



City of Lakewood
Department of Housing
and Building

City of Lakewood, Ohio
12650 Detroit Ave.
Lakewood, OH 44107
(216) 529-6270
building.permits@lakewoodoh.gov

Regulations for Demolition Permits

For primary structures, approval must be obtained from the Architectural Board of Review (ABR) prior to permit application, see LCO §1133.08 and LCO §1133.09 (**CONTACT ANGELA BYINGTON (216) 529-6635**).

Fees:

ABR Application	\$25.00
One-and-two family accessory structures	\$50.00
All other structures	\$200.00
(Add 1% tax for all residential demos and 3% for all commercial demos)	

- Garages must be rebuilt within 6 months of demolition – submit construction plans or a signed demo memo to the Building Department with application.
- All contractors and sub-contractors must be registered by the city.
- A final water meter reading must be obtained at the property and arranged by the property owner. All arrears and current charges must be paid in full. The Division of Water must be allowed access to the meter for its removal (**Contact Keith Lutsock 216-529-6087**).
- All water connections contingent to the property must be plugged at the main. The owner must employ a qualified contractor to expose the water main at the junction of the service line or lines which need to be disconnected. When properly exposed (**see EXCAVATION – page 5**), the Division of Water will perform the actual disconnection of the service line. The contractor must then backfill the excavation (**see BACKFILLING – page 5**). The Division of Water will charge a fee dependent on the size of the connection(s) to be plugged (**see COSTS page 6**).
- Sewer connections must be plugged inside the owner's property line, regardless of if they are to be used again. Before backfilling, the exposed lateral must be inspected by the Sewer crew (**Contact Zachary Gray 216-529-6804**).
- All other utilities (electric, gas) must be disconnected, and verification provided to the Building Department.
- The owner is responsible for hazardous material abatement including lead and asbestos. Abatement contractors must be properly certified. (**See <https://www.epa.gov/lead> and <https://www.epa.gov/asbestos> for more information**)

- If the total disturbed area is 8,000 sq. ft. or more a Storm Water Pollution Prevention Plan (SWPPP) and BMP agreement must be approved by the City Engineer (**Contact Mark Papke 216-529-6807**). If less than 8,000 sq. ft. small site controls must be in-place (**see attachments**). **Also see Storm Water Management Fee Schedule - LCO§1339.15.**
- The demolition contractor must schedule a meeting with the building inspector and **Joe Schaller** the sitework inspector to discuss inspection stop points. Contact the building department to schedule this inspection at 216-529-6270.
- The owner is responsible for public safety and must provide all necessary traffic control for vehicles and pedestrians. The contractor must provide as needed all flagmen, cones, barricades, warning signs, steel plates, plywood, et al. The owner must contact all affected parties, such as transportation companies, safety forces and those parties in the vicinity of the project who might be deprived of their driveway use, et al. **The owner should make all reasonable efforts to avoid disruption of normal services and must provide a phone number for 24-hour emergency response to handle any problems relating to the project.** (See page 3) Placement of dumpsters and /or storage of materials in the Right-of-Way is strictly prohibited unless written permission is granted by the Lakewood Public Works Director.
- **All of the above must be completed before a permit to demolish is issued.**
- If the use of a fire hydrant is needed for dust control or site cleanup, a hydrant permit must be obtained from the Division of Water (**see COSTS – page 6**). An additional minimum of \$113.00 for water usage will be charged. Usage beyond 1000 ft³ will be billed accordingly.
- Other permits may be required by the city depending on the project scope such as: Street Opening, Apron, Sidewalk, Obstruction, Street Cleaning, and Forestry.
- If the owner does not follow proper procedure and causes damage to the City, the owner will be subject to further billing by the City for its service and lost property.
- Contractors shall comply with all federal, state, and local environment ordinances and regulations and shall cooperate with the owner to obtain any required permits. The contractor shall obtain the necessary permits and comply with all reporting requirements required by such federal, state, or local environmental agencies. The contractor shall provide copies of all environmental permits to the city upon applying for a demolition permit.
- “Application for Valuation Deduction for Destroyed or Injured Property” to be filled out per the Cuyahoga County Auditor’s Office (**see attachments**). Any questions on this application should be referred to the Cuyahoga County’s New Construction Department at 216-443-7100. The application must be mailed to: Cuyahoga County Fiscal Office Appraisal Department, 2079 East 9th St. 3rd Floor, Cleveland, Ohio 44115.



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Property Address: _____

Owner's Name & Phone Number: _____

Contractor Name: _____

Contractor Contact Name: _____

Contractor Contact Phone 24/7: _____

Hazard Abatement to Begin: _____

Planned Demolition Start Date: _____

Received copy of Lakewood Demolition Requirements: Y N

(signature): _____

Note: The contractor is responsible for arranging and coordinating the disconnection of all utilities, and the return of any utility owned equipment.

