long Term Maintenance Plan (LTMP).**