



I. CONSTRUCTION SITE RUNOFF CONTROL PERMIT APPLICATION REVIEW & APPROVAL

A. Purpose

Chapter 909 of the City of Tiffin Codified Ordinances requires that a Construction Site Runoff Control Permit be issued for construction activities that result in land disturbance of one (1) or more acres of land, or less than one (1) acre of land as part of a larger development that will ultimately disturb one (1) or more acres of land. Note that the Construction Site Runoff Control Permit is separate from the Ohio EPA General Construction Permit (GCP).

The Construction Site Runoff Control Permit Application (Permit Application) Review & Approval process is necessary for the City to determine if the project site owner intends to comply with regulatory requirements. The City Engineer shall review and approve the Application prior to initiation of construction activities.

B. Applicant's Preparation Responsibilities

- 1) Review Chapter 909 of City of Tiffin Codified Ordinances.
- 2) Prepare and submit the following documents to the City Engineer for Permit Application Review:
 - Application fees (Administration Fee, Permit Application Review Fee)
 - One (1) copy of completed Construction Site Runoff Control Permit Application form
 - Two (2) printed copies of a complete Storm Water Pollution Prevention Plan (SWPPP or SWP3) certified by a professional engineer (P.E.), a certified professional in erosion and sediment control (CPESC), or a registered landscape architect
 - One (1) printed sets of project design plans
 - Digital set of project design plans
 - Any pertinent information related to the Storm Water BMP design including plan sheets, forms, and storm drainage calculations. Verify that all SWPPP criteria are met prior to submittal by reviewing the Ohio EPA SWPPP Checklist for Construction Activities
 - Itemized cost of construction of storm water BMPs (include construction and post-construction BMPs)
 - Performance bond (\$1,000 or cost of all storm water BMPs, whichever is greater)
 - All other required permits and documentation relevant to the project, including but not limited to the permits required and issued by the U.S. Army Corps of Engineers, the Ohio EPA and ODNR Division of Water

C. City Review Procedure

- 1) City Engineer to manage internal review and approval of Construction Site Runoff Control Permit Applications.
- 2) Assess Permit Application submittal for completeness using the "Submittal Checklist" at the bottom of Application form. Check the appropriate box(es) where applicable.

- 3) Send copies of plans and inquiries to all City Departments and other parties having an interest in the development or re-development project. Collect and consolidate any comments from applicable parties.
- 4) Use the most recent version of the Ohio EPA SWPPP Checklist to determine if SWPPP complies with regulatory requirements.
 - a) If compliant, mark the two (2) SWPPPs as 1) **CITY ENGINEER**, and 2) **KEEP ON SITE**. Keep one (1) SWPPP marked CITY ENGINEER for office use only. File the approved SWPPP with the completed Construction Site Runoff Control Permit Application form and any pertinent documentation. Set aside the copy marked KEEP ON SITE to be picked up by project site owner upon issuance of Construction Site Runoff Control Permit.
 - b) If SWPPP is noncompliant, mark each of the two (2) SWPPPs as **INCOMPLETE**. Return SWPPPs to project site owner for revisions with comments and recommendations for revisions.

Within thirty (30) calendar days after such notification from the City Engineer or authorized representative, the applicant shall make the required changes to the SWPPP and shall resubmit to the City Engineer or a written letter that the requests have been made.
- 5) Ensure Application fees are conformant with Chapter 909 of City of Tiffin Codified Ordinances.
- 6) Determine City Approval status.
 - a) If approved as submitted, authorize and date the Construction Site Runoff Control Application form. If approved with stipulations, note the required stipulations on the application form.
 - b) If application is not approved as submitted, return the Construction Site Runoff Control Permit Application submittal to the project site owner with deficiencies and the procedure for resubmittal.
- 7) Assign applicant a Permit No. Use Permit maintenance log to assign applicant next available number. Record Permit No. and issuance date on front page of Application.
- 8) Send in Permit Application Fees.
- 9) All Construction Site Runoff Control Permits shall remain valid for two (2) years from the date of approval. If construction is not initiated within two (2) years, a new approval will be required before construction can commence.
- 10) Permit holders who require an extension may make an application for continuance of the Permit by contacting the City Engineer within thirty (30) days of expiration. Failure to renew within this time period may result in a cessation of all construction activity until a valid application for renewal is received by the City Engineer. Construction activity may not resume until the application is approved and appropriate corrective actions have been implemented.

D. City Records

The following will be the minimum documentation for each Construction Site Runoff Control Permit and should be maintained for five (5) years following project closeout:

- 1) Maintain Application review & approval records, including copies of approved SWPPPs.
- 2) Keep a log of issued Construction Site Runoff Control Permits.
- 3) Maintain the number of Application reviews per calendar year, and forward to the City's Water Pollution Control Center (WPCC) for inclusion into the MS4 Annual Report.
- 4) Keep records of any correspondence with the Permittee/ project site owner in regards to the above.