Office use only below this line

Housing & Building Department (Sign-off):

Christopher Parmelee (216)529-6295 _____

Fire Department (Sign-off):

Ryan Fairbanks (216)529-6658 _____

Division of Water (Sign-off):

William Hunter (216)529-1867 _____

Sewer Department (Sign-off):

William Hunter (216)529-1867 _____

Engineering & Storm Water Management (Sign-off):

Mark Papke (216)529-6807 _____

Streets (Sign-off):

Samuel Bonvissuto (216)529-6809 _____

Law Department (Sign-off):

Jennifer Swallow (216)529-6036 _____

Water/Sewer Department Alternate (Sign-off):

Zachary Gray (216)529-6804 _____

CITY OF LAKEWOOD CONTACTS FOR CONSTRUCTION PROJECTS

WATER DISTRIBUTION ZACHARY GRAY 216-529-6804

- Location and marking of main and connections
 - Tap information and related labor (new construction and demolition)
 - Service line (main to curb) inspection for new construction
 - Instructions for hydrant operation
-

WATER METERING ZACHARY GRAY 216-529-6804

- Permit and inspection of service line (curb to building) for new construction
 - Reading, installation, or removal of meter
 - Billing
 - Hydrant permit
-

SEWERS ZACHARY GRAY 216-529-6804

- Instruction
 - Inspection of sewer laterals to main (new construction and demolition)
-

ENGINEERING MARK K. PAPKE, PE, CPESC 216-529-6807

BRIAN SHIELDS, PE 216-529-6869

- Instruction and approval for the installation of new sewer connections
 - Storm water management and SWPP
 - Right of Way obstructions and traffic control
-

PLANNING & DEVELOPMENT ANGELA BYINGTON 216-529-6635

- Development plan approval
 - Architectural Board of Review
 - Road closure plan approval
-

BUILDING DEPARTMENT CHRIS PARMELEE 216-529-6295

- Issuance of permits for building demolition, street opening, street cleaning, obstruction, forestry, apron, and sidewalk work
-

STREETS SAM BONVISSUTO 216-529-6809

- Instruction on plating and backfilling excavations and roadway renewal
 - Sidewalk, curb, and apron inspection
 - Tree lawn restoration inspection
-

POLICE DISPATCH 216-521-6773

- After-hours emergencies which are not life threatening
- Traffic issues

EXCAVATION

Generally, water mains are five to seven feet deep and under the road pavement. There are exceptions, however, and when known will be noted by the Lakewood Division of Water, which will provide its most reliable information to assist the owner in pinpointing the site(s) of excavation. At least two working days before starting the excavation, the owner must contact the Division of Water, which will use blue paint to mark the approximate location of the water main. Also, to be marked is the curb box, which protects the curb stop, and is usually in the treelawn or drive apron. The service line usually angles from the curb stop to the main, and sometimes changes depth in route. The line is usually goose-necked into the main and higher than the top plane of the main.

For the marking of other utilities, the owner is responsible for contacting the Ohio Utilities Protection Services (O.U.P.S.) at **1-800-362-2764**.

The street opening should be no larger than is necessary to allow reasonable access for the plugging of the connection(s). In no case will the opening be smaller than four feet by five feet, with the second dimension parallel to the main. The opening must be even and uniform. If the connection is two inches or larger, it will be necessary to provide one foot of clearance on the underside and backside of the main.

The tops of any curb boxes or valve boxes for the property must be eliminated by the owner. The box should be broken off at least twelve inches below grade, filled with stone or sand, and covered with soil, concrete, or asphalt, depending on its location.

Excavations five feet or more in depth must be protected from cave-ins by a protective system in accordance with 29 CFR, parts 1926.650 thru 652, Subpart P. A copy of this section of the Congressional Federal Register may be viewed in the offices of the Division of Water and the Department of Public Works, and the public library. This protective system also must be used in excavations of less than five feet if so, deemed by the City because of unstable soil conditions.

BACKFILLING

Excavations must be backfilled with PREMIUM, dry backfill sand, free of clumps and debris. The sand must be power tamped in 18-inch lifts with minimum 2ft coverage over utility. In the Right-of-Way, the remaining fill shall be Lakewood Specification 613 – FLOWABLE FILL LSM to within one foot of the top of the pavement. See <https://www.lakewoodoh.gov/engineering/> for details and specifications. The **Division of Streets** (see **CONTACTS** sheet) must be contacted for further backfilling requirements, and for instruction regarding the final finish of the opening. Copies of these specifications are available in the office of the **Public Works Department and the Housing and Building Department**.

COSTS

LAKWOOD DIVISION OF WATER AND WASTEWATER COLLECTION

TAPS –

For taps 2" and under, the city provides the corporation and curb stop valves, curb box and labor for tapping the main after the main has been exposed by the owner's contractor. The property owner supplies all other materials and labor.

3/4" \$550 1" \$650 1-1/2" \$850 2" \$1060

Costs for larger taps are dependent on connection size and main size, and other circumstances; the following are examples:

4" (into an 8" main) \$2400 6" (into a 12" main) \$3200

PLUGGING CONNECTIONS

The property owner's contractor is responsible for all material and labor. The contractor's duties include, but are not limited to excavation, exposure of the water main, shoring, back filling, finishing the surface, traffic control and public safety. Further information must be obtained from the Distribution Manager (Brian Dawson 216-529-6813)

Sizes: 1" and less: \$200, 1-1/2" \$250, 2" \$350 larger sizes will be calculated as needed.

HYDRANT PERMITS -

Are \$30 PLUS a minimum charge of \$113 for water usage. Usage beyond 1000 cubic feet (7500 gallons) will be calculated or metered, at the discretion of the Division of Water. Instruction in hydrant use must be obtained from the Distribution Manager.

NOTICE

The contractor is responsible for arranging and coordinating the disconnection of all utilities, and the return of any utility owned equipment.

CHAPTER 8

Additional Construction Site Pollution Prevention & Small Construction Site Controls

This chapter focuses on two categories of pollution control that are often overlooked during development. First, there are potential sources of pollution present during construction, such as construction wastes, leftover toxic materials or fuels. Properly handling these and other materials is important to maintaining clean air, water and soil resources. The Non-sediment Pollution Control practice gives information on properly handling these materials as well as what materials may be regulated.

