



EXCAVATION & RETAINING WALL PERMIT

Unit ____ Lot ____

Building Codes Handbook Reference: 210.1

Permit Fee: See Approved Schedule

Approval by the ECC:

The ECC or designated authority shall approve or disapprove all proposed improvements within thirty (30) days after receipt by the Candlewood Lake Office of all necessary documents and fees.

Plans and construction documents submitted for review and found to be incomplete and/or to contain violations of the building code will not be approved. As a result, a request will be issued for the construction documents to be revised and resubmitted. (If information is requested for inadequate plan submission the plans will be reviewed within (30) days after the revised plans or information requested has been received.)

BCH-210 Grading and Drainage - When a lot is graded at a higher or lower level than the natural grade, the owner shall provide suitable slopes or retaining walls or other natural protection on his own property to preserve the natural surface elevation of adjoining property. Grading shall be done so that the existing natural ground drainage of the area is not impeded. Grading shall be done so that the natural amount of existing storm water runs off to adjoining property is not increased or is not concentrated to spill off the property at new locations. No garage apron, runway, or entrance area below ground level, nor any area subject to receiving storm drainage, shall be permitted unless it has gravity drainage to the street or natural drainage course.

BCH-210.1 Excavating - Any excavation, not covered by other permits, which alters the profile of the natural soil of an area greater than 300 square feet, shall require a permit approved by ECC.

RCO-404.4 Retaining walls.

Retaining walls that are not laterally supported at the top and that retain in excess of 48 inches (1219 mm) of unbalanced fill or retaining walls exceeding 24 inches (610 mm) in height that resist lateral loads in addition to soil, shall be designed in accordance with accepted engineering practice to ensure stability against overturning, sliding, excessive foundation pressure and water uplift. Retaining walls shall be designed for a safety factor of 1.5 against lateral sliding and overturning. This section shall not apply to foundation walls supporting buildings.

This permit must adhere to the following standards:

- The permit application shall show the full profile of the intended excavation in plan and topographical information regarding how far area will be raised or lowered. (Attach full plan profile to this permit.)
- The applicant shall explain the purpose of the work and how the surface drainage, if altered, will be restored to ensure the displaced water will properly flow through the altered watercourse.
- Property owners should notify all utility companies **BEFORE** any excavation is undertaken in area of underground utilities.

Ohio Utilities Protection Service	800-362-2764
Consolidated Electric Co-Op	419-947-3055
Candlewood Lake Water / Sewer	567-876-9703
Knox Energy	888-863-0032

Not covered by OUPS
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Candlewood Lake Association, Inc.

- Approval or denial of this application will be made by the ECC after consultation and evaluation by the Candlewood Lake staff.
- All excess soil and material must be removed within 30 days of completed project.
- If **approved**, request inspections by email to: cwlinstructor@candlewoodlake.us.
- All inspections must be requested by email. Only inspection request received before 4pm will be performed the next business day.

Excavation Reason: _____

Excavation Method: _____

(i.e. manual digging; back-hoe; trenching, etc)

This permit expires 6 months from date of issue.(See BCH policy 105.1 for additional details.)

By signing below you agree that you and your contractor must adhere to the rules listed above and all rules set forth in the Candlewood Lake Building Codes Handbook.

Property Owner Name (print) _____

Property Owner Signature _____

Unit and Lot _____

Date Submitted _____

Phone Number _____

Email _____

Office must complete following information to validate permit.

For Office Use	
Permit Fee Paid By: _____	
Amount \$ _____	Date Received _____ Payment Type _____
Received By: _____	(CWL Office Staff)
Refund Given: Date: _____	Amount: _____ Member Initials: _____

Items required by ECC:

- ☐ Survey with Engineer's seal showing project location
- ☐ Complete Work Plan

Permit Request Approved By:

ECC Member Signatures _____ Date _____

TWO REQUIRED _____ Date _____

ECC Coordinator Signature _____ Date _____

Copy to Member: Date: _____ Member Initials: _____ Office Assoc Initials: _____

Candlewood Lake Association, Inc.