



SWP3 ID (Office Use Only):

Wood County Storm Water Pollution Prevention Plan (SWP3) Application Form – Single Lot

Please see the following pages for instructions

I. Applicant Information/Mailing Address

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

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

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

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

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

II. Site/Project Location Information

Name of Subdivision: \_\_\_\_\_

Address/Location: \_\_\_\_\_

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

Township: \_\_\_\_\_

Ohio EPA Facility Permit Number: \_\_\_\_\_

Original Owner/Developer Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

III. Construction Activity Information

Lots:	Est. Start Date:	Est. Comp. Date:	Est. Dist. Acreage:

IV. Signature

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

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



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**Instructions**

*Considerations*

For a Single Lot 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 our approval letter with the application. SWP3 approval will not be granted until a copy has been provided to this office.
- Copies of Your Plot Plan(s)
- Construction start dates must be indicated.
- Please sign and date the form, by signing you are acknowledging you are aware of your responsibilities as 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, 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.

**Explanation**

I. Application Information/Mailing Address

- a. Company (Applicant) 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.



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- 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. Mailing (Applicant) 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. Email Address – Please provide the email address of the contact person.

II. Site/Project Location Information

- a. Name of Subdivision – The name and (if applicable) plat number of the subdivision in which the structure shall be located.
- b. Address/Location – Please do not provide a P.O. Box number. You may do one of the following:
  - i. Provide the project's complete physical address.
  - ii. If the site lacks a physical address, indicate parcel number, quarter section, section, county, town and range of site.
- c. Facility Permit Number – When an NOI has been approved by the Ohio EPA, they assign it a Facility Permit Number, please provide the number of the subdivision. For instance, New Subdivision Plat 5

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.



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- c. Total Land Disturbance – In acres, the amount of land that is to be disturbed as part of your development.
- d. Planned Start Date – The date on which you plan to commence land disturbing activities. If you have not determined the date, please provide an approximation. Applications without a planned start date will not receive approval until one has been provided.
- e. 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.