The second often-overlooked source of pollution during development is the small construction site. Individual lots sold from a larger development project or a small parcel under development can be the site of intensive construction. Since space is usually limited and runoff is often effectively conveyed from these sites by storm sewers and swales,

they can be significant sources of mud and sediment. The Small Construction Site Controls practice in this chapter gives information on typical controls and sequencing to control erosion and sediment from these areas.

Additional Construction Site Pollution Controls	2
Small Construction Site Controls	9

8.1 Additional Construction Site Pollution Controls



Description

Although sediment is the primary pollutant of concern resulting from construction activity, other pollutants need to be considered as well. These include petrochemicals: fuel, oil, and asphalt; and construction chemicals and materials: paints, solvents, fertilizer, soil additives, concrete wash water, etc. Also included are solid wastes and construction debris. Keeping these substances from polluting runoff can be accomplished to a large extent through good housekeeping and following the manufacturer's recommendations for their use and disposal.

Condition Where Practice Applies

Wastes generated by construction activities (i.e. construction materials such as paints, solvents, fuels, concrete, wood, etc.) must be disposed of in accordance with ORC 3734 and ORC 3714. Hazardous and toxic substances are used on virtually all construction-sites. Good management of these substances is always needed.

Planning Considerations

Good erosion and sediment control will prevent some pollutants in addition to sediment from leaving the site; however, pollutants carried in solution or as surface films on runoff water will be carried through most erosion and sediment control practices. These pollutants become nearly impossible to control once carried offsite in runoff. Adding to the problem is the fact that construction wastes, many containing toxic chemicals, are routinely buried on-site, dumped on the ground, poured down a storm drain, or disposed of with construction debris. So while typical erosion and sediment-control practices are important for controlling other pollutants, additional preventative measures are needed.

Reducing pollutants other than sediments depends heavily on construction personnel and how they carry out their operations. To help facilitate this, plans should contain standard notes clearly stating requirements to contractors. It also may be appropriate to include requirements for specific provisions for hazardous materials storage, handling and disposal.

Requirements

1. Educate Construction Personnel, including subcontractors who may use or handle hazardous or toxic materials, making them aware of the following general guidelines:

Disposal and Handling of Hazardous and Other Construction Waste	
DO:	<ul style="list-style-type: none"> • Prevent spills • Use products up • Follow label directions for disposal • Remove lids from empty bottles and cans when disposing in trash • Recycle wastes whenever possible
DON'T	<ul style="list-style-type: none"> • Don't pour into waterways, storm drains or onto the ground • Don't pour down the sink, floor drain or septic tanks • Don't bury chemicals or containers • Don't burn chemicals or containers • Don't mix chemicals together

2. Waste disposal containers shall be provided for the proper collection of all waste material including construction debris, sanitary garbage, petroleum products and any hazardous materials to be used on-site. Containers shall be covered and not leaking. All waste material shall be disposed of at facilities approved for that material. Construction Demolition and Debris (CD&D) waste must be disposed of in accordance with ORC 3714 at an approved Ohio EPA CD&D landfill.

3. No construction related waste materials are to be buried on-site. By exception, clean fill (bricks, hardened concrete, soil) may be utilized in a way that does not encroach upon natural wetlands, streams or their floodplains. Filling of stream side areas is Fill may not result in the contamination of waters of the state. unless prohibited by local ordinance or zoning.
4. Construction and Demolition Debris (CD&D) Disposal. CD&D waste must be disposed of in accordance with ORC 3714 at an approved Ohio EPA CD&D landfill. CD&D waste is defined as all materials attached to a structure, which is being demolished (for materials containing asbestos see Item 12).
5. Handling Construction Chemicals. Mixing, pumping, transferring or other handling of construction chemicals such as fertilizer, lime, asphalt, concrete drying compounds, and all other potentially hazardous materials shall be performed in an area away from any watercourse, ditch or storm drain.

6. **Equipment Fueling and Maintenance**, oil changing, etc., shall be performed away from watercourses, ditches or storm drains, in an area designated for that purpose. The designated area shall be equipped for recycling oil and catching spills. Secondary containment shall be provided for all fuel oil storage tanks. These areas must be inspected every seven days and within 24 hrs. of a 0.5 inch or greater rain event to ensure there are no exposed materials which would contaminate storm water. Site operators must be aware that Spill Prevention Control and Countermeasures (SPCC) requirements may apply. An SPCC plan is required for sites with one single aboveground tank of 660 gallons or more, accumulative aboveground storage of 1330 gallons or more, or 42,000 gallons of underground storage. Soils that have become contaminated must be disposed of accordance with Item 8 “Contaminated Soils”.
7. **Concrete Wash Water/Wash Outs**. Concrete wash water shall not be allowed to flow to streams, ditches, storm drains, or any other water conveyance. A sump or pit with no potential for discharge shall be constructed if needed to contain concrete wash water. Field tile or other subsurface drainage structures within 10 ft. of the sump shall be cut and plugged. For small projects, truck chutes may be rinsed on the lot away from any water conveyances.
8. **Contaminated Soils**. If substances such as oil, diesel fuel, hydraulic fluid, antifreeze, etc. are spilled, leaked, or released onto the soil, the soil should be dug up and disposed of at licensed sanitary landfill or other approved petroleum contaminated soil remediation facility (not a construction/demolition debris landfill). Please be aware that storm water run off associated with contaminated soils are not authorized under Ohio EPA’s General Storm Water Permit associated with Construction Activities. In the event there are large extensive areas of contaminated soils additional measures above and beyond the conditions of Ohio EPA’s General Construction Storm Water Permit will be required. Depending on the extent of contamination, additional treatment and/or collection and disposal may be required. All storm water discharges associated with the contaminated soils must be authorized under an alternate NPDES (National Pollutant Discharge Elimination System) Permit.
9. **Spill Reporting Requirements**: Spills on pavement shall be absorbed with sawdust, kitty litter or other absorbant material and disposed of with the trash at a licensed sanitary landfill. Hazardous or industrial wastes such as most solvents, gasoline, oil-based paints, and cement curing compounds require special handling. Spills shall be reported to Ohio EPA (1-800-282-9378). Spills of 25 gallons or more of petroleum products shall be reported to Ohio EPA (1-800-282-9378), the local fire department, and the Local Emergency Planning Committee within 30 min. of the discovery of the release. All spills, which result in contact with waters of the state, must be reported to OHIO EPA’s Hotline.
10. **Open Burning**. No materials may be burned which contain rubber, grease, asphalt, or petroleum products such as tires, cars, autoparts, plastics or plastic coated wire. (See OAC 3745-19) Open burning is not allowed in restricted areas. Restricted areas are defined as: 1) within corporation limits; 2) within 1000 feet outside a municipal corporation having a population of 1000 to 10,000; and 3) a one mile zone outside of a

