

PROCEDURE FOR CONSTRUCTION OF NEW RESIDENCES

1. Request all zoning and engineering requirements pertaining to your lot - acreage, frontage, setbacks from property lines, riparian setbacks (where applicable), and minimum size of the structure.
2. Select a house plan. No architectural review is required by the City, although a developer may require a design review for a subdivision or a greater square footage than zoning. Check all of the development deed restrictions before proceeding.
3. Select a registered engineer or surveyor to prepare a site plan showing the lot, house location, sewage disposal system design (as prescribed by the Lake County Health Department), erosion and sediment control measures (as required by Lake County Soil and Water Conservation District), stormwater management plan, the topography and any other pertinent information required by Chapter 1452 of the City of Kirtland's Codified Ordinances (copy attached).

It is necessary that the site plan show the topography of the property at one foot (1') intervals as well as existing and finished (proposed) grades. Check all prints for clarity and legibility; poorly printed plans are not acceptable. The site plan should be 11" x 17".

4. To obtain approval of the sewage disposal system, submit your site plan to the Lake County General Health District at 5966 Heisley Rd., Mentor. The size and cost of the disposal system is determined by the house size and existing soil properties. Your engineer or surveyor can assist you on this. Once approved, your site plan will be returned to you bearing the Health Department approval.
5. Submit your site plan with erosion and sediment control measures to the Lake County Soil and Water Conservation District at 105 Main St. (Suite 100), Painesville. (These site plans do not need to have the Health Dept. approval stamp.) Once your site plan is approved, you will receive a letter of approval.
6. Submit your site plan stamped by the Health Dept. to the Lake County Stormwater Management Dept. at 105 Main St. (3rd Floor, Suite 305), Painesville. Once your plans are approved, your site plan will be returned to you bearing their approval.
7. Present a check for \$500, made payable to the City of Kirtland, to the Zoning Office at the Kirtland Municipal Center (Monday-Friday, 8:00 a.m. to 4:30 p.m.) for the

engineering fee deposit. Funds remaining after all engineering inspections are made normally are refundable.

8. Submit your site plan stamped by the Health Dept. and the Stormwater Management Dept., along with a set of house plans, to the Zoning Office for City Engineer review. An electronic copy of your plans must be submitted for City Engineer review.

Your site plans will be reviewed to ensure that they are in compliance with the City's requirements. The approved site plans, or site plans requiring corrections and resubmission, will be returned to your engineer (or builder). All communications prior to approval of your plans will be with your engineer or builder.

9. (a) Upon receipt of all of the previously noted approvals, you may apply for a zoning permit from the Zoning Inspector at the City of Kirtland. When applying for a zoning permit, you must submit one copy of the approved site plan (bearing the approval of the Lake County Health Dept., Lake County Stormwater Management Dept. and the City Engineer) one set of house plans, a completed application for a zoning permit, letter of approval from Lake County Soil and Water, a completed road bond form, proof of a potable water supply, and when applicable, a signed notice to a lot owner of a non-maintained street.

It may be necessary to apply to Kirtland City Council for approval to issue a zoning permit on certain new streets. Council normally meets at 7:00 p.m. on the first and third Mondays of the month (so check well ahead of time to determine if this condition applies). Council follows a different schedule in the summer months.

- (b) The City's permit fees include: \$100.00 zoning permit fee; \$4,950.00 compliance bond deposit (normally refundable); \$50.00 road and culvert inspection fee; \$100 erosion control fee; and \$35.00 driveway paved apron inspection fee. The compliance bond will be greater if soil disturbance is more than one acre.
- (c) If your submittal is complete, you will receive your zoning permit and a blank City income tax form. This income tax form is to be completely filled out by the contractor after construction is completed. Federal I.D. and/or Social Security numbers of all subcontractors must be noted on this form before submittal to the Finance Department. This is required before any refund of the \$4,950.00 deposit can be made.

