

APPLICATION for Lorain County Storm Water District Financial Assistance

Applicant \_\_\_\_\_ Township \_\_\_\_\_

Contact \_\_\_\_\_, Telephone (    )

\_\_\_\_\_

Email \_\_\_\_\_, Fax (    )

\_\_\_\_\_

Project Name \_\_\_\_\_

A. Funding Request \$ \_\_\_\_\_, B. Total project cost \$ \_\_\_\_\_

Funding Requested as a percentage of total project cost (A+B) = \_\_\_\_\_ %

Describe any local resources that you will contribute to this project, such as funds, labor, equipment, materials, force account, or other grants. Local contribution is the difference between A & B above. Attach separate sheets if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Also attach a copy of your engineer's report (if available), with maps and the estimate of costs. Briefly describe your project in words below. Be sure to describe the location of the drainage problem and its severity, or the reason for the project. Describe any important factors or special conditions that are not mentioned in the engineer's report. Attach records of complaints, emergency responses, service calls, maintenance efforts, newspaper articles, resolutions, reports, or photographs. Address SWAC/LCSWD Project Evaluation Criteria A through J (see Page 3) if possible. Attach additional sheets if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION Signature & Certification:**

The undersigned certifies that: (1) He or she is legally authorized to request and to accept financial assistance from the Lorain County Storm Water District; (2) To the best of his or her knowledge and belief that all representations that are part of this application are true and correct; (3) The governing body of the applicant duly authorized all official documents and commitments of the applicant that are part of this application; (4) Should the requested financial assistance be provided, that in the execution of this project, the applicant will comply with all assurances required by Ohio law, including those involving Ohio products and prevailing wages.

Check this box only if Ohio law prohibits the applicant (Township) from contributing any local share because the proposed project does not affect any of its interests, such as Township roads, or Township-owned property or Township services.

Township of \_\_\_\_\_

\_\_\_\_\_  
Certifying Applicant Please type or print name(s) and title(s)

\_\_\_\_\_  
Signature(s) Date signed

Revised Project Evaluation Criteria March 15, 2017

Score the SWAC project application according to the ten lettered criteria below (A-J) by awarding 0 to 10 points for each in the space at the left. Therefore, the highest possible score will be 100 points.

- \_\_\_\_\_pts. A. Health and safety: Risk to life, injury, disease, access to or from emergency services
- \_\_\_\_\_pts. B. Flood severity based upon level of damage (crop damage, basement flooding, erosion damage, pollution cleanup cost, monetary value of damage to private property or insurance claims, cost of repair of road or other damage to public buildings and infrastructure).
- \_\_\_\_\_pts. C. Flood severity based upon population affected, number of yards flooded, acres in upstream tributary area, roadway detour travel time, septic systems inundated or volume of sanitary sewage, runoff volume or hydraulic flow rate, water quality degradation.
- \_\_\_\_\_pts. D. Urgency: Need for immediate action versus this project deferred up to ten years hence.
- \_\_\_\_\_pts. E. Engineering design standards, applicable codes and LCSWD policies will be met by this project? (10 points for full compliance, decreasing to 0 points for not in compliance at all).
- \_\_\_\_\_pts. F. Amount of betterment or risk reduction expected from this project.
- \_\_\_\_\_pts. G. Cost-effectiveness, or benefit to cost ratio, of this project (including maintenance costs).
- \_\_\_\_\_pts. H. Readiness to proceed: Start within one year (10 points), versus up to two years from date of award (0 points).
- \_\_\_\_\_pts. I. Local share participation: Money requested from LCSWD as percentage of total project cost (10 points for 10% funding requested, pro rata to 0 points for 100% funding requested).
- \_\_\_\_\_pts. J. Other factors of importance such as: Economic improvement expected, protection of water resources such as recreation, flood plain or wetlands, aesthetic appearance, reforestation, financial need or hardship of applicant, local preference, completion of a phased project, age or years since last improvement, conformance to comprehensive master plan, reduction of impervious area, amount of grant or assistance requested from LCSWD.