corporation of 10, 000 or more. Outside a restricted area, no open burning can take place within a 1000 feet of an inhabited building located off the property where the fire is set. Open burning is permissible in a restricted area for the following activities: heating tar, welding and acetylene torches, smudge pots and similar occupational needs, and heating for warmth or outdoor barbeques. Outside of restricted areas, open burning is permissible for landscape wastes (plant material), land-clearing wastes (plant material, with prior written permission from Ohio EPA), and agricultural wastes (material generated by crop, horticultural, or livestock production practices. This includes fence posts and scrap lumber, but not buildings).

11. **Dust Control/Suppressants.** Dust control is required to prevent nuisance conditions. Dust controls must be used in accordance with the manufacturer's specifications and not be applied in a manner, which would result in a discharge to waters of the state. Isolation distances from bridges, catch basins, and other drainageways must be observed. Application (excluding water) may not occur when precipitation is imminent as noted in the short term forecast. Used oil may not be applied for dust control.
12. **Other Air Permitting Requirements:** All contractors and sub contractors must be made aware that certain activities associated with construction will require air permits. Activities including but not limited to mobile concrete batch plants, mobile asphalt plants, concrete crushers, large generators, etc., will require specific Ohio EPA Air Permits for installation and operation. These activities must seek authorization from the corresponding district of Ohio EPA. Notification for Restoration and Demolition must be submitted to Ohio EPA for all commercial sites to determine if asbestos corrective actions are required.
13. **Process Waste Water/Leachate Management.** All contractors shall be made aware that Ohio EPA's Construction General Permit only allows the discharge of storm water. Other waste streams/discharges including but not limited to vehicle and/or equipment washing, leachate associated with on-site waste disposal, concrete wash outs, etc are a process wastewater. They are not authorized for discharge under the General Storm Water Permit associated with Construction Activities. All process wastewaters must be collected and properly disposed at an approved disposal facility. In the event there are leachate outbreaks associated with onsite disposal, measures must be taken to isolate this discharge for collection and proper disposal. Investigative measures and corrective actions must be implemented to identify and eliminate the source of all leachate outbreaks.
14. **Permit To Install (PTI) Requirements:** All contractors and sub contractors must be made aware that a PTI must be submitted and approved by Ohio EPA prior to the construction of all centralized sanitary systems, including sewer extensions, and sewerage systems (except those serving one, two, and three family dwellings) and potable water lines. The issuance of an Ohio EPA Construction General Storm Water Permit does not authorize the installation of any sewerage system where Ohio EPA has not approved a PTI.

Specifications
for

Additional Construction Site Pollution Controls

1. Construction personnel, including subcontractors who may use or handle hazardous or toxic materials, shall be made aware of the following general guidelines regarding disposal and handling of hazardous and construction wastes:
 - Prevent spills
 - Use products up
 - Follow label directions for disposal
 - Remove lids from empty bottles and cans when disposing in trash
 - Recycle wastes whenever possible
 - Don't pour into waterways, storm drains or onto the ground
 - Don't pour down the sink, floor drain or septic tanks
 - Don't bury chemicals or containers
 - Don't burn chemicals or containers
 - Don't mix chemicals together
2. Containers shall be provided for the proper collection of all waste material including construction debris, trash, petroleum products and any hazardous materials used on-site. Containers shall be covered and not leaking. All waste material shall be disposed of at facilities approved for that material. Construction Demolition and Debris (CD&D) waste must be disposed of at an Ohio EPA approved CD&D landfill.
3. No construction related waste materials are to be buried on-site. By exception, clean fill (bricks, hardened concrete, soil) may be utilized in a way which does not encroach upon natural wetlands, streams or floodplains or result in the contamination of waters of the state.
4. **Handling Construction Chemicals.** Mixing, pumping, transferring or other handling of construction chemicals such as fertilizer, lime, asphalt, concrete drying compounds, and all other potentially hazardous materials shall be performed in an area away from any watercourse, ditch or storm drain.
5. **Equipment Fueling and Maintenance,** oil changing, etc., shall be performed away from watercourses, ditches or storm drains, in an area designated for that purpose. The designated area shall be equipped for recycling oil and catching spills. Secondary containment shall be provided for all fuel oil storage tanks. These areas must be inspected every seven days and within 24 hrs. of a 0.5 inch or greater rain event to ensure there are no exposed materials which would contaminate storm water. Site operators must be aware that Spill Prevention Control and Countermeasures (SPCC) requirements may apply. An SPCC plan is required for sites with one single above ground tank of 660

gallons or more, accumulative above ground storage of 1330 gallons or more, or 42,000 gallons of underground storage. Contaminated soils must be disposed of in accordance with Item 8.

