



City of Mount Vernon, Ohio Development Requirements

Adopted January 26, 2001

Revised January 25, 2022

The City of Mount Vernon seeks to provide a positive, interactive atmosphere to facilitate the review and permitting processes involved in developing new sites and in the redevelopment or renovation of existing facilities. It is our belief that the more specific information we can provide to you during the concept and design phases of a project minimizes the need for design changes and speeds the review process. Some projects may require special reviews through either the Municipal Planning Commission or Board of Zoning Appeals. When these reviews are required, we will keep you informed of the submission deadlines and requirements; however, as the developer, it is your responsibility to make sure your submissions are made in a timely manner.

All plans and documents, all oral and written questions on plan submissions, the development process or any procedures of the City of Mount Vernon must be directed to the Development Services Manager. You are encouraged to correspond with the Development Services Manager prior to the design of the project to review the City's requirements. The City's Development Services Manager is available as noted below:

Lacie Blankenhorn
Development Services Manager
40 Public Square
Mount Vernon, OH 43050

email: DSM@MountVernonOhio.org
Phone: 740-393-2033 Fax: 740-397-6595

Plan Review Process

The number of sets of plans or other documents to be submitted is subject to the type of project and the depth of the review process. Other documents required to be submitted may include architectural and artistic renderings, shop drawings, materials specifications, testing results and special calculations. [Our goal is to process all applications paperless using our online permit portal MountVernonOhio.org > Online Services > Engineering Permits](#). The stormwater/erosion & sediment control application must be completed online, however we require 2 printed sets of drawings and calculations to be delivered to our office.

Once the drawing package is submitted the in-house review takes approximately 15 days. We make every effort to have a response back within the 15-day time frame but occasionally circumstances beyond our control will extend this process. By working with the applicant during the design phase, we are trying to minimize the length of the review process.

Special reviews required by Code may include the Municipal Planning Commission and the Board of Zoning Appeals. The Municipal Planning Commission meets on the second Thursday of each month. In order to guarantee an appearance before the Commission, we recommend making your formal request for agenda action at least three weeks prior to the meeting date, especially if the approval requires a public hearing. The Board of Zoning Appeals meets on the first and third Wednesday of each month and the deadline for application is three weeks prior to the proposed hearing date. Please check with the Development Services Manager to confirm the submission deadline.

Drawing Contents

Drawing Size

- Maximum acceptable drawing sheet size is 24 by 36 inches.
- The graphic scale to be shown on the drawings shall be equal to or less than one inch equals fifty feet (1"=50').
- All plans shall be detailed and dimensioned construction drawings.
- Civil drawings must be signed, sealed and dated by an engineer registered in the State of Ohio.
- Architectural drawings must be signed, sealed and dated by an architect registered in the State of Ohio.
- The number of sets of plans to be submitted depends upon the type of project. Please check with the Development Services Manager for the number of sets to be submitted.

General Contents

- Project name
- Project site address. The Knox County Tax Map Department issues address numbers for all locations in Knox County. Please contact them at 740-393-6752 for assignment of the address. You must have an official address assigned prior to application for any permits.
- Name, address and telephone number of the engineer and/or architect.
- Name, address and telephone number of the owner/developer.
- Date of preparation and dates of revisions (as applicable).
- Location map. Show the site relative to the overall corporate boundary.
- Easements (existing and proposed) to be shown and dimensioned.
- Flood zones as determined by FEMA should be noted by zone designation. Floodway and A-Zones are required to be shown on the drawings.
- North arrow.
- Benchmark locations with elevations (reference USGS).
- Underground utility notification ("Call Before You Dig") with the phone number must be shown on the drawings.
- The following note on trench protection must be included in the drawings: Trench Protection—The Contractor shall support all trenches and excavation in accordance with

Rule 4121:1-3-1113 of the specific safety requirements of Ohio Bureau of Workers Compensation relating to construction, latest edition.

Zoning and Site Requirements

A preliminary site plan may be submitted for review and action by the Board of Zoning Appeals, the Municipal Planning Commission, or the Zoning Enforcement Officer. All subsequent plan submissions must contain a note indicating any special permission, variances and approvals. Written documentation of the approval may be submitted with the drawing package.

