Building a Home in Mahoning County Townships, Villages, and Cities of Campbell, Canfield and Struthers: A Guide to the Regulatory Permitting Process

District Board of Health
General Health District in Mahoning County

This guide was developed in collaboration with these partners:

Austintown Township Zoning
Canfield Township Zoning
Homebuilders Association of the Mahoning Valley
Mahoning County Building Inspection Department
Mahoning County Sanitary Engineering Department
Mahoning County Engineer's Office
Mahoning County Planning Commission
Mahoning County Soil and Water Conservation District
Youngstown Columbiana Association of Realtors

Funding for this guide was provided by the Public Health Informatics Institute and the Robert Wood Johnson Foundation
LETTER TO PROSPECTIVE HOME BUILDERS

Dear Home Builder,

This guide contains information intended to help both experienced and first-time homebuilders obtain the necessary approvals and permits to build a home in most communities in Mahoning County. Included in this guide is:

- a step by step list of tasks that need to be completed
- separate flowcharts of the permitting processes for both zoned and unzoned communities in the county
- associated fees
- a glossary of terms used in the guide.
- contact info for the various township zoning departments in Mahoning County

Additional copies of the guide are available at www.mahoninghealth.org. Your feedback on the usefulness of this guide is welcome. Email your comments to mahocohd@odh.ohio.gov.

Wishing you success in your building project,

Matthew Stefanak MPH, Health Commissioner
General Health District in Mahoning County
Planning and Building a Home in Mahoning County’s Townships, Villages and the Cities of Campbell, Canfield and Struthers

BEFORE YOU BUY PROPERTY: The Planning Stage

**Step 1** Contact the local zoning department before you buy property (see the list included in this guide)

Information you should have before you call

- street address for the property or lot number from a tax plate (map) available at [http://gis.mahoningcountyoh.gov](http://gis.mahoningcountyoh.gov), the County Courthouse, Sanitary Engineer, Planning Commission, District Board of Health, or zoning department
- any utility easements or restrictions (call 800-362-2764)

Questions to ask:

- Is the property zoned for the home you intend to build?

**Step 2** Contact the Mahoning County Planning Commission if you are buying property in a township or village (not required in the cities of Campbell, Canfield or Struthers)

Mahoning County Planning Commission
50 Westchester Drive
Youngstown, Ohio 44515
Phone: 330-270-2890
Fax: 330-270-2893


Information you should have before you call

- street address for the property or a lot number from a tax plate (map)

Questions to ask:

- Is a new lot being created (is a replat of the property necessary)?
- Is this lot located in a floodplain?
**Step 3** Contact the Mahoning County Soil and Water Conservation District
850 Industrial Rd.
Youngstown, Ohio 44509
Phone: 330.740.7995
Fax: 330.259.1075
www.mahoningswcd.org

Information you should have before you call
- street address for the property or a lot number from a tax plate (map)

Questions to ask:
- Is the property located in a wetlands?
- Will the building site disturb more than one acre of soil?

**Step 4** Contact the Mahoning County Sanitary Engineering Department
761 Industrial Road
Youngstown, Ohio 44511
Phone: 330-793-5514
Fax: 330-792-5270
http://www.mahoningcountyoh.gov/tabid/797/default.aspx

Information you should have before you call
- street address for the property or a lot number from a tax plate (map)

Questions to ask:
- Is sanitary sewer available or planned for the property?
- Is city water available?
Step 5  Contact the District Board of Health for site review information to determine the property’s suitability for a sewage system, if sewer is NOT available
District Board of Health
50 Westchester Drive
Youngstown, Ohio  44515
Phone: 330-270-2855 or 1-800-873-MCHD (6243)
Fax: 330-270-2859

Information you should have before you call
- a scaled site plan of where the home will be located or the lot number and the location of any wells, easements, outbuildings or ponds
- site and soil evaluation. For a list of soil professionals go to http://www.ohiopedologist.org

Question to ask
- Is the property suitable for a home sewage treatment system? (Request a site review)
BEFORE YOU BUILD: The Permitting Stage