6. **Concrete Wash Water** shall not be allowed to flow to streams, ditches, storm drains, or any other water conveyance. A sump or pit with no potential for discharge shall be constructed if needed to contain concrete wash water. Field tile or other subsurface drainage structures within 10 ft. of the sump shall be cut and plugged. For small projects, truck chutes may be rinsed away from any water conveyances.
7. **Spill Reporting Requirements:** Spills on pavement shall be absorbed with sawdust or kitty litter and disposed of with the trash at a licensed sanitary landfill. Hazardous or industrial wastes such as most solvents, gasoline, oil-based paints, and cement curing compounds require special handling. Spills shall be reported to Ohio EPA (1-800-282-9378). Spills of 25 gallons or more of petroleum products shall be reported to Ohio EPA, the local fire department, and the Local Emergency Planning Committee within 30 min. of the discovery of the release. All spills which contact waters of the state must be reported to Ohio EPA.
8. **Contaminated Soils.** If substances such as oil, diesel fuel, hydraulic fluid, antifreeze, etc. are spilled, leaked, or released onto the soil, the soil should be dug up and disposed of at licensed sanitary landfill or other approved petroleum contaminated soil remediation facility. (not a construction/demolition debris landfill). Note that storm water runoff associated with contaminated soils are not be authorized under Ohio EPA's General Storm Water Permit associated with Construction Activities.
9. **Open Burning.** No materials containing rubber, grease, asphalt, or petroleum products, such as tires, autoparts, plastics or plastic coated wire may be burned (OAC 3745-19). Open burning is not allowed in restricted areas, which are defined as: 1) within corporation limits; 2) within 1000 feet outside a municipal corporation having a population of 1000 to 10,000; and 3) a one mile zone outside of a corporation of 10,000 or more. Outside of restricted areas, no open burning is allowed within a 1000 feet of an inhabited building on another property. Open burning is permissible in a restricted area for: heating tar, welding, smudge pots and similar occupational needs, and heating for warmth or outdoor barbecues. Outside of restricted areas, open burning is permissible for landscape or land-clearing wastes (plant material, with prior written permission from Ohio EPA), and agricultural wastes, excluding buildings.
10. **Dust Control or dust suppressants** shall be used to prevent nuisance conditions, in accordance with the manufacturer's specifications and in a manner, which prevent a discharge to waters of the state. Sufficient distance must be provided between applications and nearby bridges, catch basins, and other waterways. Application (excluding water) may not occur when rain is imminent as noted in the short term forecast. Used oil may not be applied for dust control.
11. **Other Air Permitting Requirements:** Certain activities associated with construction will require air permits including but not limited to: mobile concrete batch plants, mobile asphalt plants, concrete crushers, large generators, etc. These activities will require specific Ohio EPA Air Permits for installation and operation. Operators must seek authorization from the corresponding district of Ohio EPA. For demolition of all

commercial sites, a Notification for Restoration and Demolition must be submitted to Ohio EPA to determine if asbestos corrective actions are required.

12. **Process Waste Water/Leachate Management.** Ohio EPA's Construction General Permit only allows the discharge of storm water and does not include other waste streams/discharges such as vehicle and/or equipment washing, on-site septic leachate concrete wash outs, which are considered process wastewaters. All process wastewaters must be collected and properly disposed at an approved disposal facility. In the event, leachate or septage is discharged; it must be isolated for collection and proper disposal and corrective actions taken to eliminate the source of waste water.
13. A Permit To Install (PTI) is required prior to the construction of all centralized sanitary systems, including sewer extensions, and sewerage systems (except those serving one, two, and three family dwellings) and potable water lines. Plans must be submitted and approved by Ohio EPA. Issuance of an Ohio EPA Construction General Storm Water Permit does not authorize the installation of any sewerage system where Ohio EPA has not approved a PTI.

8.2 Small Construction Site Controls



Description

These are general pollution prevention practices appropriate for small projects or for construction done by separate builders, but which still is part of a larger common plan of development.

Conditions Where Practice Applies

This standard applies most commonly to builders of single-family homes on lots that have been purchased from a land developer who, typically, has constructed roads and utilities. This standard also may be used for projects too small or short term to justify developing a plan defining specific pollution-control structures. Small short-term projects generally are an acre or less and do not last more than a few weeks.

Planning Considerations

Single-family housing development creates a challenging condition for controlling sediment pollution during construction. First, during single-family residential development, the highest sediment pollution rates typically occur in the home-building phase. This is due to the intensity of activity and the fact that the drainage system is usually functional at this point. Second, it is difficult to determine who is responsible for erosion and sediment control as builders purchase lots from the land developer and as numerous contractors and subcontractors become involved.

The initial storm water pollution prevention plan can do much to reduce the amount of sediment pollution produced throughout single-family housing development. The control practices that can be used on a development-wide scale are much more effective than what

can be accomplished on individual lots. Sediment pollution can be significantly reduced if the initial plan is designed to remain in effect well into the building of individual homes. The initial sediment-control system of settling ponds, diversions, etc., should remain functional as far into the home-building phase as is feasible. The initial plan also should describe practices individual builders must implement on individual lots as is described in the following specifications.

