



DRAINAGE REVIEW PERMIT APPLICATION INSTRUCTIONS



COMPLETE APPLICATION

Complete the application form either by accessing it through the SWCD website, or by visiting the SWCD office. Complete one application form for each type of building activity planned. Multiple application forms can be submitted simultaneously under a single application fee, but each building type will be assigned its own permit.

<https://soilandwater.co.delaware.oh.us/drainage-review-permit/>

HOW TO FIND YOUR PARCEL NUMBER

- Type in <https://auditor.co.delaware.oh.us/>
- Click Property Search in the top menu
- Select GIS Property Search
- Type in address or owner name
- A window will pop up with Parcel Number at the top



SIGN, PRINT, RETURN

The completed application form(s) must be printed and signed. A plot plan showing the building activity location on the parcel is required for submittal. The signed application form and plot plan can either be scanned and emailed to swcdpermit@co.delaware.oh.us or submitted in person at the SWCD office, 1610 State Route 521, Delaware, OH.

YOUR PERMIT WILL NOT BE PROCESSED UNTIL BOTH THE SIGNED APPLICATION FORM AND PLOT PLAN ARE RECEIVED.

**Please note that we require a hand-written signature.*

**For Commercial Developments Only: if you have already submitted site development plans to the County Engineer's office, providing the "DEV" number assigned for the Engineer's review will be accepted in lieu of submitting a plot plan or engineering plans.*



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RECEIVE AN EMAIL

After submittal, you will receive an email notifying you of your permit number and the name and email of your inspector. Please reference the permit number in all future communications regarding your Drainage Review.



DRAINAGE REVIEW PROCESS

The inspector will conduct a desktop review to determine whether an onsite inspection is necessary. An onsite inspection may be done by the inspector alone, or in some cases, it may be necessary for the inspector to schedule a time to meet the applicant or someone knowledgeable about the build at the building site.



MITIGATION REQUIREMENTS

When the review is complete, a Mitigation Requirements document will be emailed to the applicant and/or landowner. This document will show the required fees, site specific mitigation requirements to be satisfied, and general mitigation provisions. You will need to submit this document to the Department of Building Safety when applying for the building permit.



FEE SUBMITTAL

The Department of Building Safety will collect all fees associated with the Drainage Review Permit as part of your building permit fees.

IMPORTANT NOTES

All Drainage Review Permit mitigation requirements must be satisfied before Building Safety will schedule your final inspection for occupancy.



FOR DRIVE CULVERTS, MITIGATION APPROVAL WILL NOT BE GIVEN WITHOUT A PLAN OR LETTER FROM A PROFESSIONAL ENGINEER BEING RECEIVED BY THE SWCD OFFICE.