



**CITY OF NAPOLEON – Building & Zoning Division**  
255 W. Riverview Avenue, PO Box 151, Napoleon, OH 43545  
Phone: 419-592-4010 - Fax: 419-599-8393

**BUILDING & ZONING** April 23, 2004  
**DIVISION**

Zoning Administrator  
Building Commissioner  
Brent N. Damman

Mr. Cory Neikamp  
662 Briarheath Avenue  
Napoleon, Ohio 43545

Re. Grading plan for your building lot.

Dear Mr. Neikamp

This letter is to inform you that the subdivision in which you have constructed your home requires proper lot grading according to approved plans on file in the City Engineering Department. I have enclosed a copy of the required drainage plan which was also provided to your contractor or yourself along with your building permit prior to your homes construction. I understand that your home contractor may not have taken the responsibility of lot grading subsequently it would then be your responsibility to perform such work.

The enclosed plan defines the lot grading requirements in the form of sea level elevations. If this is not well understood it is suggested you contact an excavation or landscaping contractor to perform this work on your behalf.

Please understand proper lot grading is necessary for good lot drainage performance. This will help to keep your lawn in good order and eliminate water shed to your neighbors. The occupancy permit which was issued to you for your new home was prefaced upon your final lot grading being compliant. Your cooperation is greatly appreciated.

Sincerely

Brent N. Damman  
Building Commissioner