\_\_\_\_\_TOTAL Points for this project

# LORAIN COUNTY STORM WATER MANAGEMENT DISTRICT

## GUIDELINES FOR THE COMMUNITY GRANT PROGRAM

Lorain County Storm Water Management District (LCSWMD) has developed a community grant program that provides funding for community supported storm water projects. Funding will be awarded to the Townships (unincorporated areas) within Lorain County for projects that protect and/or restore the watershed(s) within Lorain County.

Following are sample projects to be considered for the Community Grant Program:

1. Storm water detention;
2. Integration of green infrastructure into public facilities (i.e. township halls, parks) such as pervious pavement, rain gardens;
3. Acquisition of easements (gain legal entry onto private property to access requested area for projects) for stream buffers, wetland protection;
4. Improvements to public storm water conveyance systems including culverts, pipes/tile, and ditches;
5. Erosion Repair and Bank Stabilization.

Other project types are also available for consideration, subject to Lorain County Storm Water District approval. To be eligible, the following requirements shall be met:

1. Applicant must be a Lorain County Township.
2. Project shall provide a public storm water benefit.
3. The Township shall provide proof of ownership/site access for the proposed improvement.
4. If the project is a ditch improvement it shall go through the ditch petition process in accordance with Ohio Revised Code Section 6131.

The following process outlines requirements to obtain funding for a project through the Community Grant Program:

1. Invitation to apply for a community grant will be sent to the Townships with an application in July (See Exhibit 1).
2. To prepare the applications Townships should:
  - a. Work with the Lorain County Engineer's office to identify projects that would maximize public benefit. There is no time limit. Early is better.
  - b. Develop preliminary plans, cost estimates, and list of benefitting property owners associated with the project.
3. **Applications are due back to the District in December.**
4. The Storm Water Advisory Committee (SWAC) Community Grant Sub-Committee will review and rank applications and will make a recommendation to the full SWAC during the **January meeting**.
5. The full SWAC will review the recommendations and forward them to the Storm Water District (SWD) Board for approval in January.
6. The SWD Board will review recommendations from the SWAC for approval in February/March and announced at the annual Storm Water Meeting and Townships will be notified.

## LORAIN COUNTY STORM WATER MANAGEMENT DISTRICT

7. After grant approval, the Township is required to develop final construction plans and bid documents for the project and then bid the project in accordance with state requirements with the exception of ditch improvement projects, which will follow the process outlined below. **Projects should be completed within 2 years of the grant being awarded.**
  
8. **For ditch improvement projects the following additional requirements apply:**
  - a. The Township shall submit an original petition to the Clerk of the Commissioners along with a Resolution approving the project.
    - i. Petition shall be filled out with petitioner information including: address, start and end points of the ditch work, general location of the ditch and shall be signed by one or more property owners as petitioners, etc.\* Petitioners may include the Board of Trustees. (See Exhibit 2 for blank petition and Exhibit 3 for sample filled out petition).
  
  - b. STORM WATER DISTRICT/CLERK OF BOARD?ENGINEER RESPONSIBILITIES**
  - c. Clerk will notify the SWD that the petition has been received.
    - i. Will not clock in until all documents are received.
    - ii. Fees of \$500 and \$2 for each parcel of land over 200 parcels will be submitted through in-house accounting payable by the SWD.
  - d. The SWD will present documents along with the Engineer's estimates and list of landowners to the Clerk.
    - i. Clerk will clock in.
    - ii. Set-up Ledger.
  - e. Clerk will schedule an on-site project viewing (view), initial hearing and notifications.
    - i. Clerk will schedule a view within 25-90 days\*\*after the petition has been filed.
    - ii. Clerk will schedule a hearing within 10-90\*\* days after the view where if the Commissioners find the improvement is necessary, they will approve by resolution.
    - iii. Clerk will send notice to all parcel owners within the watershed which will include the costs based on the Engineer's estimates. Said costs to include engineering, construction and future maintenance assessed. No money is collected through the assessment as the costs are paid for by the SWD.
    - iv. Clerk will publish a notice in the paper twice before the view/hearing.
    - v. After initial hearing, Engineer will prepare and submit a report that includes construction plans/specifications, easements, cost estimates, etc.
    - vi. After the Engineer's report is received, a final hearing is scheduled in 25-90 days\*\*.
    - vii. Final hearings, notices by legal notice and postcard are sent to all owners within the watershed along with the notice that includes information on intent to pay within 21 days, claims, damages, etc. as required by code. This is required by code even through the assessments