The legal description of the property must be included in your submission. If it is a metes and bounds description (survey bearing and distance) you may submit the description on letter size paper as a part of your submission package.

The following information must be shown on the drawings:

- Zoning classification of the site and adjacent properties.
- Proposed use of the property (office, retail store, etc.).
- Setback lines and distances including:
 - Front, side, and rear setbacks for all structures.
 - Setback distances for parking areas.
- Building coverage in square feet and percent of total area.
- Minimum floor area in square feet (proposed and maximum allowed).
- Building height in feet (proposed and maximum allowed).
- Exterior elevations and/or architectural renderings.
- Location of dumpster and screening detail (including setback distances).
- Location of any fencing and/or required screening, including height.
- Signage (permit may be obtained with the site plan or may be obtained later).
 - Location of free-standing and entrance signs (dimension distances)
 - Size in square feet (proposed and maximum allowed) for each sign (regardless of whether free-standing, flush mount or entrance sign) and total square footage proposed for the site.

Trees and Landscaping

Chapter 1141 of the Codified Ordinances requires a tree survey. All trees over 6-inches in diameter are to be shown on the drawings. Trees removed over 6-inches in diameter shall be replaced with a tree having a trunk diameter of at least two (2) inches. Trees are measured 24-inches above ground level. The City encourages landscaping and use of plantings in development.

Access, Traffic and Parking

Any work done within the City's right of way requires the issuance of a Street Opening Permit and conformance to the City's standards for pavement removal and replacement; trench excavation and fill replacement; seeding and mulching; as well as the detail standards for driveways, sidewalks and handicap ramps. When work is done within the right of way, a job

specific traffic control plan with appropriate traffic control devices must be included in the drawings.

Access. To facilitate better traffic management, the City wishes to limit the number of access points on individual lots and encourages the use of cross easements in its commercial districts. At this time, zero lot line setback for parking areas does require the approval of the Board of Zoning Appeals.

Access requirements to be included in the drawings:

Vehicular Access

- Width of driveway entrance.
- Location of center of driveway from property line.
- Location of any cross easements and designation of traffic flow patterns.
- Traffic control signage (stop, do not enter, handicapped parking, etc.) must be shown. Installation and maintenance of this on-site signage is the responsibility of the owner/developer.

Pedestrian Access

- Sidewalks are required for development and are to be shown on the drawings.
 - Handicap ramps are required to be shown with a detail.

Parking. Chapter 1174 of the Zoning Code, Off-Street Parking and loading Facilities, details the requirements for drive entrance widths, parking space ratios, parking stall dimensions, aisle widths, loading space, and handicapped space requirements. Variances from any of these requirements are requested from the City's Board of Zoning Appeals.

Parking requirements to be included in the drawings:

- Calculation of number of spaces required.
- Calculation of handicapped parking required.
- Number of parking spaces provided including handicapped spaces.
- Location and type of loading spaces
- Wheel stops
 - Location and detail.
- Detail of parking spaces and drives.
 - Size of spaces.
 - Detail of handicapped spaces (19' x 10' with 5' island).
 - Location and detail of wheel stops.
 - Width of drives.
- Show parking lot lighting if provided. Certain districts require submission of extensive details of fixtures, method of illumination, and candlepower. Please check with the Development Services Manager to see what information must be submitted.

Stormwater Management and Erosion & Sediment Control

Two printed copies of the calculation of the stormwater design must be submitted with the drawings. The calculations are to be signed, sealed and dated by a registered professional engineer. Subsequent submissions must also be signed sealed and dated by a registered professional engineer.

An erosion control plan with details must be submitted and approved. Prior to any construction, you must meet at the site with representatives of the City. All erosion control is to be in place before beginning construction. A note must be included on the drawings requiring the contractor to call the City Engineering Department for an inspection for approval of erosion control before beginning work.

The following information must be shown on the drawings:

- Run off control area
 - Dimensions of retention pond including length, width, depth and freeboard.
 - Detail of control structure and overflow control.
 - Grading plan with elevations is required.
 - Show emergency overflow.
- Area of the property in acres and square feet
 - Total area being developed (to be noted if different than total area of site).
 - Impervious area in square feet and percent of total.
 - Pervious area in square feet and percent of total.