**Step 6** Obtain a zoning permit from the local zoning department

What you need to apply
- a tax plate (map) from [http://gismahoningcountyoh.gov](http://gismahoningcountyoh.gov), the Mahoning County Sanitary Engineer, Planning Commission, District Board of Health, or zoning department
- a site plan, building floor plan and exterior building elevation plan
- an excavator bond (in some townships and villages)
- site approval from the District Board of Health if sewer is not available

**Step 7** Obtain a driveway or curb-cut permit from the township, village, city, county or state (see the list included in this guide)

**Step 8** Is sanitary sewer available?

If Yes - Obtain a sewer tap permit from the County Sanitary Engineer, city or village

If No - Obtain a septic permit from the District Board of Health if the property is suitable for a household sewage treatment system

Septic permit requirements
- the address or parcel number of the property
- a septic system design from an installer registered by the District Board of Health (contact the District Board of Health for a current listing or visit [http://www.mahoninghealth.org/FeesForms/WellSepticinformation.aspx](http://www.mahoninghealth.org/FeesForms/WellSepticinformation.aspx)
- site approval from the District Board of Health to verify an approved system design and that areas on the property reserved for septic system components are fenced off
- a building floor plan or blueprint

**Step 9** Obtain a downspout permit from the District Board of Health
Step 10  Obtain building and heating, ventilation, and air conditioning (HVAC) permits from the:
  Mahoning County Building Inspection Department
  50 Westchester Drive
  Youngstown, Ohio 44515
  Phone: 330-270-2894
  Fax: 330-270-2898

What you need to apply
  • the property address, parcel number, or lot number
  • three sets of construction, building, heating, plumbing and electrical plans (the Building Inspection Department has a list of licensed heating and air conditioning contractors)
  • a zoning permit from the zoning department
  • downspout permit from the District Board of Health
  • a sewer tap permit if sewer is available
  • a septic permit from the District Board Health if sewer is NOT available

Step 11  Obtain plumbing permits from the District Board of Health

What you need to apply
  • a building permit from the Mahoning County Building Inspection Department or City of Campbell
  • contact the District Board of Health for a current listing of plumbers registered by the District Board of Health or visit http://www.mahoninghealth.org/FeesForms/WellSepticInformation.aspx

Step 12  Is city water available?

If Yes - Pay a water tap-in fee to the County Sanitary Engineer, city or village, or Consumers Ohio Water
If No - Choose a licensed well driller to obtain a well permit for you from the District Board of Health if city water is NOT available

Before you choose a well driller
Contact the District Board of Health for a current listing of licensed well drillers in Ohio or Pennsylvania or visit http://www.odh.ohio.gov/odhPrograms/eh/water1.aspx
**Step 13** Obtain an electrical permit from Central Electric Bureau, 330-744-5238

What you need to apply

- a building permit from the Mahoning County Building Inspection Department

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**BEFORE YOU MOVE IN: The Pre-Occupancy Stage**

**Step 14** Obtain final approval for your septic system and plumbing from the District Board of Health if sewer is not available

**Step 15** Make sure the District Board of Health obtains a safe water sample from your new well if city water is not available

**Step 16** Obtain a final building inspection and occupancy permit from the Mahoning County Building Inspection Department
BUILDING A HOME IN A ZONED* COMMUNITY IN MAHONING COUNTY

Owner/Builder

Verify That Property is Zoned for Building (Zoning Department)

Is A Replat Required or is property in flood plain?

YES

Obtain Planning Approval/Flood Plain Approval (Planning Commission)

NO

Obtain Storm Water Permit (Soil & Water District)

Is Property in Wetlands or site disturbance > 1 acre?

YES

Obtain Zoning Permit (Local Zoning Dept.)

NO

Obtain Curb Cut Permit (Village/Twp./Co. Engineers/ODOT)

Obtain Septic Site Approval (Board of Health)

Obtain Septic Permit (Board of Health)

Obtain Downspout Permit (Board of Health)

Obtain Sewer Permit (Sewer District)

Obtain Plumbing Permit (Board of Health)

Obtain Curb Cut Permit (Village/Twp./Co. Engineers/ODOT)

Obtain Plumbing Permit (Board of Health)

Obtain Electrical Permit (Central Electric)

Is Sewer Available?

