

## Construction Application for Permit (CAP) Instructions

A CAP is required to be completed and submitted to the Wayne Soil & Water Conservation District (SWCD) office for non-farm, earth-disturbing activities in the unincorporated areas of Wayne County. The CAP shall be completed for work which requires a building permit, except for:

- Signs;
- Fences over six feet high;
- Residential buildings, structures or additions that are not dwellings and are 600 square feet or less, except swimming pools and attached garages;
- Non-residential buildings, structures or additions that are not adapted for carrying on business and are 600 square feet or less.

A CAP is required for work that does not require a building permit but disturbs 10,000 square feet or more or creates 20,000 square feet or more of impervious surface. The CAP is a requirement of the Wayne County Storm Water Management Regulations adopted by the Wayne County Commissioners and administered by Wayne SWCD.

If the address for the project is not available for the parcel on a Base Data Form on the Wayne County Auditor's website then an address slip from the Tax Map Office for the project site is needed before submitting the CAP.

Plans may be dropped off at the Wayne County Building Department so that they may be reviewed while the CAP is being reviewed and approved. **A Building Permit will not be issued until the CAP is approved.**

### CAP Page 1

**Property Owner Information:** The project site owner's current address.

**Contact Person or Contractor Information:** The contact person or contractor with knowledge of day-to-day operations at the site.

### **Site Information:**

- Address where work is being done. Write "Same As Above" if same as Property Owner address.
- Township, Section and Quarter Section can be obtained from the Address Slip, Auditor's Base Data Form or the Wayne County Highway Map. Hard copies of the Highway Map can be reviewed in the Tax Map office and the Wayne SWCD office. The Highway Map is also available on-line at <http://map.wayneohio.org/>
- Determine if the project is located in the 3-Mile Limit of Wooster, Orrville or Rittman. Hard copies of the 3-mile limit maps can be reviewed in the Tax Map office, Planning Department or in the Wayne SWCD office.
- The total area of the lot on which the project is located can be obtained in the Tax Map office or on the Auditor's Base Data Form.
- Total Area Disturbed as a part of the proposed work. Grading plans are preferred, however, in lieu of a grading plan, the following assumptions can be made based on the structure dimensions and the location of the structure on the lot:
  - Area disturbed for proposed structures:
    - Assume 40 feet around structures with basements.

- Assume 20 feet around structures without basements.
- Area disturbed for the driveway:
  - Assume 12 foot wide driveway times its length.
- Area disturbed for the septic system:
  - Assume 5,420 sf for a 3-Bedroom Residential Dwelling.
  - Assume 6,500 sf for a 4-Bedroom Residential Dwelling.
- Area disturbed on each lot of a proposed, residential subdivision: Assume ½ acre disturbed per lot.
- Impervious Area: Includes all proposed asphalt, concrete, wood decking and roof areas.
- Is the Work Adding any New Bedrooms: Indicate the total number of **new** bedrooms in new house or addition?
- Septic System: If the site does not have an existing septic system or a new septic system is not planned, indicate what municipality’s sewer will serve the project site (i.e. County, City or Village sewer).
- Construction Start and End dates (start and end dates are approximations – month and year are acceptable). Start and end dates are dependent on CAP approval. The time it takes for CAP approval depends on the CAP distribution option chosen:
  - Option 1: CAP is distributed on the Friday morning following its submission to Wayne SWCD. The Wayne SWCD office will mail out a letter indicating what items are missing or call that the CAP is approved on the following Wednesday. Large projects requiring a Storm Water Pollution Prevention Plan will be reviewed and comments provided in ten business days or less.
  - Option 2: The CAP may be “walked through” in order to obtain signatures from the various departments. The CAP is approved as soon as all departments sign-off and the Wayne SWCD signs the last page of the CAP. It is helpful to contact the various departments ahead of time to assure that someone will be present to review/sign the CAP.