Water and Wastewater

All existing and proposed utilities are to be shown on the drawings with the following information:

- Location of lines including existing and proposed easements.
 - Water and sewer lines must be separated eighteen (18) inches vertically and ten (10) feet horizontally. A note is to be placed on the drawings when applicable.
- Types of lines
 - Combination fire and domestic water systems are prohibited unless the combined line is less than two inches (2") in diameter and serves three (3) or fewer fire suppression outlets.
- Size of lines
- Type of material
 - **Water line.** May either be ductile iron (Class 52) or Type "K" Copper with a minimum cover of four (4) feet. The size of line and material used must be specifically noted on the drawings.
 - All water line bends are to be restrained joints or have concrete thrust blocking.
 - Details of meters, meter pits, backflow devices, etc. are to be shown on the drawings.

- Location of all fire hydrants. The Fire Department requires all buildings (front and back) be located within a 300-foot radius of a hydrant.
- **Sewer line.** May be clay, cast iron or PVC SDR 35 pipe. The PVC SDR 35 pipe must meet the requirements of ASTM D-3033 or ASTM D-3034. The size of line and material used must be specifically noted on the drawings.
 - Slope and inverts for all sewers must be shown.
 - Details of manholes, inlets, etc. are to be shown on the drawings
 - Roof drains, foundation drains, and other clean water connections to the sanitary sewer system are prohibited.
- Metering and Backflow Prevention
 - Shall be contained in an approved meter setting or vault within the public right of way or a dedicated easement.
 - Backflow prevention for fire lines must consist of a double check detecting assembly (DCDA) with a by-pass meter plumbed to detect any water usage on the fire system.

City of Mount Vernon, Ohio

Plan Submission Requirements Checklist

Drawing Size

Completed

Information

- Drawings sized at 24 x 36 inches, scale 50'=1" (or smaller)
- Drawings signed, sealed and dated
- Number of sets confirmed

General Contents

Completed

Information

- Project name on drawings
- Project site address on drawings
- Name, address, phone for engineer/architect
- Name, address, phone for developer/owner
- Date of plan preparation and dates of revision(s)
- Location map showing property
- Easements (existing and proposed) with dimensions
- Flood zones
- North arrow
- Benchmark(s) location with elevation (reference USGS)
- "Call before you dig" note
- Trench protection note

Zoning and Site Requirements

Completed

Information

- Special approvals submitted as part of package (may be submitted letter size)
- Legal description included in submission (may be submitted letter size)
- Zoning classification shown on drawings
- Proposed use listed on drawings
- Front, side, rear setbacks for all structures
- Setback distances for parking areas
- Building coverage, square feet and percent of total
- Minimum floor area in square feet, proposed and maximum allowed
- Building height in feet, proposed and maximum allowed
- Exterior elevations and/or architectural renderings
- Location of dumpster and screening details (include setbacks)
- Location of fencing and/or screening and height
- Location of free-standing and entrance signs with setbacks
- Size in square feet for each sign regardless of type and total footage for site

Trees

Completed

Information

- All trees over 6-inches in diameter shown on drawings

Access, Parking and Traffic

Completed Information

- Note on plans requiring street opening permit for work in right of way
- Traffic control plan
- Width of driveway entrance(s)
- Location of center of driveway from property line
- Designation of cross easements and traffic flow patterns
- Traffic control signage
- Sidewalks including detail of handicapped ramps
- Calculation of number of parking spaces
- Calculation of number of handicapped parking spaces
- Number of regular and handicapped spaces provided
- Location and type of loading spaces
- Location and detail of wheel stops
- Size of spaces, including detail of handicapped spaces
- Width of drives (parking aisles)
- Parking lot lighting

Stormwater Management

Completed Information

- Calculations signed, sealed and dated by registered professional engineer
- Erosion control plan
- Note requiring call for erosion control inspection
- Dimensions or retention pond, length, width, depth and freeboard
- Detail of control structure and overflow control
- Grading plan with elevations
- Emergency overflow shown
- Area of property in acres and square feet
- Total area being developed
- Impervious area in square feet and percent of total
- Pervious area in square feet and percent of total