NO

Obtain Septic Site Approval (Board of Health)

YES

Obtain Sewer Permit (Sewer District)

Obtain Building Permit (Building Inspection)

Obtain Electrical Permit (Central Electric)

Is Public Water Available?

NO

Obtain Well Permit (Board Of Health)

YES

Obtain Water Tap Permit (Public Water Supplier)

Obtain final approval for all work completed under each permit (All Required Entities)

Obtain Occupancy Permit (Building Inspection)

*All municipalities and townships except Berlin, Goshen, Springfield and parts of Smith Township
BUILDING A HOME IN AN UNZONED* TOWNSHIP
IN MAHONING COUNTY

Owner/Builder

Is A Replat Required or is property in flood plain?

YES

Obtain Planning Approval/Flood Plain Approval (Planning Commission)

NO

Is Property in Wetlands or site disturbance > 1 acre?

YES

Obtain Curb Cut Permit (Village/Twp./Co. Engineers/ODOT)

NO

Obtain Storm Water Permit (Soil & Water District)

Is Sewer Available?

NO

Obtain Septic Site Approval (Board of Health/OEPA)

YES

Obtain Sewer Permit (Sewer District)

Obtain Downspout Permit (Board of Health)

Obtain Building Permit (Building Inspection)

Obtain Plumbing Permit (Board of Health)

Obtain Electrical Permit (Central Electric)

Is Public Water Available?

YES

Obtain Water Tap Permit (Public Water Supplier)

NO

Obtain Well Permit (Board Of Health/OEPA)

Obtain final approval for all work completed under each permit (All Required Entities)

Obtain Occupancy Permit (Building Inspection)

*Berlin, Goshen, Springfield and parts of Smith Township
## PERMIT FEES

These fees are current as of March 1, 2011 and are subject to change. Please contact the appropriate agency for current fee information.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>sewer tap permit - Mahoning County Sanitary Engineer</td>
<td>Starting at $1,300</td>
</tr>
<tr>
<td>City of Canfield</td>
<td>$600 plus possible assessment</td>
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<tr>
<td>City of Struthers</td>
<td>$750</td>
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<tr>
<td>Village of Sebring inside the village limits</td>
<td>$100</td>
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<tr>
<td>Village of Sebring outside the village limits</td>
<td>$200</td>
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<tr>
<td>site review for a household sewage treatment system</td>
<td>$150</td>
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<td>septic permit</td>
<td>$450 + $25 to the State of Ohio</td>
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<td>well permit</td>
<td>$325 New well</td>
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<td></td>
<td>$110 Alteration</td>
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<tr>
<td>city water tap-in fee</td>
<td></td>
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<tr>
<td>- Youngstown Water Service (average)</td>
<td>$1400</td>
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<tr>
<td>- Aqua Ohio</td>
<td>$1500</td>
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<tr>
<td>- Campbell</td>
<td>$913-$1018</td>
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<tr>
<td>- Canfield City</td>
<td>$1500</td>
</tr>
<tr>
<td>- Jackson-Milton Water</td>
<td>$1500</td>
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<tr>
<td>- Sebring</td>
<td>$200-500</td>
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<tr>
<td></td>
<td>$300</td>
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<td></td>
<td>$400</td>
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<tr>
<td>downsput permit</td>
<td>$30</td>
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<td>plumbing permit (average)</td>
<td>$150</td>
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<td>curb cut (driveway) permit (average-each community may set its own fee)</td>
<td>$5</td>
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<tr>
<td>zoning permit (average-each community may set its own fees)</td>
<td>$6 per $1,000 of estimated property value</td>
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<td>occupancy permit (average-each community may set its own fees)</td>
<td>Campbell $35</td>
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<td></td>
<td>Mahoning County included in processing fee</td>
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<tr>
<td>building permit</td>
<td>$2.50 per $1,000 + processing and/or review fees</td>
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<tr>
<td></td>
<td><a href="#">Click here for a list of current fees</a></td>
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<tr>
<td>heating and air conditioning permit</td>
<td>$50 first unit $25 2nd unit</td>
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<tr>
<td>electrical inspection fee (average)</td>
<td>$120 - $150</td>
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</table>
**Terms Used in This Guide**

**Building mounted/pole sign details** - Drawings/blueprints which illustrate the design, dimension, and appearance of any signage which will be mounted to the wall of a building; and the height, dimension and sign face of a pylon or free standing pole sign.

