



Storm Water Permitting Process Steps

Step One - Application Process (2 copies and 1 digital file required)

- Provide the completed application form (**Exhibit A**).
- Provide a **Storm Water Pollution Prevention Plan (SWP3)**:
 - Must follow the most current **OEPA Construction General Permit Requirements**.
 - Must include **Post Construction BMP(s)** if required.
 - Must include the **Borrow / Spoil Site Requirements (Exhibit B)**.
- Provide **Post Construction Stormwater Operation & Management Plan(s) (Exhibit C)**:
 - If required – see Exhibit C for instructions.
- Provide the above documents to:
City of Belpre, Attention Stormwater Review
PO Box 160, 715 Park Drive, Belpre, OH 45714
Phone: 740-423-7592 for questions.
- Must include the **\$250.00 non-refundable application fee**.
- Pay the third-party engineering review fee to the City of Belpre (will be determined after application is submitted)

Note: The application will not be processed until all the above items have been received.

Step Two – The Review Process

- All documents will be reviewed by a **third-party engineering firm** appointed by the City of Belpre Mayor.
 - Additional reviews due to lack of compliance will incur further fees by the third party and be passed on to the owner/applicant.
 - Any reviews required due to an amended plan during any project phase will incur additional fees, also passed on to the owner/applicant.
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Step Three – Permit Issued

- Once the third-party reviewer **approves the documents**, a permit will be issued by the Mayor and **emailed to the owner/applicant**.
 - Work must commence **within 180 days** of permit issuance. Failure to start work within this period will result in the **permit being revoked**. Notice will be sent to the applicant by the Mayor.
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Step Four – Construction & Post-Construction Phase

- Once a permit has been issued, work at the site may commence.
 - The permit holder or representative must **notify the City of Belpre** when work at the site will begin.
 - Once work begins, required **weekly inspections** must be completed by a competent person identified by the permit holder.
 - **Monthly inspections** required by the City of Belpre will be conducted by:
 1. **Kathy Davis, Washington Soil and Water Conservation**
Phone: 740-885-3312.
 2. **City of Belpre Stormwater Inspector**
Phone: 740-423-7592
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Step Five – Project Completion (for sites NOT requiring Post-Construction BMPs)

- Notify the Mayor or Safety Service Director that the project is complete:
Phone: 740-423-7592.
 - Monthly inspector Kathy Davis will be notified to verify project completion.
 - A final inspection will be conducted by the City to ensure requirements have been met.
 - The Mayor will notify the property owner that the project is complete and in good standing.
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Step Six – Project Completion (for sites requiring Post-Construction BMPs)

- Provide a completed **Post-Construction Engineering Certification (Exhibit D)** to the Mayor/SSD.
 - See Exhibit D for instructions.
 - A final inspection of all Post-Construction practices will be ordered by the Mayor/SSD, conducted by a third party, and billed to the property owner/permit holder.
 - Provide a completed **Stormwater Inspection & Maintenance Agreement (Exhibit E)** to the Mayor.
 - See Exhibit E for instructions.
 - Failure to provide this information may result in denial of an occupancy permit.
 - The Mayor will notify the property owner/permit holder that the project is complete and in good standing.
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Step Seven – Long-Term Maintenance (for sites requiring Post-Construction BMPs)

- The property owner is required to follow the guidelines in the approved **Post-Construction Stormwater Operation & Maintenance Plan (Exhibit C, Section 3.3)**.
- The City of Belpre is required to inspect all Post-Construction practices **once every 5 years**.
- Any inspection fees incurred by the City of Belpre through a third party will be passed on to the owner.
- The Mayor will notify the property owner of the results and any requirements based on the inspection.
- Failure to remedy any deficiencies will result in enforcement of **Ordinance 1337.03 – Enforcement of Water Quality**.

Final Notes:

- This policy applies to all construction sites within the City of Belpre that are subject to stormwater regulations.
- All project documents (SWP3, Engineering Certifications, and Maintenance Agreements) must be submitted as part of the overall compliance process.
- Failure to adhere to this policy may result in project delays, penalties, and the denial of permits, including occupancy permits.

Authorization and Certification

We acknowledge that we have read, understand, and agree to comply with all the terms and conditions set forth in this document.

Applicant Name (Print): _____

Applicant Signature: _____

Date: _____

(Please provide a copy of this signed page to the City of Belpre Mayor/SSD, along with all relevant documentation for approval.)