

Montgomery County SWPPP Permit

Construction Site Application Instructions



Submittal process for Construction Site Applications, for disturbances over 1 acre, or sites under 1 acre but are part of a larger common development:

1. Complete the Montgomery County SWPPP Permit, Construction Site Application.
2. Complete the Montgomery County SWPPP template provided on the County Engineer's Website.
3. Complete the OEPA SWPPP Checklist.
4. Submit the application, checklist, and SWPPP to the County Engineer's Office in PDF form (preferred). PDF files should be sent to:

swppp@mcoho.org

Hard copy submittals (optional) should be sent to:

Montgomery County Engineer's Office
451 W. Third Street
Dayton, OH 45422

5. Once approved SWPPP is received, submit to the OEPA Notice of Intent Permit (NOI).
6. Email completed NOI to the County Engineer's Office. Once the NOI is received by the County, a preconstruction meeting will be scheduled.

Earth disturbing activities cannot occur prior to the meeting with the County Engineer's Office.

Montgomery County SWPPP Permit

Construction Site Application



Project Name: _____

Project Location: _____

Acreage Disturbed: _____ Receiving Waters: _____

Owner: _____ Phone: _____ Email: _____

Owner Address: _____

Site Contact: _____ Phone: _____ Email: _____

Site Contact Address: _____

Engineer: _____ Phone: _____ Email: _____

ESC Contractor: _____ Phone: _____ Email: _____

Applicant Name: _____ Email: _____

Applicant Signature: _____ Date: _____

Approved by: _____ Date: _____

SWPPP Template Instructions

1. Update for site specific information.
2. Add benchmark information.
3. Insert location map.
4. Update sheet index as needed.
5. Insert index map and update coordinate information.
6. Update Contact information. Site contact information will be updated prior to preconstruction meeting, with contractor information.
7. Fill out construction timing schedule.
8. Change order schedule will be updated for any changes which occur after the time of approval.
9. Signature and seal by either Professional Engineer (PE) or Certified Professional in Erosion and Sediment Control (CPESC).
10. Fill out detailed site description.
11. For sediment traps and sediment basins, update the table of sediment storage and dewatering. Complete the table for post construction water quality. Add additional tables if multiple devices are used for sediment control and post construction water quality.
12. Include the types of Erosion and Sediment Control measures used as part of the SWPPP.
13. Update information for the sediment basin outlet structure (if applicable). Provide a detail of the outlet control structure, and skimmer detail. Dewatering volume is required to take a minimum of 48 hrs to drain from the basin.
14. Include post construction BMP or Outlet Control Structure.
15. Typical Lot Erosion Control Detail is needed if the NOT will be filed prior to the completion of lot construction.
16. Include any additional erosion control details for items that are not already included in the SWPPP template.
17. Show existing site conditions and initial erosion control measures. This will include the installation of perimeter controls (diversion swales, silt fence, etc.) and sedimentation traps and/or basins. These erosion control measures are required to be installed prior to grading activities.
18. Show proposed site conditions and erosion control procedures. This will include perimeter controls, sedimentation traps and/or basins, and inlet protection for installed stormwater facilities.