Design Criteria

Implement the storm water pollution prevention plan. In Ohio, a storm water pollution prevention plan (SWPPP) is required for any lot that is part of a development plan, which exceeds 1 acre of total disturbance. Although this practice describes that which applies to small lot building sites, the actual storm water pollution prevention plan may be included in a larger parcel plan, such as that for a residential subdivision. Generally the storm water pollution prevention plan includes all the drawings, notes and instructions needed to control erosion, capture sediment and control pollutants from storm water during and after construction and should convey to each lot owner or developer the responsibilities for controlling pollution from their portion of the development.

The following items should be located on a plan view or sample plan view of the lot:

- *Locations of surface water resources.* Streams or wetlands that are on the lot or nearby should be shown.
- *Areas to be marked off and left undisturbed.* This should include setbacks from wetlands or streams, the representative spread of the limbs of trees to be protected (dripline) or areas that will be left in vegetation and at the original grade during construction.
- *Limits of grading.* This is typically a line that represents a realistic extent of the work area on the lot.
- *Footprint of the building and site improvements.*
- *Sediment controls appropriate to the existing and future drainage of the lot.*
- *Location(s) of construction entrance.*
- *Locations of stockpiles for topsoil and excavated subsoil.*
- *Areas that will require temporary and permanent seedings.* While this area is largely the same as the limits of grading, the timing of seedings will be dependent on the timing of work on the lot and must be represented in the Construction Sequence.

Principles of pollution prevention on small building lots

1. Leave pre-existing vegetation on the building lot for as long as construction operations allow.

In many cases, portions of the lot will not undergo grading or construction operations and can be left indefinitely if they are adequately marked in the field. Provided these areas are well vegetated, they will limit the amount of sediment in runoff and may act as filter strips, treating runoff before it leaves the lot.

Clearing shall be done so that only active working areas are bare. Combining existing vegetation, such as grass, with a sediment barrier such as a silt fence increases sediment control effectiveness and reduces the need for maintenance.

2. Temporary seed and/or mulch shall be liberally applied to areas, such as stockpiles and rough graded areas, that are bare and not actively being worked. This shall apply to areas that will not be reworked for 21 days or more.

Temporary seeding and mulch provides fast cover for bare soils to prevent erosion. Most small lots will present numerous opportunities to reseed temporary cover. Having seed and straw materials available prior to excavation or rough grading work stopping is key to good cover. Seedings made immediately after grading operations are typically the most successful. Soils that remain exposed and are first eroded will be more difficult area to establish grass cover.

The Temporary Seeding practice in Chapter 7 (Stabilization) contains more information regarding seeding methods and amendments. Below are recommended seeding mixes and rates that should be incorporated into pollution prevention plans. Straw mulch should be applied at the rate of 90 pounds per 1000 square feet (approximate 2-3 bales).

Table 8.2.1 Temporary Seeding Species Selection

Seeding Dates	Species	Lb./1000 ft ²	Lb/Acre
March 1 to August 15	Oats	3	128 (4 Bushel)
	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Perennial Ryegrass	1	40
	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Annual Ryegrass	1.25	55
	Perennial Ryegrass	3.25	142
	Creeping Red Fescue	0.4	17
	Kentucky Bluegrass	0.4	17
August 16th to November 1	Oats	3	128 (3 bushel)
	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Rye	3	112 (2 bushel)
	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Wheat	3	120 (2 bushel)
	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Perennial Rye	1	40
November 1 to February 29	Tall Fescue	1	40
	Annual Ryegrass	1	40
	Annual Ryegrass	1.25	40
	Perennial Ryegrass	3.25	40
	Creeping Red Fescue	0.4	40
	Kentucky Bluegrass	0.4	17
	Use mulch only or dormant seeding		

Note: Other approved species may be substituted.

3. Stockpiles created from basement excavation and grading shall be situated away from streets, swales, or other waterways and shall be seeded and/or mulched immediately.
4. Silt fence or other sediment barriers shall control sheet flow runoff from the building lot. These shall not be constructed in channels or areas of concentrated flow. Other sediment controls such as sediment traps and inlet protection shall also be used as needed to control sediment runoff. Sediment control practices shall be inspected weekly after storm events, and maintained in good working condition.

Sediment control practices are described in Chapter 6 along with their limitations. Sediment Controls should be appropriate to the amount and type of flow (sheet flow or concentrated) received, and their timing of installation. Sediment barriers such as silt fence or filter berms are most common, but more substantial controls such as sediment traps may be needed due to the size of the contributing drainage area or the need for a lower maintenance. Note that sediment barriers must be

situated downstream of the work area, on the contour and perpendicular to the flow direction to be most effective. To increase the effectiveness of sediment controls, leave as much area as possible in vegetation. Besides limiting erosion, these areas slow runoff and increase the settling of soil particles in runoff.

Inlet protection devices used on curb and yard inlets may not be considered sufficient if storm sewers and catch basins are not be completely installed prior to construction on the lot or if inlet protection devices are the only practice capturing sediment. Inlet protection may be sufficient, if the storm sewer system subsequently drains to a sediment pond or if additional sediment controls are placed upstream of the inlet on the lot.

5. Construction vehicle access shall be limited to one route, to the greatest extent practical. The access shall be gravel or crushed rock underlain with geotextile, typically applied to the driveway area. This provides a single access point for construction personnel, equipment and the delivery of materials in order to prevent tracking of mud onto streets and to maintain the integrity of other sediment controls on the lot. Further information and details regarding construction site entrances are available in Chapter 7.
6. Mud tracked onto streets or sediment settled around curb inlet protection shall be removed daily or as needed to prevent it from accumulating. It shall be removed by shoveling and scraping and shall NOT be washed off paved surfaces or into storm drains. Sediment cleaned from streets and control practices shall be placed where it will not be subject to erosion or concentrated runoff such as a level well-vegetated area where it is subsequently seeded.