**Project Type:** Check applicable box.

**CAP and Floodplain Review Fee:**

- Refer to the Review and Inspection Fee Schedule on the Wayne SWCD – Storm Water Management website for CAP Fees.
- Floodplain Review/Development Fee: As determined by the Planning Department. The floodplain review permit is not applicable in township sections that do not have 100-Year Floodplain. Floodplain maps are available in the Planning Department and Wayne SWCD offices.
- Fees can be paid when the CAP is initially filled out or at the time of final approval.
- Payment may be paid with cash or checks made payable to “Wayne County Commissioners.”
- The Total Fee box is checked when the fee is paid.

## CAP Page 2

### CAP Attachments

**Storm Water Pollution Prevention Plan (SWP3):** The applicant must provide a SWP3 if the proposed activity:

- disturbs one or more acres; or
- disturbs less than one acre, but the project is part of a larger common plan of development that disturbs more than one acre (assumption is that each lot in a residential subdivision disturbs ½ acre of ground); or
- meets the large construction activity definition of the Wayne County Storm Water Regulations in Section 5.18 A.:
  - o any major subdivision (as defined by ORC 711.001 – the Wayne County Planning Department may be contacted for further clarification on the definition); or
  - o any lot with 20,000 sf or more of new impervious surface, that makes up 20% or more of the drainage area; or
  - o Any clearing or grubbing creating 20,000 sf or more of impervious surface.

**Floodplain Review/Development Permit:** The project will be reviewed by the Planning Department if there is 100-Year floodplain in the township section where the proposed work is being done. Floodplain maps are available for viewing in the Planning Department and Wayne SWCD offices. The Planning Department will sign off on the third page of the CAP following their review and/or permit issuance.

**Proof of Submission of Zoning Permit:** The applicant must provide a copy of the zoning permit or an application for a zoning certificate if the project is located in Chippewa Township.

- Chippewa Township contact: Craig Thoricht (330) 658 – 2112, cell number (330) 351-1050. The Application for Zoning Certificate is on-line on the Chippewa Township website at: <http://www.brightdsl.net/~chipptwp/zoningcertificate.htm>
- Proposed ponds, non-structural activities and changes that do not affect the footprint of a structure are not required to obtain a zoning permit.

**Sanitary Sewer Permit:** A sanitary sewer permit from the Environmental Services Department is required if the applicant is building a structure requiring sanitary sewer and is located in an area sewered by Wayne County. Maps of areas served by Wayne County sewers are available in the Environmental Services office. Provide a copy of the permit or written approval from the Environmental Services Superintendent for CAP approval.

**Central Sanitary Sewer:** The applicant shall check this box if they are planning to connect to a village or city sanitary sewer system. The applicant shall provide a copy of the sanitary sewer permit or written approval from the community to connect to the system. Once the documentation is obtained, the County will review the request.

**Proof of Submission for Work in the County Road Right-of-Way (R-O-W) or Road Use:** The applicant shall provide proof of submission for approval for work located in a County Road R-O-W or road use.

- County Permit applications are available at the Wayne County Engineer's office (3151 West Old Lincoln Way) or on their website at <http://www.wayne-county-engineer.com/permits/default.htm>

\* Applicants doing work in Township road R-O-W's, should contact their township Road Superintendent.

**Application for Onsite Sewage Treatment System (Septic) Permit:** The applicant shall coordinate with the Wayne County Health Department what is needed from their office so that they can approve the CAP. Items required by the Health Department for approval shall include, but may not be limited to the following:

- For a new house or commercial building: Soils report prepared by a certified Soil Scientist (a list can be obtained from the Health Department) and an approved plot plan showing the location of the proposed structure, the septic system (including leach field), the replacement leach field, and the water well.
- For an addition or alteration of an existing structure: A drawing showing the proposed structure and the location and distances to the existing structure, additional structures on the property, the septic system (including leach field), the replacement leach field (if applicable), and water well.
- For any plan that will include additional plumbing fixtures, please be advised that a plumbing permit from the Wayne County Health Department will be required

The Health Department will review CAP's for projects that include new dwellings or commercial buildings used to conduct business or an occupied building extending its foundation to add a bedroom, living room, attached garage or shop. The Health Department waives the review of all other CAP's (i.e. detached garages, storage buildings, porches, linear construction, etc.) The Wayne County Health Department reserves the right to follow up on any issues brought to their attention during review of the CAP. The Health Department will sign off on the third page of the CAP following their review and/or permit issuance.

