

**JEFFERSON BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION
SECTION I**

Attention: If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, building, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Borough Stormwater Management Ordinance No. 2012-01. Completion of this form will allow the staff to guide you through the associated regulations.

Step 1: Complete the project information

Project Information: Property Owner: _____

Property Address: _____

Contact Information:

Daytime Phone Number: _____

Email Address: _____

Check box for the preferred method of communication above

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturers sheets or other information related to the proposed development):

Have any other exterior improvements been completed on the property since 5/4/1992? If so please list the projects and permit numbers _____.

Step 2: Provide Sketch Plan of property with approximate property lines, existing improvements and proposed improvements. Indicate which way the property slopes as well as provide detailed information on the proposed improvements (roof breaks, gutters, downspout locations, etc.) Sample included as Attachment A1.

Step 3: Return this form and Sketch Plan to the Building Permit Officer.

Review of this form will allow the Building Permit Officer to determine what requirements of the Stormwater Management Ordinance apply to your project. The Building Permit Officer will contact you at the phone number or email address indicated above once the internal review has been completed (typically within two days) and you will be asked to return to the Borough Building to discuss the requirements and finalize the Application.

This meeting should occur before completing Section II of the Application.

**JEFFERSON BOROUGH
STORMWATER MANAGEMENT PERMIT APPLICATION
SECTION II**

Read, sign and date the application below to acknowledge and accept the requirements (including construction requirements and associated administrative items) outlined and reviewed with the Building Permit Officer.

I understand and agree to the following:

1. I will be required to construct all improvements and associated stormwater management facilities in accordance with the attached plans and details.
2. Any exemption, permit, or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by a board, agency or employee of the Borough purporting to validate such a violation.
3. Upon presentation of proper credentials, the Borough may enter at reasonable times upon any property to inspect the condition of the stormwater structures and facilities in regard to any aspect regulated by this Ordinance.
4. Proper management of stormwater runoff associated with this permit is the responsibility of the property owner.

Print Name

Signature

Date

Borough Use Only:

Existing Impervious Area on Property (Completed after 5/4/1992): _____ ft² (Copy previous permits)

New Impervious Area (Result of this Application): _____ ft² (summarized in Step 1 of Section III)

Total Impervious Area _____ ft²

Project Fees:

\$ _____ (see fee schedule) _____ Paid by Applicant

Project Application is:

Exempted from SWM Site Plan (Section 302.A, C, D): _____ (Refer to Step 2 of Section III)

Partially exempted and approved. Required Submittals attached (Section 302.B or Equivalent DIA): _____
(Refer to Step 2 of Section III)

Project is approved (Required Submittals attached): _____

SWM Permit No. _____

Borough Official

Signature

Date

SECTION III

Guidance Document for Borough Staff on Proper Stormwater Management

Act 167 requires all Municipalities to adopt a Stormwater Management Ordinance in accordance with York County Integrated Water Resources Plan. Therefore, all regulated activities within the Borough should comply with the Borough's SWM Ordinance No. 2012-01. To accomplish this goal, all regulated activities should be reviewed in accordance with this Guidance Document.

Step 1: Property owner proposes:

New Pavement (Parking area, driveway) _____ SF

New Building (Shed, Garage, Addition) _____ SF

Sidewalk or Patio (Concrete, Brick) _____ SF

Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) _____ SF
(Contact Borough Engineer)

Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from Borough Review.

Timber Activities - If in compliance with Chapter 102, exempted from Borough Review.

Step 2: After the applicant completes and returns Section 1 of the Application complete the following to see what requirements apply to the Regulated Activity:

1. Go to York County's Tax Assessment website located at <http://gis.york-county.org/MapData.aspx>. Find the property in question. Change the map view to the Hybrid Image and print out a copy. Utilize the property owner provided information to label the Regulated Activity and locational information (distance from existing site features and property lines, flow direction, etc.) on the printout. This will serve as the Site Plan for the review of the Regulated Activity
2. Determine if the proposed project qualifies as a Disconnected Impervious Area (DIA) in accordance with Appendix B of the Ordinance.
 - a. Check all that apply.
 - i. For Structures:
 - 1. Less than 500ft² draining to individual downspouts. ____ Yes ____ No (if No an Equivalent DIA approach must be taken)
_____ SF (Downspout 1) _____ SF (Downspout 2)
 - a. *Check Site Plan created above.*
 - 2. Type D Soils ____ Yes ____ No (if Yes consult Borough engineer)
 - a. *No Type D soils exist in Jefferson Borough.*
 - 3. Drainage length of pervious flow path provided? _____ ft (if less than 75ft an equivalent DIA approach must be taken)
 - a. *Check Site Plan created above. The pervious flow path should consist of vegetated areas (grass, meadow, etc.) and be completely contained within the property of the Regulated Activity.*
 - 4. Flow path < 5% slope? _____% (if >5% an equivalent DIA approach must be taken)
 - a. *Check Slope Map*
 - ii. For Pavement/Patio/At-grade Impervious Areas:
 - 1. Drainage length of impervious area is less than 75' ____ Yes ____ No (if No an Equivalent DIA approach must be taken)
 - a. *Check Site Plan created above.*

