



# Land Disturbance Permit Application Process Quick Guide

Stormwater Department

## About This Quick Guide

This permit application quick guide is intended to assist the Developer or his Engineer in preparing a complete application package in order to expedite the permit application/approval process. The Stormwater Department may request additional information after our further review of the application prior to completing its review. **Incomplete submissions will result in processing delays.** Questions and comments can be directed to the Stormwater Department, at (803) 396-9729 or by [grushing@fortmillsc.gov](mailto:grushing@fortmillsc.gov).

## Who Must Obtain a Land Disturbance Permit

The Owner/Operator of a single project or larger common plan for development or sale that will ultimately disturb 5,000 sqft or more.

## Where to Submit

All submittals shall be sent to:

Stormwater Department  
131 E Elliott Street  
Fort Mill, SC 29715  
(803) 396-9729

## Review Process

1. The applicant shall submit one (1) paper copy of each applicable document listed in the **Submittal Package Contents** section below to the Stormwater Department.
2. The stormwater staff will conduct a cursive review of the submittal package. The applicant will be notified of any inadequacies, missing, or incomplete documentation. An incomplete submittal will not be processed\*.

*\*The application can work with other agencies, such as ACOE, SCDOT, FEMA, and DHEC, etc., to obtain all necessary permits while the stormwater staff is reviewing the package. By the end of the review process, all the permits need to be submitted before this permit will be issued.*

3. Once the submittal is determined complete, the staff will start reviewing the project plans for compliance with federal, state and local laws and regulations related to erosion and sediment control. Usually it will take up to seven (7) business days to finish review.
4. After reviewing the submittals, the staff will send review comments to the applicant via email or letter.
5. The application will then make any modifications necessary to address the comments and resubmit revised documents for the staff to review.
6. Once comments have been addressed and the staff deems that the plans meet town standards, the staff will write a conditional approval letter and send it to DHEC along with the review fee (\$125) and a copy of the original NOI for review.
7. The applicant can then send 4 sets of plans and C-SWPPPs to the staff for stamps. The Stormwater Department will keep one copy of each for our records.
8. DHEC will process payment and issue a NPDES permit and send it to both the applicant and the town.
9. The staff will issue a Land Disturbance Permit and have it ready with the stamped drawings and C-SWPPPs for the applicant to pick up.

### Submittal Package Contents

1. DHEC Notice of Intent (NOI) Form:
  - Signed and dated by the Owner and Engineer in **blue ink**
2. Checks:
  - One for DHEC (\$125) and one for Town (\$200/Arce) (can be paid by credit card)
3. Plans:
  - Full size (24" by 36") and include the following sheets:
    - General notes
    - Site Plan
    - Grading Plan
    - Sediment and Erosion Control Plan
    - Drainage Plan
    - Utility Plan (including water, sewer and stormwater)
    - Details
4. C-SWPPP:
  - Recommend to use the DHEC template, but need to customize it to your project
  - Report cover and Certification Statement page (Section One) must be signed and sealed by the preparer (a PE)
5. DHEC Checklist for Design Professionals
  - Checked and signed by the C-SWPPP preparer

6. Permanent Maintenance Agreement:
  - Need to complete the maintenance schedule (page 4) based on DHEC requirements for any permanent stormwater facilities including all stormwater collection, conveyance and treatment system structures.
  - Project owner needs to sign and execute the agreement.
7. Delineation of all Waters of the State (WoS), including wetlands:
  - Plan will not be approved without the ACOE's verification letter for delineation
  - Not required if a 100-ft buffer is provided
  - Applies to WoS that are not on the project site but are within 100-ft of the disturbed area
8. All applicable permits shall be obtained from all regulatory authorities before the town issues the Land Disturbance Permit. Such permits include, but not limited to:
  - USACOE Permits
  - SCDHEC 401 Certifications
  - SCDOT Encroachment Permits
  - FEMA Conditional Letter of Map Revision
9. Proof of off-site easement for all water, sewer and stormwater structures
10. Approval letter from property owner if the proposed project will disturb an adjacent property

#### Specific Requirements on the plans and in the C-SWPPP, wherever applicable

1. Temporary construction entrance
2. Perimeter controls
3. Designated concrete washout area(s)
4. Inlet and outlet protections
5. Delineation of WoS
6. Provide a min. 30-ft buffer zone to all surface waters or 45-ft buffer zone to all sensitive waters:
  - All discharges into a buffer zone should be non-channelized and non-concentrated to prevent erosion
  - Use double row silt fence when within 50-ft of WoS
  - Add Fort Mill Buffer Zone Maintenance Notes on the plans
7. Phased plan
  - $\geq 5$  acres: 2 phases
    - initial phase and stabilization/final phase
  - $\geq 10$  acres: 3 phases

- initial phase, construction phase and stabilization/final phase
8. Proposed stockpile locations and provide runoff control measures
  9. Proposed hazardous material storage area(s) and pollution prevention measures
  10. Sediment basins/traps:
    - Sediment traps only used for drainage areas of less than 5 acres
    - At minimum, show the following for sediment basins: emergency spillways, porous baffles, forebays (unless infeasible), riprap bed under skimmer, riprap aprons for inlets, and clean out stakes marked at ½ basin storage (need to be shown in sediment traps as well).
  11. Make sure all drainage areas are properly labeled/numbered on the drawings so they are consistent with the numbers used in the calculations in C-SWPPP
  12. All discharges shall be spread out as quickly as possible to sheet flow.
  13. Demonstrate in calculations that all discharges are reduced to non-erosive speed (<5 f/s). Use Fort Mill Standard Notes on the plans (the construction sequence notes shall be tailored to fit your project's specific needs)
  14. Use Fort Mill Standard Detail for Storm Drainage Manhole Cover