**Construction documents** - Blueprints of proposed building with the seal of a registered design professional.

**County tax/plate map** - A site specific map, prepared and revised by the Mahoning County Tax Map Department, illustration the street location and lot dimensions of each parcel of land contained in the township, village or city.

**Curb cut permit** - A permit filed at the time of application for a zoning permit, to insure curb fronting development site is properly cut for driveway approaches to lot.

**Engineering calculations** - Storm water detention calculations prepared by a professional engineer (P.E.), according to the minimum design standards and criteria required by the Office of the Mahoning County Engineer. The design calculations will be filed with the hydrological/ topographical plan.

**Excavator bond** - A bond filed by the project excavator, contractor or property owner with the township, village or city to protect the township, village or city from any damage caused during construction to any streets, curbs, ditches, sewers, natural water courses, or property.

**Exterior building elevation plan drawing/blueprint** - Drawings/blueprints drawn to scale which show the design, architectural style, and height of the exterior of the proposed building; as viewed from front, side and rear of the building.

**Hydrological/topographical blueprint** - A site development blueprint prepared by a professional engineer (P.E.), showing existing land elevations and proposed new elevations of the site; method(s) of proposed surface water disposal and detention on the lot.
**Interior floor plan drawing/blueprint** - Drawings/blueprints drawn to scale which show the number of rooms, dimensions and configuration of floor space for each level or story of the interior of the proposed building.

**Lot number** - A measured parcel of land having fixed boundaries and designated on a plot or survey.

**Mylar** - A brand of strong, thin and transparent polyester film used in photography and map production.

**Parcel number** - A numerical code representing a specific land parcel's legal description.

**Recorded deed** - The registered sale of real property with the appropriate public body, usually the county's recorder’s office.

**Site plan drawing/blueprint** - a drawing/blueprint prepared to scale showing the placement of a proposed building(s), location of existing structures, and other lot development features -- setback measurements, lined parking spaces, including handicapped parking, ingress/egress driveways, travel lanes, pole sign location, pole lighting location, detention basin, trash containers, fencing, landscaping.

**Zoning permit** - a permit issued by local zoning department authorizing the proposed use and placement of building(s) on a business parcel.
**LOCAL ZONING, FIRE AND ROAD DEPARTMENTS**

<table>
<thead>
<tr>
<th>Township</th>
<th>Address</th>
<th>Zoning Phone</th>
<th>Fire Phone</th>
<th>Road Phone</th>
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</thead>
<tbody>
<tr>
<td>Austintown Township</td>
<td>82 Ohltown Road</td>
<td>799-3241</td>
<td>799-1008</td>
<td>792-2602</td>
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<tr>
<td>Youngstown, Ohio 44515</td>
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<td>Beaver Township</td>
<td>601 South Range Road</td>
<td>549-9295</td>
<td>549-2133</td>
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<td>North Lima, Ohio 44452</td>
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<td>Beloit Village</td>
<td>5th Street, P.O. Box 276</td>
<td>938-9305</td>
<td>938-2255</td>
<td>938-9305</td>
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<td>Beloit, Ohio 44609</td>
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<td>Berlin Township</td>
<td>15823 Akron-Canfield Road</td>
<td>726-4181</td>
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<td>Berlin Center, Ohio 44401</td>
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<td>Boardman Township</td>
<td>Government Center</td>
<td>547-9612 or 538-9555</td>
<td>538-3240</td>
<td>538-2321</td>
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<td>Boardman, Ohio 44512</td>
<td>8299 Market Street</td>
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<td>Campbell City</td>
<td>351 Tenney Ave.</td>
<td>755-1451</td>
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<td>Campbell, Ohio 44405</td>
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<td>Canfield City</td>
<td>104 Lisbon Street</td>
<td>533-1101</td>
<td>533-4316</td>
<td>755-4911</td>
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<td>Canfield, Ohio 44406</td>
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<tr>
<td>Canfield Township</td>
<td>21 S. Broad Street</td>
<td>533-4239</td>
<td>533-4316</td>
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<td>Coitsville Township</td>
<td>3737 McCartney Road</td>
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<td>534-5259</td>
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<td>Lowellville, Ohio 44436</td>
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<td>Craig Beach Village</td>
<td>Lake Milton, Ohio 44429</td>
<td>654-2720</td>
<td>654-2107</td>
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<td>Ellsworth Township</td>
<td>Box 122</td>
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<td>Ellsworth, Ohio 44416</td>
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<td>Goshen Township</td>
<td>13991 W. South Range Road</td>
<td>337-7817</td>
<td>332-1235</td>
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<tr>
<td>Salem, Ohio 44460</td>
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</tbody>
</table>
Green Township
P.O. Box 72
Greenford, Ohio 44422
- Zoning 533-1462
- Fire 533-5742
- Road Dept. 533-3472