2. Pervious flow path is greater than length of impervious ____ Yes ____ No (if No an Equivalent DIA approach must be taken)
- a. *Check Site Plan created above. The pervious flow path should consist of vegetated areas (grass, meadow, etc.) and be completely contained within the property of the Regulated Activity.*
3. Type D Soils ____ Yes ____ No (if Yes consult Borough engineer)
- a. *No Type D soils exist in Jefferson Borough.*
4. Impervious and Pervious Flow Path < 5% slope? ____ Yes ____ No (if No an Equivalent DIA approach must be taken)
- a. *Check Slope Map*
- b. If project meets all provisions of Sections 2.a.i. or 2.a.ii., above, then the project is a **DIA**. Determine size of impervious area and see project requirements below:
- i. If impervious area is less than 1,000 square feet
1. Exempt from SWM Site Plan and Rate Control
 2. Project can be constructed without Borough review and approval.
 3. Applicant should be aware that stormwater runoff is their responsibility and if a problem arises in the future, they will be required to remediate it.
 4. Applicant should sign Application. Municipal section should be completed and signed by Building Permit Officer.
 5. Site Plan created above should be filed with Application.
- ii. If impervious area is greater than or equal to 1,000 square feet and less than 5,000 square feet
1. Exempt from Rate Control only.
 2. A full SWM Site Plan shall be submitted. A consulting engineer will most likely be required.
 3. Review the SWM Site Plan for compliance with the Ordinance.
 4. Upon approval, have Applicant sign application. Municipal section should be completed and signed by Building Permit Officer. File all SWM Site Plan requirements with the Application.
- iii. If impervious area is greater than 5,000 square feet
1. Full compliance with the Ordinance is required.
- c. If none, or only a portion, of the provisions of either Section 2.a.i. or 2.a.ii., above, are met, the project is **Not a DIA**. Determine size of impervious area and see project requirements below:
- i. If impervious area is less than 1,000 square feet **and** the Borough Engineer does not need to be consulted:
1. Qualifies as Equivalent DIA Project
 - a. SWM Site Plan (Sample - Attachment A2)
 - i. *Expand the Site Plan (from Step 2, Item 1 above) to show the proposed stormwater facilities.*
 - b. Stormwater Management Facility Layout (Sample - Attachments B1 through B4)
 - i. *These facilities should be installed to control stormwater runoff. The location and size of the facility should be indicated on the SWM Site Plan.*
 - c. Calculations
 - i. *For basic design, use the calculations provided on Attachments B1 through B4. Other calculations include a spreadsheet that can be completed for a more variable design.*
 - d. O&M Agreement in accordance with 602 (Sample – Attachment C)
 - i. *This is the Short Form sample provided in the ordinance. **RECORD.***
 - ii. *The attached sample contains wording to establish an easement in accordance with Section 601.B. A separate Easement agreement is not required.*
 - e. O&M Plan in accordance with 601.C or (Sample - Attachment D)

- i. **RECORD.**
 - f. Inspection Form (Sample - Attachment F)
 - i. *This will need to be completed by the property owner on a defined basis and submitted to the Borough to ensure the proposed facility is working as designed.*
 - g. Upon approval, have Applicant sign application. Municipal section should be completed and signed by Building Permit Officer. File all SWM Site Plan requirements with the Application
- ii. If impervious area is greater than 1,000 square feet **or** if the Borough Engineer has to be consulted:
- 1. Full compliance with the Ordinance is required.

Operation & Maintenance Plan for Equivalent DIA Regulated Activities

*For Seepage Beds and Trenches only. All other facilities will need an O&M Plan developed by the property owner.

Construction:

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact Borough for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Borough Engineer. All excavated materials shall be removed from the site or stabilized.
5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

Maintenance

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event.
 - a. If water is encountered, the facility may need to be modified. Notification of the Borough is required if the facility is found to be not functioning as designed and before any modifications to the facility are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.

Inspection Reports

1. Submit the provided Inspection Reports to the Borough on the following schedule:
 - a. One year from the date of installation.
 - b. Every year following the initial inspection.
 - c. After any 10-year rain event (i.e. after an rain event that results in over 4 inches of rain in a 24 hour period)
2. Keep a record of all inspections.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction, operation and maintenance, and filing the proper inspection reports for the SWM Facility. If I fail to adhere to any of these tasks, the Borough may perform the services required and charge me the appropriate fees. Nonpayment of the fees may result in a lien against my property.

Property Owner Name (Printed)

Signature

Date

Inspection Form

*For Seepage Beds and Trenches only. All other facilities will need an Inspection Form developed by the property owner.

- 1. Property Owner: _____
- 2. Property Address: _____
- 3. SWM Permit No: _____
- 4. SWM Facility: ___At Grade Seepage Bed/Trench ___Below Grade Seepage Bed/Trench

All facilities

- 1. SWM Facility
 - a. Is Facility functioning as designed? ___ Yes ___No (If No, attach explanation)
 - b. No standing water exists after 3 days without rain? ___ Yes ___No
- 2. Area surrounding SWM Facility
 - a. Are there signs that the facility is not functioning properly?
 - i. Channels or erosion occurring on the downstream side of the facility, indicating overflow?
 ___ Yes ___No
 - ii. If Yes, have the channels been stabilized? ___ Yes ___No
 - b. Has any damage or increased runoff occurred across the property line?
 ___ Yes ___No

At Grade Seepage Bed/Trench

- 1. SWM Facility
 - a. Are sediment, leaves, grass clippings, or similar accumulations present in the facility?
 ___ Yes ___No
 - i. If Yes, have they been removed? ___ Yes ___No
- 2. Area surrounding SWM Facility
 - a. Has any of the Seepage Bed/Trench stone washed away? ___ Yes ___No
 - i. Has the stone been replaced? ___ Yes ___No
 - ii. If a continuing problem, has larger stone been placed on Bed/Trench for stabilization?
 ___ Yes ___No

Below Grade Seepage Bed/Trench

- 1. SWM Facility
 - a. Overflow piping on downspouts have been inspected and, if necessary, cleaned? ___ Yes ___No
 - b. Cleanouts have been inspected and, if necessary, cleaned? ___ Yes ___No

Property Owner Name (Printed)

Signature

Date