Table 8.2.2 A Construction Sequence for Small Construction Sites

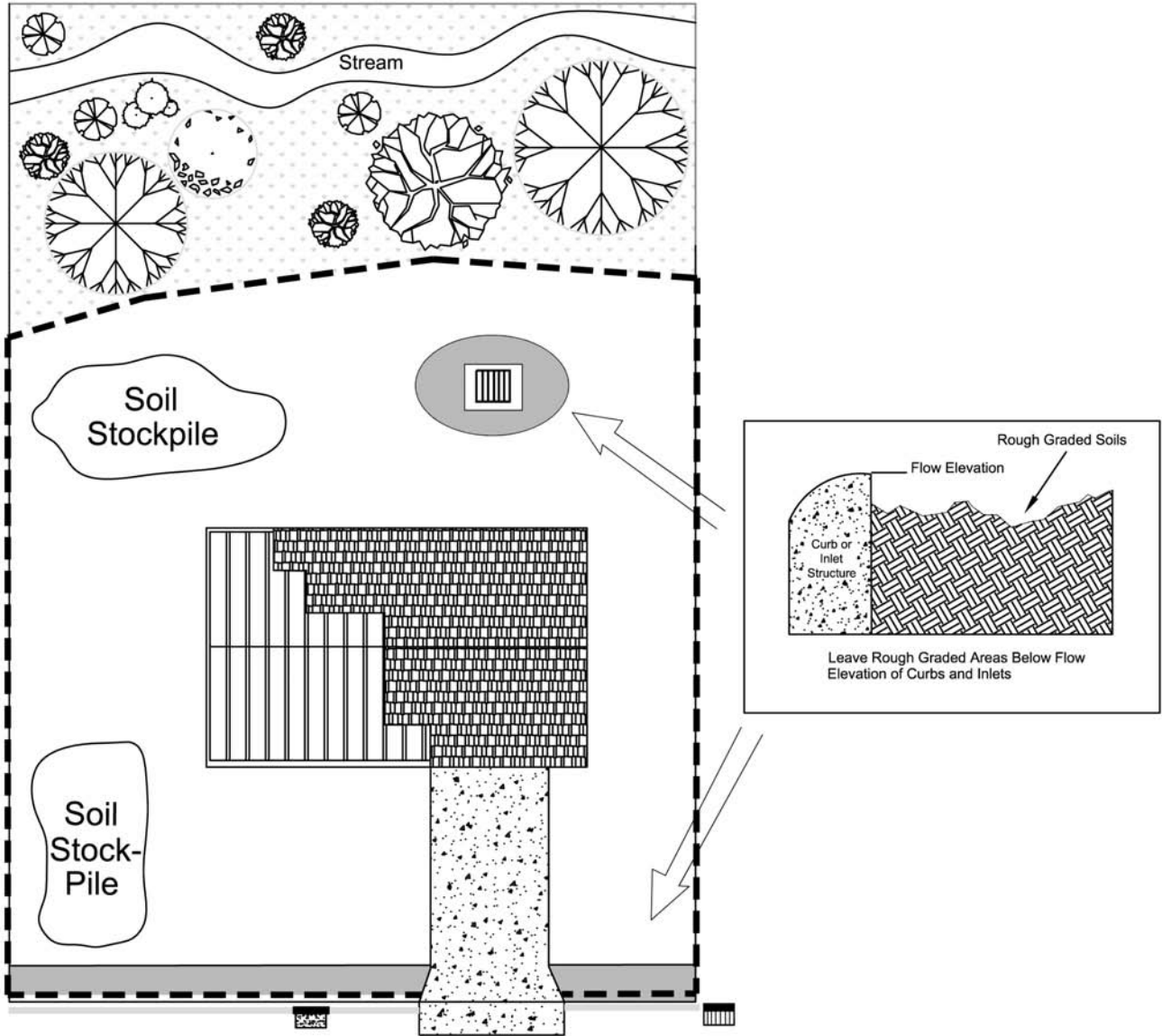
Stage	Actions	Dates
<i>Mark off set aside areas</i>	1. Fence naturally vegetated areas and the dripline of trees that will be maintained and protected during construction.	
<i>Install initial sediment and erosion controls</i>	2. Install appropriate sediment controls to protect downstream and adjacent areas. These are to be installed prior to grading and construction begins and includes practices such as sediment traps, sediment barriers(silt fence, filter socks and berms) and protection of catch basins with inlet protection.	
	3. Install stone construction entrance prior to general grading or excavation or delivery of materials.	
<i>Prepare site and construct improvements</i>	4. Remove topsoil and stockpile, seeding stockpile immediately upon completion. Install sediment controls as necessary.	
	5. Grade site or excavate building foundation or basement.	
	6. Temporary seed rough graded areas and maintain or repair sediment controls as needed. Maintenance includes the removal of sediment from streets and sediment controls.	
	7. Construct the building and site improvements.	
<i>Final grading and stabilization</i>	8. Complete land grading and shaping. Soils shall be roughly graded, followed by the spreading and grading of topsoil. Installation of roof drains and other drains to stable outlets should be completed at this time.	
	9. Establish permanent vegetation. After reaching final grade elevations and leveling of topsoil, bare soils shall be stabilized with seed and mulch, sod or other permanent landscaping materials.	
	10. Remove temporary sediment control practices once vegetation is established.	