Jackson Township
P.O. Box 400
10613 Mahoning Avenue
North Jackson, Ohio 44451
- Zoning 538-3093
- Fire 538-3070
- Road Dept. 538-3093

Lowellville Village
140 E. Liberty Street
Lowellville, Ohio 44436
- Zoning 536-6415
- Fire 536-6211
- Road Dept. 536-6415

Milton Township
Mahoning Avenue
Lake Milton, Ohio 44429
- Zoning 538-0552
- Fire 654-2165
- Road Dept. 538-2738

New Middletown Village
P.O. Box 463
New Middletown, Ohio 44442
- Zoning 542-2846
- Fire 542-9190
- Road Dept. 542-2846

Poland Township
3339 Dobbins Road
Poland, Ohio 44514
- Zoning 757-0733
- Fire 757-8268
- Road Dept. 757-2709

Poland Village
308 South Main Street
Poland, Ohio 44514
- Zoning 757-2112
- Fire 757-8268
- Road Dept. 757-2112

Sebring Village
135 E. Ohio Avenue
Sebring, Ohio 44672
- Zoning 938-9340
- Fire 938-6114
- Road Dept. 938-9340

Smith Township
N. 21st Street
Sebring, Ohio 44426
- Zoning 938-6812
- Fire 938-2123
- Road Dept. 584-1726

Springfield Township
3475 E. South Range Road
New Springfield, Ohio 44443
- Zoning no zoning
- Fire 542-3620
- Road Dept. 549-2790

Struthers City
6 Elm Street
Struthers, Ohio 44471
- Zoning 755-2191
- Fire 755-2122
- Road Dept. 755-2181

Washingtonville Village
Washingtonville, Ohio 44490
- Zoning 427-2862
- Fire 427-2862
- Road Dept. 427-2862

OTHER CONTACTS
Youngstown Water Service Consumers Ohio Water Co.
City Hall 6550 South Avenue
26 S. Phelps Street Youngstown, Ohio
Youngstown, Ohio 44503 Phone: 330 726-8844
Phone: 330 742-8749
Investing time, attention, and resources in healthy development of new residential developments or restoring community and vitality to aging cities and older suburbs encourages sustainable growth. Promoting healthy sustainable growth patterns contributes to the health and overall quality of life in our communities.

Community design decisions can contribute to – or help prevent - obesity, asthma, injuries, physical inactivity, and social isolation. Healthy designs add quality and value to residential developments that buyers and community leaders prefer.

This Land Use and Community Design Rating Sheet is a Health Impact Assessment (HIA) tool that provides an approach for rating the health impacts of land use design and community development practices.

### RATE YOUR BUILDING PROJECT’S HEALTH

Please circle the appropriate answer (Y or N) for items incorporated into your design.

( ____ Yes / 44 Choices)

