

Frequently Asked Questions of the Engineering Department

Q. What are the procedures for a lot split?

A. The property owner should hire a surveyor to survey the parcel, prepare a drawing showing the current property layout as well as the proposed lot split. Two copies of the drawing, along with a legal description of the parcel, are then submitted to the City Engineer for his approval. The property owner is responsible for having the lot split approved at the Portage County Tax Map Office and recorded at the Portage County Recorder's office located in Ravenna, Ohio. (See Ordinances for required lot sizes)

Q. I'm building a new house, who assigns the address?

A. The City Engineer assigns new addresses. The Engineering Department notifies other departments within the City of Streetsboro, as well as, the Bus Garage, the Post Office, the Portage County Board of Elections, the Portage County Auditor's Office, the Portage County Emergency Management, the Portage County Water Resources and the Portage County Recycling Center.

Q. What are the procedures for a topo review (new home construction)?

A. The homeowner, or builder, must submit three copies of the topo showing the building structure, the existing and proposed contours, as well as spot elevations for the City Engineer's review and approval. A list of additional requirements can be obtained from the Engineering Department or from our web site. Once approved, they are forwarded to the Building Department. Before building permits can be issued, a mud bond must be deposited with the Engineering Department. (See below on "What is a Mud Bond?")

Q. What is a Mud Bond?

A. Before permits can be issued, a mud bond must be deposited with the Engineering Department. The owner, developer, or contractor shall be responsible for maintaining the condition of the public right of way at the location, and in close proximity to the location of the construction, during the construction period. To assure compliance with the provisions, a cash bond must be posted by the owner, developer or contractor. For commercial construction the amount is \$2,500.00 per project, and for residential, \$500.00 per unit, subject to a maximum of \$2,500.00 for all units. A Mud Bond Application form must be completed, which can be obtained from the Engineering Department or from the web site. The monies are to be deposited in the Engineering Department with the check payable to the City of Streetsboro. This amount is refundable upon completion of the project and once all criteria have been met.

If mud and/or debris are tracked onto the streets, the Engineering Department will contact the individual responsible for cleanup and request the area be cleaned up within a reasonable time frame (generally 2 hours). If it is not cleaned up, the City will have it cleaned under the mud bond. The cost of the cleaning will be deducted from their mud bond, which must be returned to its original amount within ten (10) days.

When the project and the landscaping are complete, a Mud Bond Release form must be submitted to the Engineering Department. The construction site will be reviewed and if all criteria have been met, the money on deposit will be refunded, usually within 30 days. Per the Finance Department, faxed forms will not be accepted. The original must be mailed or hand delivered to the Engineering Department. (Refer to Codified Ordinance #2000-179)

Q. Are storm sewer inspections required?

A. Yes, the Engineering Department performs all storm sewer inspections. Inspections are scheduled 24 hours in advance at (330) 626-4942 ext. 135. Refer to Fees for Inspection Services on our web page. The Engineering Department invoices the builder at the end of the month. Payment is due within 30 days; make checks payable to the City of Streetsboro and mail it to the attention of the Engineering Department. (See Ordinance #2003-31)

Q. Are concrete prepour inspections for City sidewalks and/or drive aprons required?

A. Yes, the Engineering Department performs all concrete prepour inspections of City sidewalks and drive aprons. Inspections are scheduled 24 hours in advance at (330) 626-4942, ext. 135. Refer to Fees for Inspection Services on our web page. The Engineering Department invoices the builder at the end of the month. Payment is due within 30 days; make checks payable to the City of Streetsboro and mail it to the attention of the Engineering Department. (See Ordinance #2003-31)

Q. I would like to fill in my ditch, what do I need to do?

A. Prior to the start of any work, the City Engineer must inspect the project. The Engineer considers several factors with regard to piping in a ditch: water run off, neighboring properties, slope, etc. If the Engineer feels that the project can proceed, the property owner must then contact the Service Department.

Q. When will they be bringing water to our street?

A. Contact the City Engineer who can inform you of the status of the new water main projects.

Q. My property is flooded due to the heavy rains, can you help me?

A. The City Engineer will inspect the property to determine what is causing the problem, and advise the property owner.

Q. Who do I contact if the traffic light is not working correctly?

A. Notify the Engineering Department of the intersection, date and time of day the problem occurred. The Police Department can be contacted at (330) 626-4976 with the same information, during evening and weekend hours.

Q. I have noticed a non-working street light. Who should I contact to report this?

A. Contact the Engineering Department with the location of the street light (nearest address/intersection) that is not working.