Specifications
for
Small Construction Site Controls









1. Preexisting vegetation shall be retained on idle portions of the building lot for as long as construction operations allow. Clearing shall be done so only active working areas are bare.
2. Temporary seed and/or mulch shall be applied to areas, such as stockpiles and rough graded areas, that are bare and not actively being worked. This shall apply to areas that will not be reworked for 21 days or more.
3. Stockpiles created from basement excavation and grading shall be situated away from streets, swales, or other waterways and shall be seeded and/or mulched immediately.
4. Silt fence or other sediment barriers shall control sheet flow runoff from the building lot. These shall not be constructed in channels or areas of concentrated flow. Other sediment controls such as sediment traps and inlet protection shall also be used as needed to control sediment runoff. Sediment control practices shall be inspected weekly after storm events, and maintained in good working condition.
5. Construction vehicle access shall be limited to one route, to the greatest extent practical. The access shall be gravel or crushed rock underlain with geotextile.
6. Mud tracked onto streets or sediment settled around curb inlet protection shall be removed daily or as needed to prevent it from accumulating. It shall be removed by shoveling and scraping and shall NOT be washed off paved surfaces or into storm drains. Sediment removed shall be placed where it will not be subject to erosion or concentrated runoff.

Specifications
for
Small Construction Site Controls

Specifications
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Small Construction Site Controls



PLAN VIEW

-  Temporary seeding and/or mulch applied to rough graded areas
-  Construction Entrance gravel
-  Rough grade areas to allow settling below grade elevation
-  Storm Drain w/inlet protection
-  Storm Drain without inlet protection
-  Yard Drain w/ inlet protection
-  Silt Fence
-  Curb

***All waste and dumpster containers shall be covered at the end of the work day.**

***All concrete trucks shall wash out into vinyl concrete bags or approved equal.**

INSTRUCTIONS FOR COMPLETING FORM

Filing Deadlines and Schedule of Deductions:

An application for a deduction from the current year's value must be filed by December 31 for property that is destroyed or damaged in the first nine months of the year. For property damaged in the last three months of the year, the filing deadline is January 31 of the following year. Any deduction from value approved will affect the tax bills due the following year. The amount of the deduction equals a percentage of the reduction in value caused by the damage or destruction. That percentage is determined by the calendar quarter in which the damage occurred. The filing deadline and percentage deduction allowed for each calendar quarter are shown below.

Calendar Quarter in which Property was Damaged	Application Deadline	Percentage Deduction Allowed
January – March	December 31	100%
April – June	December 31	75%
July – September	December 31	50%
October – December	January 31	25%

Line Instructions:

Lines 1,

2, and 3: Enter owner's full name, mailing address, and daytime phone number.

Line 4: Enter parcel number(s) of damaged property. This number is shown on your tax bill.

Line 5: Enter the full address of the damaged property.

Line 6: Enter name of county where damaged property is located.

Line 7: Enter date the damage or destruction occurred.

Line 8: Explain cause of damage: fire, flood, intentional demolition, etc.

Line 9: Describe the damage to the property, attach additional pages if necessary.

Line 10: Enter your best estimate of the reduction in the property's value caused by the damage.

Line 11: If property is insured, show the amount the insurance company paid or will pay, if available.

Owner's Signature:

Sign and date the application at the bottom and have your signature notarized. If the owner's signature is not notarized, the section below must be completed and notarized.

Affidavit of Two Disinterested Persons

If the owner's signature is notarized on the front of this application, this affidavit is not necessary.

_____ and _____

being duly sworn, say that they are residents of the municipal corporation or township in which the above property is or was situated, that neither of them has any interest therein, and that property was destroyed or injured on the date shown above.

Signed _____

Sworn to and signed in my presence, this _____ day of _____, _____

Notary Public

Reset form



Ohio Department of TAXATION

DTE Form 26 (Rev. 11/97)
ORC 319.38

Application No. _____

Date Received

Fiscal Officer's Copy

APPLICATION FOR VALUATION DEDUCTION
FOR DESTROYED OR DAMAGED REAL PROPERTY

Answer all questions and type or print all information. Please read instructions on back before completing form.

- 1. Owner's Name
2. Owner's Address
3. Owner's Telephone Number
4. Parcel Number of Damaged Property
5. Address of Damaged Property
6. County where Located
7. Date Damage Occurred
8. Cause of Damage
9. Description of Damage
10. Estimated Dollar Amount of Damage
11. If Property Insured, Amount of Insurance Received

I declare under penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, it is true, correct and complete.

Owner _____ Date _____
Signature

Sworn to and signed in my presence, this _____ day of _____,

Notary Public

Keep for Your Records

**APPLICATION FOR VALUATION DEDUCTION
FOR DESTROYED OR DAMAGED REAL PROPERTY**

Answer all questions and type or print all information. Please read instructions on back before completing form.

1. Owner's Name _____
2. Owner's Address _____

3. Owner's Telephone Number _____
4. Parcel Number of Damaged Property _____
5. Address of Damaged Property _____

6. County where Located _____
7. Date Damage Occurred _____
8. Cause of Damage _____
9. Description of Damage _____

10. Estimated Dollar Amount of Damage \$ _____
11. If Property Insured, Amount of Insurance Received \$ _____

I declare under penalties of perjury that this application has been examined by me and, to the best of my knowledge and belief, it is true, correct and complete.

Owner _____ Date _____
Signature

Sworn to and signed in my presence, this _____ day of _____, _____

Notary Public