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10. Submit house plans and site plans (bearing the approval of the Lake County Health Dept., Lake County Stormwater Management Dept. and the City Engineer), a copy of the approval letter from the Lake County Soil and Water Conservation District, and the zoning permit to the Lake County Building Department (the building inspector for the City) at 105 Main Street (Building B, Second Floor) in Painesville.

Building permit fees are determined by the size of the house and the mechanical requirements. The Lake County Building Department application information and inspection requirements are available on the Building Department's website at www.lakecountyohio.gov/building-inspection.

11. **THE KIRTLAND CITY ENGINEER IS TO BE INFORMED BY THE BUILDER WHEN THE FOUNDATION IS FINISHED IN ORDER TO DETERMINE THE ELEVATION AND LOCATION RELATIVE TO THE SITE PLAN.** Under normal conditions, a grade check will be scheduled within two (2) working days after notification is given to the City Engineer's office. No further construction is permitted without this check per Codified Ordinance Section 1452.03(c).

DO NOT BACKFILL THE FOUNDATION PRIOR TO THE BUILDING INSPECTOR'S CHECK OF THE FINISHED FOUNDATION.

12. All driveways must be graded three (3) inches lower than the road surface where the driveway crosses the ditch and the culvert. Contact the Kirtland City Service Administrator (256-1234, Monday - Friday) **PRIOR TO** any paving of a driveway apron. All driveways graded or paved otherwise must be regraded. Final occupancy permits are subject to the approval of all site plan grades wherever required.

13. **THE PROPERTY OWNER'S REGISTERED ENGINEER OR SURVEYOR MUST CHECK THE FINAL GRADING AND, IF REQUESTED BY THE CITY ENGINEER, PROVIDE AN ADJUSTED "AS BUILT" SITE PLAN, PURSUANT TO CHAPTER 1452 OF THE KIRTLAND CODIFIED ORDINANCES. THE OWNER'S ENGINEER OR SURVEYOR SHOULD BE AWARE OF THIS ADDITIONAL WORK WHEN QUOTING HIS FEE (THIS AVOIDS LATER CONTROVERSY). A COPY OF THE FINAL "AS BUILT" SITE PLAN MUST BE SENT TO THE CITY OF KIRTLAND'S ZONING INSPECTOR. IF YOUR SEPTIC SYSTEM IS CHANGED OR RELOCATED, YOU MUST FURNISH A COPY OF THE REVISED SITE PLAN TO THE ZONING INSPECTOR.**

14. After the "as built" site plan is filed with, and approved by, the City Engineer, the property owner (or builder) may apply to the City Finance Department for a refund of the remaining balance, if any, of the \$500.00 engineering plan review fee deposit.

15. Upon final inspection of the City Engineer, and after a final road, culvert and driveway entrance inspection is made by the City of Kirtland's service administrator (256-1234) and after submission of a completed Regional Income Tax Form [Item 9(c) above], application for a refund of the \$4,950.00 deposit may be made to the City Finance Department by whomever originally posted the bond.

A temporary occupancy permit will be issued by the Lake County Building Department. DO NOT move into the structure without this occupancy permit.

PHONE NUMBERS:

<i>Emergency Police, Fire, Ambulance</i>	911
<i>Kirtland Municipal Center</i>	440-256-3332
<i>Kirtland Police (Non-Emergency)</i>	440-256-3333
<i>Kirtland Fire (Station #1, Non-Emer.)</i>	440-256-8979
<i>Kirtland Fire (Station #2, Non-Emer.)</i>	440-256-3737
<i>Kirtland Public Schools</i>	440-256-3311
<i>City Engineer (C.W. Courtney)</i>	440-449-4005
<i>Lake County Health District</i>	440-350-2543
<i>Lake County Soil & Water</i>	440-350-2730
<i>Lake County Stormwater Mgmt</i>	440-350-5900
<i>Lake County Building Dept.</i>	440-350-2636