



APPLICATION FOR A STORMWATER MANAGEMENT PLAN REVIEW

To be used whenever more than 5,000 sq. ft. of impervious surface is proposed.

1. Name of Applicant _____
2. Address of Applicant _____

3. Applicant Phone Number _____
4. Applicant Email Address _____
5. Location of Project Site
(Township/Municipality) _____
6. Name of Property Owner _____
7. Description of
Proposed Project _____



STORMWATER MANAGEMENT PLAN AND REPORT REQUIREMENTS

To be used whenever more than 5,000 sq. ft. of impervious surface is proposed.

STORMWATER MANAGEMENT PLAN REQUIREMENTS

	<u>Applicant Check</u> <u>If Included</u>	<u>Official Use</u> <u>Only</u>
1. Scale: 1" = ≤ 50' (Tracts of less than 20 acres) OR	<input type="checkbox"/>	<input type="checkbox"/>
1" = ≤ 100' (Tracts of 20 acres or more)	<input type="checkbox"/>	<input type="checkbox"/>
Lettering/numbering legible if plans are reduced to half size.	<input type="checkbox"/>	<input type="checkbox"/>
2. Information including the following shown on the plans:		
Name of the development.	<input type="checkbox"/>	<input type="checkbox"/>
Name and location address of the property site.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, and telephone number of the applicant/owner of the property.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, telephone number, email address, and engineering seal of the individual preparing the plan.	<input type="checkbox"/>	<input type="checkbox"/>
3. The date of submission as well as all revisions.	<input type="checkbox"/>	<input type="checkbox"/>
4. A graphical and written scale on all drawings and maps.	<input type="checkbox"/>	<input type="checkbox"/>
5. A north arrow on all drawings and maps.	<input type="checkbox"/>	<input type="checkbox"/>
6. A location map at a minimum scale of 1" = 1,000' and illustrates the project relative to highways, municipalities, or other identifiable landmarks.	<input type="checkbox"/>	<input type="checkbox"/>
7. Metes and bounds to the closest foot of the entire tract boundary.	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing and final contours at intervals:	<input type="checkbox"/>	<input type="checkbox"/>
a. Slopes less than 5%; no greater than one (1) foot.		
b. Slopes between 5% and 15%; no greater than two (2) feet.		
c. Steep slopes (greater than 15%); no greater than five (5) feet.		



Page 2

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| 9. Existing water bodies and associated natural or man-made structures within the project area shown on plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. The location of all existing and proposed utilities, on-lot wastewater facilities water supply wells, sanitary sewers, and water lines on and within fifty (50) feet of the property lines shown on plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. A key map showing all existing man-made features beyond the property boundary that may be affected by the project (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Soils names and boundaries shown on plans. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Proposed impervious surfaces (structures, roads, paved areas, and buildings) including plans profiles of roads, and floor elevations of buildings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Existing and proposed land use(s). | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Horizontal alignments and vertical profiles of all open channels, pipes, swales, and other applicable BMPs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. The location and clear identification of permanent stormwater BMPs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Drainage area maps for both pre development and post development conditions, as well as each structural stormwater management BMP, depicting the time of concentration paths. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. A minimum twenty (20) foot wide access easement around all stormwater management facilities provided an ingress to and egress from a public right-of-way. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Construction details for all drainage and stormwater BMPs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Identification of short-term and long-term ownership, operations, and maintenance responsibilities. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. All appropriate notes and statements provided on the plans as referenced in the Act 167 Plan for Jefferson County. | <input type="checkbox"/> | <input type="checkbox"/> |



STORMWATER MANAGEMENT REPORT REQUIREMENTS

	<u>Applicant Check If Included</u>	<u>Official Use Only</u>
1. Information including the following shown on the plans:		
Name of the development.	<input type="checkbox"/>	<input type="checkbox"/>
Name and location address of the property site.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, and telephone number of the applicant/owner of the property.	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, telephone number, email address, and engineering seal of the individual preparing the plan.	<input type="checkbox"/>	<input type="checkbox"/>
2. Project description narrative that clearly discussed the project and provides sufficient information as referenced in the Act 167 Plan for Jefferson County.	<input type="checkbox"/>	<input type="checkbox"/>
3. Pre and post development land uses and curve number chart for different hydrologic soils groups (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
4. Pre development runoff volume and peak runoff rates for each POI.	<input type="checkbox"/>	<input type="checkbox"/>
5. Post development runoff volume and peak runoff rates for each POI.	<input type="checkbox"/>	<input type="checkbox"/>
6. Pre to post development runoff volume and peak runoff rate comparison.	<input type="checkbox"/>	<input type="checkbox"/>
7. Post development routing analysis for all stormwater BMPs.	<input type="checkbox"/>	<input type="checkbox"/>
8. Complete calculations and overview of all stormwater BMPs as referenced In the Act 167 Plan for Jefferson County.	<input type="checkbox"/>	<input type="checkbox"/>
9. Description of, justification, and results for infiltration testing for the design of infiltration BMPs.	<input type="checkbox"/>	<input type="checkbox"/>
10. The effect of the project on surrounding properties, aquatic features, and existing municipal stormwater collection systems that may receive runoff from the site. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
11. Identification of short-term and long-term ownership, operations, and maintenance responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>