\* See the fact sheet on the Wayne SWCD website concerning permits that may be needed outside of Wayne County. It is the responsibility of the owner/contractor to contact agencies outside of Wayne County.

**County Engineer's Office Plans:** Major subdivision applicants must submit a Drainage Plan and Erosion and Sediment Control Plan as required by the County Engineering Code.

**Waiver Requested:** Check this box if the proposed project is disturbing less than one acre and new impervious area is less than 20,000 square feet. The applicant is requesting a waiver from the Storm Water Construction Permit, however, the CAP must still be completed and approved. If the proposed earth-disturbance is one acre or greater or the new impervious area is 20,000 square feet or greater the sediment and erosions control measures will be identified in the SWP3.

**Sediment and Erosion Control Measures:** An applicant, which is disturbing ground and requesting a waiver shall complete the applicable Sediment and Erosion Control check boxes on page 2 of the CAP:

- Check the "Seed and Mulch Disturbed Soils" box for all earth-disturbing activities.
- Check the "Silt Fence" box for new home construction and non-residential construction located near to a neighboring resident or a stream or swale.
- Check the "Construction Site Entrance" box when a new drive is being installed to the project site.
- Check the "Storm Drain Inlet Protection" box if there is an existing or proposed storm sewer catch basin near the earth-disturbing activity.

- Check the “Temporary Diversions” and “Sediment Trap” box if the area upslope of the proposed silt fence is greater than the maximum area stated in Table 3 of the Wayne County Storm Water Management Regulations.
- Check the “Leave Stream Buffers in Place” box if the earth-disturbing activity is near a stream.

A fact sheet on the above Sediment and Erosion Control measures is available on the Wayne SWCD website.

**Variance Requested:** Check box if a variance is requested to the Wayne County Storm Water Management Regulations per Section 4.05 of the regulations.

### **CAP Page 3**

**Storm Water Construction Permit Renewal or Transfer Requested:** Check box if Storm Water Construction Permit Renewal or Transfer is requested per Sections 6.10 and 6.12 of the Wayne County Storm Water Management Regulations, respectively. Applies to current permittees only.

**Storm Water Construction Permit Amendment Requested:** Check box if Storm Water Construction Permit Amendment is requested per Section 6.07 of the Wayne County Storm Water Management Regulations. Applies to current permittees only.

Fees for a Variance or a Storm Water Construction Permit Renewal, Transfer or Amendment are listed on the Fee Schedule on the Wayne SWCD website.

**Revision Submittals:** For Office Use.

### **Certification:**

The applicant or contact person must print and sign their name and provide the current date.

The Wayne SWCD employee assisting with the CAP signs and dates the CAP on the “Application Received by SWCD” line.

### **CAP Approval:**

If the earth-disturbing activity involves work in the County Road R-O-W, a major subdivision or a private road, the County Engineer must sign the CAP or the applicant must furnish a copy to Wayne SWCD of the permit or an e-mail from the County Engineer’s Office approving the work.

The original CAP is given to the applicant if they are going to “walk it through” to get signatures from the various departments or Wayne SWCD keeps the CAP and attachments for distribution on Friday morning.

After all of the departments have signed the last page of the CAP, a Waiver or Storm Water Construction Permit Number is placed on page 2 or 1 of the CAP, respectively. The bottom of the last page is signed by Wayne SWCD.

The applicant is given a copy of the approved CAP with the Waiver or Storm Water Construction Permit Number on it. The approved CAP is required by the Wayne County Building Department in order for the Building Permit to be issued.