



SWP3 ID (Office Use Only):

# Wood County Storm Water Pollution Prevention Plan (SWP3) Application Form

Please see the following pages for instructions

## I. Applicant Information

Applicant (Company) Name: \_\_\_\_\_

Applicant (Company) Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

## II. Site/Project Information

Site/Project Name: \_\_\_\_\_

Site/Project Address: \_\_\_\_\_

River/ Road Tract No: \_\_\_\_\_ Section No: \_\_\_\_\_ Town: \_\_\_\_\_ Range: \_\_\_\_\_

Township: \_\_\_\_\_ State: OHIO Zip Code: \_\_\_\_\_

Site/Project Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Site/Project Contact Email Address: \_\_\_\_\_

## III. Permit Information

Initial Coverage:  Renewal Coverage:

Ohio EPA Facility Permit Number: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

Total Land Disturbance (Acres): \_\_\_\_\_ Bond Required (\$1500 per acre, \$1500 minimum): \$ \_\_\_\_\_

Type of Activity:

- Residential
- Commercial
- Industrial
- Utility
- Other

## IV. Signature

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



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### **Instructions**

#### *Considerations*

For a Storm Water Pollution Prevention Plan Application to be considered complete by the Wood County Engineer's Office it must include the following:

- Ohio Environmental Protection Agency Notice of Intent (NOI) Approval – please provide a copy of your approval letter with the application. SWP3 approval will not be granted until a copy has been provided to this office.
  - This application is not exclusive and does not absolve you from obtaining NOI Approval from the Ohio EPA, nor does it preclude you from their inspection and review process. While overlapping in nature, do not construe approval and satisfactory compliance with the Wood County Engineer's Office as approval and satisfactory compliance with the Ohio EPA.
- Copies of Your SWP3 – please provide copies of your SWP3 with the completed form attached. In addition to paper copies, we ask that you supply any CAD drawings or GIS data associated with the project.
  - Your SWP3 should be a separate document from any construction drawings – either a binder, or some other bound document containing runoff calculations, pre and post construction hydrologic analysis, water quality considerations, etc. Simply inserting a drainage plan into your construction drawings is not acceptable.
  - If you must include them in your construction drawings, separate sheets should contain calculation tables and any hydrologic analyses as separate pages, clearly identifiable from other drawings.
- Construction start dates must be indicated. While we understand that this is a floating target in many circumstances, an estimated date is acceptable. This allows us to plan and coordinate inspections, which must occur monthly until the site has been stabilized in its entirety. Approval will not be granted until we have received a start date of construction.
- Please sign and date the form. By signing, you are acknowledging you are aware of your responsibilities as the applicant and are aware of the ramifications of non-compliance. Unsigned copies will not be accepted.

Other things to consider:

- While we strive to be as responsive as possible, the SWP3 review is a time and labor-intensive process. Please factor approval time into your planning considerations. It is the applicant's responsibility to send us the requisite documentation in a timely fashion.
- There is no up-front application fee. Hours spent processing and reviewing your SWP3 will be logged by the Wood County Engineer's Office and you will be sent an invoice after approval has been granted.
- Each approval is good for up to one (1) calendar year. If you have not commenced land disturbing activities within one year of your original approval, you must resubmit your form and SWP3. However, if disturbance has commenced within the year and is ongoing, approval is continuously renewed.



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### Explanation

#### **I. Application Information**

- a. Applicant (Company) Name – Fill in the legal name of the firm, person, public organization, or other entity that operates the site described in this application. Generally, this is the owner of the property under development.
  - i. Example: John A. Smith Development owns a 20-acre lot and will develop a new residential subdivision, and has hired Jim B. Doe Construction to do so. While Jim B. Doe Construction will be implementing the SWP3, John A. Smith Development is still the applicant because it owns the 20-acre lot.
  - ii. Another way of thinking about it is if John A. Smith Development did not own the 20-acre lot, it would remain a farm field, or become a strip mall or other development under different auspices – they are the reason the development is occurring in the first place and must be acknowledged as such.
  - iii. The applicant and operator may be the same entity or person. If this is so, each section must still be completed in its entirety.
- b. Applicant (Company) Mailing Address – Fill in the complete mailing address of the applicant.
- c. Contact Person – Give the name of the contact person who is responsible for addressing NPDES requirements.
- d. Phone – Please provide the phone number of the contact person.
- e. Fax - Please provide the fax number of the contact person.
- f. Email Address – Please provide the email address of the contact person.

#### **II. Site/Project Information**

- a. Site/Project Name – Please provide the site or project's official name. The site/project is the location of the operation and discharge to be covered by the general permit.
- b. Site/Project Location – Please do not provide a P.O. Box number. You may do one of the following:
  - i. Provide the site's or project's complete physical address, including number and street, city/township, state, zip code, or:
  - ii. If the site or location lacks a physical address, indicate river or road tract number, quarter section, section, county, town, and range of the approximate center of the site/project.
- c. Site/Project Contact Person – Please provide the name of the person who is responsible for the site/project. Please provide the phone number of the site/project contact person.
- d. Site/Project Contact Email Address – Please provide the email address of the site/project contact person.



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### III. Permit Information

- a. Initial/Renewal Coverage – This form may be used to initiate first-time approval or to continue approval. Please check the box that applies to your SWP3.
- b. Ohio EPA Facility Permit Number – When an NOI has been approved by the Ohio EPA, they assign it a Facility Permit Number. Please provide that number on the space provided. Additionally, please attach a copy of the NOI Approval letter you have received from the Ohio EPA.
- c. Proposed Start Date – The date on which you plan to commence land disturbing activities. If you have not determined that date, please provide an approximate date. Applications without a proposed start date will not receive approval until one has been provided.
- d. Total Land Disturbance – Please provide the amount of land, in acres, that is to be disturbed as part of your development.
- e. Bond Required – Please provide the amount of the bond required. The bond amount shall be \$1500 per acre or fraction thereof of the soil disturbing area. Minimum is \$1500.
- f. Type of Activity – The category in which the development belongs.

### IV. Signature

- a. Applicant name – Fill in the legal name of the person responsible for the development.
- b. Title – Title of the applicant.
- c. Signature – Signature of the applicant.
- d. Date – The date the application form was signed.