STORMWATER MANAGEMENT PLAN REVIEW FEE SCHEDULE

Adopted March 1, 2011

The Following Review Fees will be charged according to proposed impervious area.

Residential Single Family Exemption	\$25
0 - 1,000 Sq. Ft.	no charge
1,000 – 2,500 Sq. Ft.	\$50
2,500 – 5,000 Sq. Ft.	\$100
Greater Than 5,000 Sq. Ft.	
Initial Review	\$600 (Base ≤ acre) + \$50 per each additional acre
Re-submission Review	\$100
Final Inspection	\$250
Site Visits	\$64/hr. + \$.60/mi.

PROCEDURES:

- A. The applicant shall submit a check or money order payable to the "Jefferson County Conservation District" (JCCD) with signed application to 1514 Route 28, Brookville, PA 15825.
- B. The JCCD reviews plan submittals in the order that they are received.
- C. The JCCD Fee should not be combined with any other state county, or municipal fee. The cancelled check will be the applicants receipt.
- D. Any submission that does not contain the appropriate information will not be reviewed. The applicant will be informed of any additional information or fees needed for a review.
- E. A \$50.00 charge will be assessed for any check refused by the bank due to insufficient funds, and the entire application package will be returned to the applicant without the reviews being performed.
- F. The maximum review time will be forty-five days from the date of receipt of a complete submission.
- G. Municipal Stormwater Management Ordinance "Compliance Approval" is valid for two (2) years after issuance. Should project construction fail to commence before two years have elapsed, a resubmission of the plan is required.
- H. The JCCD reviews the Stormwater Management documents solely to determine whether it is adequate to comply with the Adopted Municipal Ordinance. By a determination that the documents are adequate to meet these requirements, neither the JCCD, the County, nor the Municipality assumes any responsibility for the implementation of the plan or proper construction and operation of the facilities contained in the plan.
- I. The design, structure integrity, and installation of the control measures are the *responsibility of the landowner and/or the earthmover*.
- J. Before any construction or earthmoving may begin, the appropriate and necessary local, state, and federal permits must be secured from the agency having specific permitting authority (i.e. jurisdictional Wetland Determination, Highway Occupancy Permits, Building Permits, etc.)
- K. The JCCD encourages a pre-plan development meeting with District staff. There is no fee for this initial meeting.

PROJECT DELINEATION:

The entire parcel controlled by the applicant will represent the project area. Open Space area shall be included in the total project area.

APPLICABILITY:

- A. The fee schedule will apply whenever the Stormwater Management Documents are submitted for an adequacy determination. Each submission of a different project on the same tract of land will be charged according to the fee schedule.
- B. Plans resubmitted for a second review will be assessed an additional fee.
- C. Any plan for the same tract resubmitted more than two (2) years after the last review of the tract will be charged a new fee.
- D. The JCCD/Municipality can request to review a plan if a problem is perceived on site. The fee schedule will apply for such reviews.
- E. The review fee for state projects is waived by regulation.
- F. Agricultural Operations – Stormwater Management Review fees will not be applicable to agricultural operations such as plowing and tilling and agricultural conservation practices completed in accordance with a conservation plan. When site activities occur that are not an agricultural practice such as earth disturbances for a large building, the fee schedule for document review would be applicable.
- G. The District Manager shall have the ability to waive fees for plan reviews on a case by case basis. To be considered for this provision, a cover letter must be included outlining the extent of the project and the reasoning for the requested fee waiver.

PLAN WITHDRAWAL POLICY:

Upon written request by the applicant and approval by the District Board of Directors, a portion of the review fee may be refunded if the applicant withdraws the plan prior to approval. No fees are refundable after district approval.

The Jefferson County Conservation District, by authority of Act 217 of 1945 Conservation District Law, as amended by Act 221 of 1984, and Act 75 of 2008, hereby adopts the Jefferson County Conservation District Fee Schedule for Stormwater Management Plan Review.