## LORAIN COUNTY STORM WATER MANAGEMENT DISTRICT

and annual maintenance fee are waived because they are being paid by the SWD (See Exhibit 4).

- f. If approved the commissioners will file a resolution that the improvement is necessary for:
  - i. Disposal or removal of surplus water,
  - ii. Controlled drainage of land,
  - iii. Irrigation,
  - iv. Storage of water to regulate stream flow,
  - v. Prevention of overflow of any land in the county, or
  - vi. Water conservation.
- g. Commissioners will suspend the maintenance fee.
- h. Commissioners will authorize the Engineer to let contracts.
- i. Commissioners will award contracts.
- j. Clerk notifies Auditor of assessments, if any (for lands outside of Lorain County Storm Water Management District).
- k. Engineer will maintain the project including mowing, spraying, etc. at least once per year and no more than twice per year and will perform an annual review of the project.

### **For Reference**

#### **\*6131.04 Petition for construction of ditch improvement.**

Any owner may file a petition with the clerk of the board of county commissioners of the county in which is located a part of the land that is averred to be benefited by the construction of a proposed improvement. The petition shall state that the construction of the improvement is necessary, will benefit the petitioner, and will be conducive to the public welfare; shall state the nature of the work petitioned for; and may ask to locate, clean, remove obstructions from, construct, reconstruct, straighten, deepen, widen, alter, box, tile, fill, wall, or arch any ditch, drain, watercourse, floodway, creek, run, or river or to change the course, location, or terminus thereof, or may ask to construct a levee, wall, embankment, jetty, dike, dam, sluice, revetment, reservoir, holding basin, control gate, breakwater, or other structure for control of water. The petition shall state the course and termini of the proposed improvement and the branches, spurs, or laterals, if any are petitioned for. Except as ordered under section 6131.31 of the Revised Code, the petition shall state that all costs of engineering, construction, and future maintenance will be assessed to the benefiting parcels of land. The petition shall contain a list of the names and addresses, where known, of all the owners of the land that the petitioner or the county engineer claims will be benefited or damaged by the construction of the proposed improvement. The petition shall be signed by one or more owners as petitioners. If the petitioner is a public corporation or the state, the petition shall be signed by its authorized representative. If the petitioner is the county, the petition shall be filed with the clerk of the court of common pleas, the matters in the petition shall be heard by the common pleas court as if the petition had come to the court on appeal, and the clerk and the court shall do all things that sections 6131.01 to 6131.64 of the Revised Code provide that the county commissioners shall do.

\*\*Schedule is based on ORC 6131.7





**PETITIONERS**

**PARCEL OWNERS WHO HAVE EXECUTED SAID PETITION FOR EASEMENT PURPOSES  
FOR SWD DITCH \_\_\_\_\_, \_\_\_\_\_ TOWNSHIP  
TO \_\_\_\_\_**

**SIGNATURE**

**PRINTED NAME**

**ADDRESS**

**DATE**

**SIGNATURE**

**PRINTED NAME**

**ADDRESS**

**DATE**

**SIGNATURE**

**PRINTED NAME**

**ADDRESS**

**DATE**

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**DATE**

**SIGNATURE**

**PRINTED NAME**

**ADDRESS**

**DATE**

**SIGNATURE**

**PRINTED NAME**

**ADDRESS**

**DATE**

# SAMPLE

**\*NOTICE OF FILING OF  
STORMWATER DISTRICT (SWD) Single COUNTY DITCH PETITION  
Single or Joint  
Revised Code, Sec. 6131.07.**

Office of Clerk of County Commissioners of Lorain County, Ohio, \_\_\_\_\_.

