

## USD Request Template 1.0 Cover Letter

[DATE]

Craig W. Butler, Director  
Ohio Environmental Protection Agency  
50 West Town Street  
P.O. Box 1049  
Columbus, OH 43216

**RE: Request for Urban Setting Designation for [Name of USD Project] Property located at [Physical Address of USD Property or Area] [insert name] County**

Dear Mr. Butler:

The purpose of this letter is to inform you of my request for approval of an urban setting designation (USD) for the above mentioned [property or area] submitted in accordance with Ohio Administrative Code 3745-300-10(C). In addition to the one enclosed hard copy and one enclosed electronic copy of this request, I am also sending two paper copies of the request to [insert name] district office. The [insert name of USD project] property is comprised of [number of parcels] parcel[s] totaling approximately [acres] acres and is located at [address or description].

I understand that the actual costs that Ohio EPA incurs in the reviewing and processing the USD request will be billed to my attention under Voluntary Action Program Technical Assistance, pursuant to OAC 3745-300-03(E). I am aware that I will be charged an hourly rate, plus fringe and overhead.

This USD request is being made on behalf of [identify the name(s) of all the USD applicant(s)]. You may reach our project contact(s) at [contact's telephone #(s)].

Sincerely,

---

[type name of CP and CP number here]

[Stamp Certified Professional Seal Here]

### Attachments

cc: Sydney Poole, Central Office USD Coordinator, DERR-CO  
District Office

## 2.0 USD Application Request Form

Information or Component of USD Request	Provide Response Below
<b>1. Property Information</b>	
1.a. Name of proposed USD:	
1.b. Location of the proposed USD Property:	
1.c. Total acreage on which the voluntary action is based and attached legal description or plat:	
1.d. Is the proposed USD property-specific or area wide?	<input type="checkbox"/> Property-specific <input type="checkbox"/> Area wide
1.e. Name of County/Name of Ohio EPA District:	
1.f. Map showing the surveyed or platted USD boundary and a ½ mile radius around the surveyed or platted boundary.	<b>Attach to form</b>
<b>2. Payment Information and Fees</b>	
2.a. Is a technical assistance (TA) account open?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type of TA received:
2.b. TA billing number:	
<b>3. Volunteer/Property Owner Information</b>	
3.a. Name of USD applicant(s): Additional sheets may be added to include all applicants and contact information.	
3.c. Address of USD applicant(s):	
3.d. Contact information for applicant(s) and name of contact person:	Contact person: E-mail address: Telephone number:
<b>4. Certified Professional (CP) Information</b>	
4.a. Name, business address, e-mail address, and current phone number of CP who issued the NFA letter:	
4.b. CP certification number:	

## 2.0 USD Application Request Form

<b>5. Threshold Criteria</b>	
<b>5.a.</b> Location:	Is the USD located in: <ul style="list-style-type: none"> <li><input type="checkbox"/> A city,</li> <li><input type="checkbox"/> A township with a population of twenty thousand or more.</li> <li><input type="checkbox"/> The unincorporated portion of a township that has an average population density of 650 people per square mile within the unincorporated area of the township</li> <li><input type="checkbox"/> a former township that is entirely composed of municipal corporations</li> <li><input type="checkbox"/> an area that is completely surrounded by areas that are otherwise eligible as described above</li> </ul>
<b>5.b.</b> Is the demonstration of community water supply connectability based on 90% or greater in the community containing the USD, 90% or greater connectability within ½ mile of the USD, or on less than 90% connected?	<ul style="list-style-type: none"> <li><input type="checkbox"/> 90% or greater.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> In the community containing the USD.</li> </ul> </li> <li><b>OR</b></li> <li><input type="checkbox"/> Within ½ mile of the USD.</li> <li><input type="checkbox"/> Less than 90% connected.</li> </ul>
<b>5.c.</b> Is the community capable of meeting its future water needs?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
<b>5.d.</b> Is the USD located within a "drinking water source protection area for a public water system using ground water?"	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
<b>5.e.</b> Are potable use wells located within ½ mile of the USD?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Yes</li> <li><input type="checkbox"/> No</li> </ul>
<b>5.f. Additional Considerations:</b> Is the property located over a consolidated sole source zone OR an unconsolidated ground water zone capable of yielding greater than 100 g.p.m.?	<ul style="list-style-type: none"> <li><input type="checkbox"/> Sole source aquifer in a consolidated zone</li> <li><input type="checkbox"/> Unconsolidated zone yielding &gt; 100 g.p.m.</li> </ul>



Sworn to me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Notary Seal

## **4.0 Attachments**

- A. Copy of the required notice provided to the applicable Legislative Authority(ies)
  
- B. Aerial Photo or Topographic Property Map with the surveyed or platted boundary noted
  
- C. Metes and bounds legal description of the USD property and surveyed map or plat map showing the USD property boundary
  
- D. Discussion of the Threshold Criteria and Supporting Documentation
  - 5.a. USD Location
  - 5.b. Community Water Supply Connectability
  - 5.c. Capable of Meeting Future Water Needs
  - 5.d. Drinking Water Source Protection Areas
  - 5.e. Potable Water Wells
  - 5.f. Additional Considerations
  
- E. CD(s) Containing Electronic Files (see attached guidance)

## **VAP USD Electronic Instructions**

### **Submission requirements for electronic copies under OAC 3745-300-10(C)(2)**

All urban setting designation (USD) requests must include an electronic copy of the documents that comprise the USD request. Submit the documents via compact disc. The formatting of the electronic copy should be as follows:

- Text documents should be provided in PDF format.

Each PDF must be bookmarked or indexed by section. Instructions for bookmarking are on the VAP web page at <http://www.epa.ohio.gov/portals/30/vap/docs/Electronic%20Submittals.pdf>.

- Documents should be combined into as few PDFs as possible, without exceeding 150,000 KB per PDF.
- When creating PDFs, compress the size of files whenever possible. (This is especially needed for photographs.)
- When naming documents:
  - DO NOT use any special characters (i.e., \*, <, >, /, |, ?, etc...)
  - Only letters, numbers, dashes (-) and underscores (\_) should be used.
  - Names should not exceed 25 characters.
  - Names should be indicative of the contents of the document (e.g., USD Request.pdf, USD Boundaries.pdf, etc...).
  - Refrain from using only internal project numbers as the name of documents.

In addition, the following electronic files that identify the proposed USD boundary must be submitted via CD:

- A CD with a GIS data layer of the USD boundary in an ESRI ArcGIS Geodatabase or SHAPE file format, including metadata that includes the following projection information:
  - Coordinate System: North American Datum 1983 (NAD83), North American Vertical Datum 1988 (NAVD88).
  - Projection: Ohio State Plane North or South (US Survey Foot).
- The electronic submittal must include the parcel layer or plat map that was used to create the proposed USD boundary, specifying the date the parcel layer was created or plat was recorded.
- If the USD boundary is defined by a survey, also submit the boundary survey map that has been signed and sealed by the professional surveyor.

The submittal of a USD request is not considered complete until the electronic copies comply with these procedures. Any electronic copy submitted that does not adhere to these procedures may be returned for correction and Ohio EPA review of the USD request may be delayed until the electronic copy is determined to have been submitted correctly.