Water and Wastewater Utilities

<u>Completed</u>	<u>Information</u>
<input type="checkbox"/>	Location of existing and proposed easements
<input type="checkbox"/>	Note on vertical and horizontal separation of water and sewer lines
<input type="checkbox"/>	Size of line(s), water and sewer
<input type="checkbox"/>	Type of material, water and sewer
<input type="checkbox"/>	All water bends have restrained joints or concrete thrust blocking
<input type="checkbox"/>	Location of all fire hydrants
<input type="checkbox"/>	Slope and inverts for all sewers must be shown
<input type="checkbox"/>	Details of manholes, inlets, etc.
<input type="checkbox"/>	Roof drain locations and where they drain
<input type="checkbox"/>	Note on prohibition of clean water connections to sanitary sewer (roof, foundation drains, etc.)
<input type="checkbox"/>	Details of all devices (meters, meter pits, backflow prevention, etc.)
<input type="checkbox"/>	Meter size and fire line sizes shown



City of Mount Vernon, Ohio Permitting Requirements

Adopted January 1, 2002

Revised January 25, 2022

All permits must be applied for, reviewed, approved, and paid for prior to commencing construction.

Permit should be applied for online at MountVernonOhio.org > Online Services > Engineering Permits

Lacie Blankenhorn, Development Services Manager can assist you with questions.

e-mail: dsm@mountvernonohio.org Phone: 740-393-2033

Site Address—The Knox County Tax Map Office issues addresses for all locations in Knox County. Their office is located at 117 East High Street, Mount Vernon, Ohio. Please contact them at 740-393-6752 for assignment of the numeric street address. An official address must be assigned prior to application for any permits.

State Building Permit—The City of Mount Vernon does not have a local building code and construction involving any commercial, industrial, or public building requires plan approval by the State of Ohio's Department of Industrial Compliance (in Ohio 1-800-523-3581, outside Ohio 1-614-644-2223). We ask that a copy of the final Certificate of Plan Approval be submitted to us.

Certificate of Occupancy—A Certificate of Occupancy will be issued by the State of Ohio in accordance with the requirements of the Ohio Department of Industrial Compliance. As a part of the process for this permit, you will be required to schedule a fire safety inspection through the Mount Vernon Fire Department. Please contact them at their non-emergency number of 740-393-9515 to make arrangements for this inspection.

Zoning Permit—Addresses building construction and the requirements of the City's zoning code.

The permit fee is based on the estimated cost of construction and is calculated as \$10.00 for the first \$1,000 of estimated construction cost; plus \$1.00 per \$1,000 of estimated cost for the remainder of the cost.

In addition to the base fee, a park development fee is also charged. For a new dwelling unit this charge is \$100.00. For an addition to an existing structure or a new non-residential structure the park development fee is \$10.00.

We will gladly calculate your fee for you—all you need to supply is the estimated cost of construction.

Certificate of Zoning Compliance—A Certificate of Zoning Compliance will be issued by the City of Mount Vernon in accordance with the requirements of the City's Zoning Code. Application for this permit is made in the Engineering Department and the City's Zoning Enforcement Officer will inspect the premises and issue the permit. The fee for this permit is \$25.00.

Water Tap Permits—cover main line extensions, domestic service lines, and fire line installations. The City of Mount Vernon has specific information on main line installations, service line installations, metering and meter pit installations, and backflow prevention and devices available for review. The City requires inspection on all the above mentioned installations. You must give a minimum of two (2) hours notice prior to inspection and no inspections will be made after 4:00 pm on weekdays, or on Saturdays, Sundays, or Holidays.

The fees, subject to change without notice, are based on the size of the installation and include permit fees, tap fees, and capacity charges. Contact the Development Services Manager or the City Engineering Department for your project specific quote.

Main line extensions require Permit to Install approval from the Ohio EPA. The City will not issue local extension permits until proof of EPA approval is submitted.

Wastewater Tap Permits—cover main line extensions and service laterals. The City of Mount Vernon has specific information on main line extensions and service lateral installations available for review. No roof drains, foundation drains or other clean water connections shall be made to the sanitary sewer system. The City will require inspection of main lines and service lines. These inspections must be scheduled with the City Engineering Department and you must give a minimum of two (2) hours notice prior to inspection. No inspections will be made after 4:00 pm on weekdays, or on Saturdays, Sundays, or Holidays.