To the Board of County Commissioners, Lorain County, Ohio:  
Commissioners, Co. Engineer

You Are Hereby Notified that a petition and bond<sup>#</sup> for a single/joint County Ditch improvement were filed in my office on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and I hereby certify that a true copy of said petition is set out below.

\_\_\_\_\_  
Clerk of County Commissioners.

**COPY OF COUNTY SWD DITCH PETITION**

Petition to: Clean the Freeland Drive Outfall Ditch

To the Board of County Commissioners, Lorain County, Ohio:  
Commissioners, Co. Engineer

The undersigned hereby petition your honorable body to: Clean the Freeland Drive Outfall Ditch

The construction of the improvement is necessary, and will be conducive to the public welfare.  
The following is the course and termini of said proposed improvement, to wit:

Commencing At the Right of Way Line of the GDOT I 90 Connector to the Turnpike and progressing southerly along the westerly property lines of the westerly parcels along Freeland Dr.

The following is the nature of the work petitioned for:

Clearing and cleaning the Freeland Drive Outfall Ditch

# SAMPLE

A list of the names and addresses, where known, of all the owners of the land which the petitioner claims will be benefited or damaged by the construction of the proposed improvement is as follows: (See attached list or place within)

Service of notice of the filing of the Petition shall be obtained by<sup>2</sup> mailing notices and publication as provided in Sec. 6131.07.

Board of Trustees of Elyria Township

William C. Hotten Trustee 7685 W RIDGE RD  
6874 Murray Ridge

Robt Schickel  
42000 DEBRA DR. ELYRIA

Petitioners

Others who have executed for easement purposes are listed on the attached hereto

<sup>1</sup>Locate, construct, reconstruct, straighten, deepen, widen, alter, box, tile, fill, etc., 6131.04 R.C.

<sup>2</sup>Here insert "Mailing notices and publication as provided in Sec. 6131.07 R.C."

\*One copy of this notice to the County Commissioners, one copy to the County Engineer.

#Bond - Stormwater District is paying through the county accounting system with invoice issued by Commissioners Clerk

Lorain, County, Ohio
In the matter of the <u>Single or Joint COUNTY DITCH</u> NO. <u>SWED</u> PETITIONED FOR BY
and others
PROCEEDINGS TO
NOTICE TO BOARD OF COUNTY COMMISSIONER OF FILING OF <u>Single or Joint</u> COUNTY DITCH PETITION
Filed _____, 20____
Clerk of the County Commissioners.

# SAMPLE

PETITIONERS

PARCEL OWNERS WHO HAVE EXECUTED SAID PETITION FOR EASEMENT PURPOSES  
FOR SWD DITCH \_\_\_\_\_, Elyria TOWNSHIP

TO  
Freeland Dr. Outfall Ditch Cleaning

SIGNATURE

Robert M Dennis

PRINTED NAME

ROBERT M DENNIS

ADDRESS

7060 Freeland Dr.

DATE

7-2-2017

SIGNATURE

Edna Smith

PRINTED NAME

Edna Smith

ADDRESS

7057 Freeland Dr.

DATE

7-2-2017

SIGNATURE

Carol Allison

PRINTED NAME

CAROL ALLISON

ADDRESS

7022 Freeland Dr

DATE

7-2-2017

SIGNATURE

Gary Lee Colagan

PRINTED NAME

GARY LEE COLAGAN

ADDRESS

7162 Freeland Dr.

DATE

7-2-17

SIGNATURE

Joan Mitchell

PRINTED NAME

JOAN MITCHELL

ADDRESS

7122 Freeland Dr.

DATE

7-2-17

SIGNATURE

Debbie K Horning

PRINTED NAME

Debbie K Horning

ADDRESS

7122 Freeland Dr.

DATE

7/2/17

SIGNATURE

Jim Davis

PRINTED NAME

DATE

7102 Freeland Dr.

7/2/17