<table>
<thead>
<tr>
<th>HEALTH IMPACT</th>
<th>LAND USE IMPACT</th>
<th>WATER QUALITY IMPACT</th>
<th>AIR QUALITY IMPACT</th>
</tr>
</thead>
</table>
| **Walkable Environment in Development**  
- Sidewalks or trails  
- Handicap accessible | **Bikable Environment**  
- Bike lanes, paths, or trails  
- Access to bike network | **Stormwater (Pre & During Construction)**  
- Develop Stormwater Pollution Prevention Plan (SWP³)  
- Riparian Setbacks Designated  
- Implement SWP³  
- Implement Erosion & Sediment Control Measures | **Stormwater (Post-construction)**  
- Convert sedimentation pond to flood control pond  
- Re-vegetate disturbed areas with non-invasive species |
| Y N | Y N | Y N | Y N |
| **Walkable or Bikable Access to:**  
- Businesses  
- Parks, trails, or playgrounds | **Green Space in Development**  
- Playground or recreation areas  
- Natural Areas | **Wastewater**  
- Access to sanitary sewers  
- Non-discharging septic systems | **Drinking Water**  
- Access to public water lines  
- Licensed well drilling contractor  
- Source water protection |
| Y N | Y N | Y N | Y N |
| **Close Proximity ( ½ mile) to physical activity**  
- Pools, lakes, or trails  
- Fitness Centers | **Close Proximity (within ½ mile) to:**  
- Work, Schools or Retail Businesses  
- Grocery Stores, Libraries, Churches | **Environmentally Sensitive Areas**  
- Protect Wetlands, Streams, Floodplains  
- Minimize stream impacts  
- Minimize loss of trees and/or habitats | **Construction**  
- Dust suppression  
- Phased activity to minimize soil exposure |
| Y N | Y N | Y N | Y N |
| **Community Design**  
- Revitalization of infrastructure  
- Access to existing public utilities  
- Mixed housing, commercial, & retail  
- Incorporates open space  
- Adequate street lighting | **Subdivision Design**  
- Cluster lot layouts  
- Mixed land use with features to promote physical activity (recreation areas/sidewalks)  
- Conserves green space  
- Access to green space  
- Access to recreation areas  
- Adequate lighting for safety  
- Limited impermeable surfaces | **Transportation**  
- Access to public transit  
- Walkable, bikable options | **Construction**  
- Dust suppression  
- Phased activity to minimize soil exposure |
| Y N | Y N | Y N | Y N |
| **Lot Design**  
- Incorporates natural existing land features  
- Utilize Best Management Practice (septic, well, sewer placement, and construction related activities) | **Environmentally Sensitive Areas**  
- Protect Wetlands, Streams, Floodplains  
- Minimize stream impacts  
- Minimize loss of trees and/or habitats | **Wastewater**  
- Access to sanitary sewers  
- Non-discharging septic systems | **Drinking Water**  
- Access to public water lines  
- Licensed well drilling contractor  
- Source water protection |
| Y N | Y N | Y N | Y N |
**REFERENCES**

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Developer:</th>
</tr>
</thead>
</table>

**HEALTH IMPACT**

| Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) Healthy Places |

| National Association of County & City Health Officials |
| Community Design/Land Use Planning. [http://www.naccho.org/topics/hpdpland_use_planning.cfm](http://www.naccho.org/topics/hpdpland_use_planning.cfm) |

**LAND USE IMPACT**

| U.S. Green Building Council, LEED (Leadership in Energy and Environmental Design) for Developing Neighborhoods |

This document provides scientific guidelines for determining “design and construction elements that bring buildings together into a neighborhood, and relate the neighborhood to its larger region and landscape”.

| Smart Growth Principles Issues and Resources |
| [http://www.smartgrowth.org/about/default.asp](http://www.smartgrowth.org/about/default.asp) |

| American Planning Association Healthy Communities through Collaboration Public Health and Land Use Planning |
| [http://www.planning.org/research/healthcommunities.htm](http://www.planning.org/research/healthcommunities.htm) |

**WATER QUALITY IMPACT**

| US Environmental Protection Agency National Pollution Discharge Elimination System Water Pollution Guidelines |
| [http://cfpub.epa.gov/npdes/](http://cfpub.epa.gov/npdes/) |

| US Environmental Protection Agency National Pollution Discharge Elimination System Stormwater Pollution Prevention Plan Guidelines for Construction Activities |

| Eastgate Regional Council Of Governments |

| Mahoning Soil and Water Conservation District Urban Conservation |
| [http://www.mahoningswcd.org/urban.html](http://www.mahoningswcd.org/urban.html) |

**AIR QUALITY IMPACT**

| Department of Health and Human Services, Centers for Disease Control and Prevention (CDC) Healthy Places Respiratory Health & Air Pollution |

| Eastgate Regional Council Of Governments Mahoning Valley Air Quality Information |

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