The fees, subject to change without notice, are based on the size of the installation and include permit fees, tap fees, township charges where applicable, and capacity charges. Contact the Development Services Manager or the City Engineering Department for your project specific quote.

Some commercial and industrial installations may require permitting under the City's Pretreatment Program and questions regarding that permitting process and the permit fees should be directed to Brian McKeever, Pretreatment Coordinator, or the Director of Public Utilities at 740-393-9584.

Main line extensions require Permit to Install approval from the Ohio EPA. The City will not issue local extension permits until proof of EPA approval is submitted.

If you are a resident of Clinton Township and/or reside within an area serviced by the lines constructed by the Clinton Township Water and Sewer District you are required to submit written approval from the District Board with your permit application. The forms are available in the City Engineering Department.

Street Opening Permits—are required any time work is performed in the public right of way. The permit requires a bond deposit to insure that the right of way is returned to an acceptable condition. The permit fee is \$50.00 and the code requires a minimum deposit of \$1,000.00. Please note that the deposit is refundable upon completion and inspection of the work.

Stormwater Management Permit—The application requires submission of design plans, quantities and itemized cost estimates for the facilities prepared by a registered professional engineer or registered professional architect. Plan review fees for all sites disturbing 20,000 square feet or more:

Up to two (2) acres disturbed	\$250.00
Over two (2) acres disturbed	\$250.00 plus \$125.00 per acre over 2 acres

When revisions of the plan are required, the revised plans will be submitted with the following fee:

Up to two (2) acres disturbed	\$150.00
Over two (2) acres disturbed	\$150.00 plus \$75.00 per acre over 2 acres

The permit fee is \$250.00 or one percent of the estimated construction cost of the stormwater facilities, whichever of the two is greater. If the site disturbed is greater than one (1) acre in area you will also need a permit from the Ohio EPA. The City will require submission of the completed "Notice of Intent" from the EPA.

A Letter of Agreement is required for all sites disturbing 600 square feet to 19,999 square feet. The fee for this document is \$75.00

A preliminary site meeting, prior to construction, is required for all stormwater installations. Periodic site inspections will also take place during the life of the project. These inspections will be conducted by a representative of the City Engineering Department.



City of Mount Vernon, Ohio General Information

Adopted September 11, 2002 Revised January 25, 2022

Many times there are questions regarding items that are not specifically a part of The City's plan approval process. The following general information is presented to assist you in other areas of your project.

Area Development Foundation—The Area Development Foundation oversees local commercial development. Questions about the local enterprise zone, tax abatement and available sites information may be directed to them. Please contact them directly at 740-393-3806.

Chamber of Commerce—The local Chamber of Commerce may be able to provide additional resource information about the community such as commercial demographic information as well as location of hotel and conference facilities. Please contact them directly at 740-393-1111.

City Income Tax—All work inside the City is subject to City Income Tax. Please contact the City Tax Office at 740-393-9524 to make the necessary arrangements for withholding.

Code Enforcement—The City of Mount Vernon does not have a local building code. Plan review and approval for certain structures (for example, commercial, industrial, public buildings, schools, churches and residential over three units) is governed by the State of Ohio's Department of Commerce Division of Industrial Compliance. For calls within Ohio that office can be reached at 1-800-523-3581, calls generated outside Ohio must use the number 1-614-644-2622.

Contractor Licensing—The City of Mount Vernon, Ohio does not require contractor licensing at this time.

Emergency Contact Cards—You may register your business with the Police Department by filling out an emergency contact card.

Food Service—The Knox County Health Department will be the local agency reviewing, permitting and inspecting food service and food preparation installations. Please contact the Health Department, Environmental Health Division at 740-392-2200 at extension 2222. The Food Safety Program inspects food service operations, food vending machines, mobile food operations, and food establishments. Schools, daycare centers, restaurants, and hospitals are just a few of the areas inspected on a regular basis by this division.

Vendor's License—Application for vendor's license must be made at the Knox County Auditor's Office. Please visit www.KnoxCountyAuditor.org or call 740-393-6805 for application instructions.