



# APPLICATION FOR A ZONING PERMIT

The undersigned hereby applies for a Zoning Permit for the following use and or building, to be issued on the basis of the information contained herein, including attached plot plans and drawings, all of which applicant says are true.

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_ Address of Parcel: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

Lot size: \_\_\_\_\_' x \_\_\_\_\_' Frontage: \_\_\_\_\_' Type of lot: Inside  Corner

**Check all that apply:** New dwelling  Remodel  Addition   
Garage  Shed  Deck  Other

**Fill in all that apply:**

Dwelling: # of Families \_\_\_\_\_ Building size: \_\_\_\_\_' x \_\_\_\_\_' Height: \_\_\_\_\_ Stories: \_\_\_\_\_  
Roof pitch \_\_\_\_\_ Eave overhang \_\_\_\_\_ Construction value: \$ \_\_\_\_\_  
Square footage (including garage and basement): \_\_\_\_\_

Remodel: Size of Area: \_\_\_\_\_ Explain changes: \_\_\_\_\_  
Addition: Size: \_\_\_\_\_'x\_\_\_\_\_ ' Location: Front  Back  Side   
Garage: Size: \_\_\_\_\_'x\_\_\_\_\_ ' Square footage: \_\_\_\_\_ Height: \_\_\_\_\_ Use: \_\_\_\_\_  
Shed: Size: \_\_\_\_\_'x\_\_\_\_\_ ' Square footage: \_\_\_\_\_ Height: \_\_\_\_\_ Use: \_\_\_\_\_  
Deck: Size: \_\_\_\_\_ Location: Front  Back  Side   
Remarks: \_\_\_\_\_

By signing below, I understand that Whitehouse is required to obtain National Pollution Elimination System (NPDES) general permit coverage for Municipal Separate Storm Sewer Systems under the purview of the Clean Water Act. I also understand that I must comply with certain regulations as outlined in the attached letter dated December 27, 2016. I hereby acknowledge that I have received a copy of the information and will abide by such regulations while working in Whitehouse.

The undersigned states that this Application is true, accurate and complete with all required documentation. Whitehouse relies on the completeness, relevancy, and accuracy of the Application for Zoning Permit. I have read the foregoing application and agree. Any certificate issued upon a false statement of any fact, which is material to the issuance hereof, shall be void.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submitted by (Please Print): \_\_\_\_\_

OFFICE USE ONLY: Date Received: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_



New Residence Permit / Fees Required by Village of Whitehouse

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_
Address: \_\_\_\_\_ City, state, zip: \_\_\_\_\_
Phone No: \_\_\_\_\_ Email \_\_\_\_\_

Are you currently registered with the Village of Whitehouse? \_\_\_ Yes \_\_\_ No
If not, please submit a completed Contractor Registration Form along with the proper fee.

I, \_\_\_\_\_ (Contractor), understand that the Village of Whitehouse is required to obtain National Pollution Elimination System (NPDES) general permit coverage for Municipal Separate Storm Sewer Systems under the purview of the Clean Water Act. I also understand that I must comply with certain regulations as outlined in the attached letter dated December 27, 2016.

\_\_\_\_\_ I hereby acknowledge that I have received a copy of the information and will abide by such regulations while working in Whitehouse.

Date plot plan submitted: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Construction address: \_\_\_\_\_ Lot No. \_\_\_\_\_ Construction Valuation \$ \_\_\_\_\_

Is a second water meter (for irrigation) needed: Yes \_\_\_ No \_\_\_ Second meter set-up and back flow device can be purchased now or at a later date. Price as of December 2016 is \$425.

Checks should be payable to Village of Whitehouse, in the amount of \$2,425. Note: add \$425 if purchasing a second water meter set-up and an additional \$450 if two street trees are required.

Table with 4 columns: Fee Name, Amount, Fee Name, Amount. Rows include Zoning permit fee (\$ 50.00), Storm sewer permit (\$ 25.00), Water tap fee (\$ 750.00), Second meter & back flow (\$ 425.00), Sidewalk permit fee (\$ 50.00), Sanitary tap fee (\$ 1,100.00), and Street tree fee/per tree (\$ 450.00).

I, \_\_\_\_\_ (Contractor) acknowledge receipt of one / two water meter set-up on \_\_\_\_\_, 20\_\_.

Dated: \_\_\_\_\_ Signature \_\_\_\_\_

Effective January 1, 2017



December 27, 2016

Dear Contractor:

In July of 2016, the Village of Whitehouse was notified by Ohio Environmental Protection Agency (OEPA) of the need to obtain National Pollution Elimination System (NPDES) general permit coverage for Municipal Separate Storm Sewer Systems (MS4) as an urbanized area. While the Village is in the process of obtaining coverage which will regulate storm water discharges under the purview of the Clean Water Act, we would like to make you aware of several changes which **you are presently required to comply with.**

The Village of Whitehouse requirements for erosion and sediment control for small construction sites are as follows:

1. Existing vegetation shall be retained on idle portions of the building lot for as long as construction operations allow. Clearing shall be done for active working areas only.
2. Temporary seed (annual rye, oats, etc.) and/or mulch shall be applied to areas, such as stockpiles, that are bare and not actively worked. This shall apply to areas that will not be reworked for 14 days or more.
3. Stockpiles excavated from basements shall be situated away from streets, swales and/or waterways and shall be seeded or mulched as per item 2 above.
4. Silt fence and/or wattles shall be provided and maintained in workable condition to control and filter sheet flow runoff from the building lot. It shall not be constructed in channels or areas of concentrated flow. Other sediment controls such as inlet protection and sediment traps shall also be used and maintained as needed at the direction of the inspector to control sediment runoff.
5. Construction vehicle access to a lot shall be limited to one temporary access drive consisting of gravel or crushed rock and shall be maintained in an acceptable condition.
6. Mud tracked onto the street or sediment settled around curb inlet protection shall be inspected for and removed daily or as needed to prevent accumulation. Accumulated material shall be removed by mechanical means (i.e. shoveling, scraping, sweeping) and shall not be washed off pavement or into storm drains.

7. A dumpster for construction debris shall be onsite prior to commencement of construction. All construction site debris shall be placed in the dumpster at the end of every work day. The inspector may require a cover to ensure the items placed in the dumpster remain.
8. Onsite portable restroom facilities shall be required for each individual lot.
9. The haul route utilized to the site shall be the safest and shortest route possible. All non-weight restricted roads shall be utilized prior to utilizing weight restricted roads.
10. Hauling of excavated or fill material shall be required to comply with Ohio General Permit OHC000004.

As a Contractor for residential new construction, the Village of Whitehouse requires a letter from the Developer of the subdivided property, stating the Developer is the Operator and the responsible party for the Storm Water Pollution Prevention Plan (SWP3) for the sub-division prior to requesting zoning approvals. The letter shall state that you, the contractor and your subcontractors, are aware of the requirements of the SWP3 for the subdivision and the requirements for the individual lot.

A site plan shall also be submitted showing the required Best Management Practices (BMPs) for the individual lot. Required items specifically addressed shall be:

- Location of excavation
- Location of spoil pile
- Location of dumpster
- Location of stone/gravel entrance/exit drive, one per lot
- Location of onsite concrete wash area with silt fence
- Location of any curb drains/storm water drainage structures on the lot
- Location of restroom/portable toilet
- Direction of surface flow storm water off the building site and the body of water in which it drains

Upon review of the site plan, the inspector may require additional control measures be established and maintained for the individual lot such as silt screen and/or wattles.

If the Developer is no longer the Operator for the SWP3 the Contractor will be required to file for Individual Lot Notice of Intent (NOI) coverage through OEPA for Stormwater. Proof of obtaining coverage, or that coverage is presently in place, will be required prior to construction activity. NOI forms can be obtained at [epa.ohio.gov/portals/35/storm/ILOT\\_instructions.pdf](http://epa.ohio.gov/portals/35/storm/ILOT_instructions.pdf).

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With this coverage, you as the contractor/lot owner, will be required to draft an individual lot SWP3 and have the plan available on the job site for review upon request. Guidance for the development of your individual lot SWP3 can be found at [epa.gov/sites/production/files/2015-12/documents/cgp\\_small\\_lot\\_swppp\\_brochure-508\\_0.pdf](http://epa.gov/sites/production/files/2015-12/documents/cgp_small_lot_swppp_brochure-508_0.pdf)

A copy of the Small Residential Lot Stormwater Pollution Prevention Plan Template is available on the Village website at [whitehouseoh.gov/wp-content/uploads/2016/08/Small-Residential-Lot-Stormwater-Pollution-Prevention-Plan-Template.pdf](http://whitehouseoh.gov/wp-content/uploads/2016/08/Small-Residential-Lot-Stormwater-Pollution-Prevention-Plan-Template.pdf)

All BMPs required items in the individual lot site plan shall be in place and operational prior to commencement of construction activities. Any items found to be out of compliance will require immediate correction. **Refusal to comply with Village of Whitehouse erosion and sediment control requirements may result in fine(s) being imposed and/or "Stop Work" orders for the individual lot construction sites.**

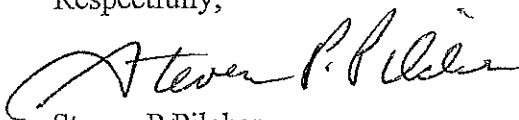
Additional information on compliance can be found at [epa.ohio.gov/dsw/storm/technical\\_guidance.aspx](http://epa.ohio.gov/dsw/storm/technical_guidance.aspx)

Additional information on stormwater requirements and coverage under Ohio General Construction Permit (OHC000004) - Construction Site Storm Water, is available at [epa.ohio.gov/dsw/storm/index.aspx#116075650-notice-of-intent-applications](http://epa.ohio.gov/dsw/storm/index.aspx#116075650-notice-of-intent-applications)

A copy of this letter with the above links is posted on the Village of Whitehouse web site [whitehouseoh.gov/departments/public-service](http://whitehouseoh.gov/departments/public-service).

If you have questions or need further clarification, please feel free to contact me. Thank you for your cooperation.

Respectfully,



Steven P Pilcher  
Director of Public Service