



For Submittal Questions:

Town of Fort Mill Development Center
200 Tom Hall Street, Fort Mill, SC 29715
(803) 547-2034
developmentcenter@fortmillsc.gov

For Technical Questions:

Town of Fort Mill Stormwater Department
131 E Elliot Street, Fort Mill, SC 29715
(803) 396-9730
lclark@fortmillsc.gov

****PLEASE NOTE: Applications submitted without all requirements, checklist, and signature will not be reviewed.**

LAND DISTURBANCE SUBMITTAL APPLICATION

Contact Name: _____ Phone Number: _____
Email Address: _____ Parcel Number: _____
Physical Address (if applicable): _____
Project Name (if different from physical address): _____

Project Narrative:

Please provide a description of the project including any land disturbance activity. For a definition of what constitutes a land disturbance activity, please visit

<https://fortmillsc.gov/270/Land-Disturbance-Permits>

Please check one of the following that applies and attach correlating checklist from pages 2-6. If your activity DOES NOT include any land disturbance activity, please check the box labeled as “No land disturbance”, sign the bottom of THIS page and submit Page 1 only.

- No land disturbance (include completed and signed Page 1 only)
- Less than 5000 square feet of Land Disturbance (including pools, patios, retaining walls, etc.)
- Less than 1 acre of Land Disturbance and not part of a Larger Common Plan (LCP)**
- 1 to 2 Acres of Land Disturbance and not part of an LCP
- Greater than 2 Acres of Land Disturbance, including Smaller Sites in an LCP of Development or Sale, for which Combined Total Disturbed Area is more than 2 Acres
- Major Modifications (can only apply to sites larger than 1 acre and with existing land disturbance permit.)
- Minor Modifications (can only apply to sites larger than 1 acre and with existing land disturbance permit.)

Signature: _____

**A Larger Common Plan (LCP) is “broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes surveyor markings, etc.) indicating construction activities may occur on a specific plot.” Visit <https://scdhec.gov/larger-common-plan-lcp> for additional information.

SUBMITTAL REQUIREMENTS

Submit plans to: **Town of Fort Mill DEVELOPMENT CENTER**

Below are the requirements for Land Disturbance Permit applications. Please note that incomplete submittals will not be accepted for review.

ALL PLANS MUST BE TO SCALE. PLEASE CHECK ALL BOXES TO CONFIRM REQUIREMENTS ARE MET.

<input type="checkbox"/> Less than 5000 square feet of Disturbed Area (including pools, patios, retaining walls)

- Notification form for sites disturbing less than 1 acre (DHEC Form 2628)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2628.pdf>
- Sketch Plan – Must show the land disturbing activities to scale, and include the following:
 - North arrow and scale or use a plat
 - Legend
 - Storm and utility lines that are located on the property
 - Easements on the property
 - Route of stormwater flow using arrows to show the direction of flow from the disturbed area as it exits to the undisturbed area
 - Location of silt fence installed to intercept the sediment laden stormwater flow as it exits the disturbed area
 - Location of rock outlets in silt fence at the lowest point or points in the silt fence
 - Location of concrete washout (if using concrete, washout must be accessible to placement and delivery equipment)

PRINT NAME: _____ **SIGNATURE:** _____

DATE: _____

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Less than 1 acre of Land Disturbance and not part of a Larger Common Plan (LCP)

- Notification form for sites disturbing less than 1 acre (DHEC Form 2628)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2628.pdf>
- Construction Plans - Must include:
 - North arrow and scale
 - Legend
 - Storm and utility lines that run through the property
 - Easements on the property
 - Route of stormwater flow using arrows to show the direction of flow from the disturbed area as it exits to the undisturbed area
 - Location of silt fence installed to intercept the sediment laden stormwater flow as it exits the disturbed area
 - Location of rock outlets in silt fence at the lowest point or points in the silt fence
 - Construction entrance
 - Location of concrete washout (if using concrete, washout must be accessible to placement and delivery equipment)
 - Narrative Stormwater Pollution Prevention Plan (SWPPP)
- Initial Plan Review Fee: \$250

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<input type="checkbox"/> 1 to 2 Acres of Land Disturbance and not part of an LCP

- Notice of Intent (NOI) Application (DHEC Form 2617)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2617.pdf>
 - Do not complete Section 2 of NPDES CGP FEE SCHEDULE A or any portion of NPDES CGP FEE SCHEDULE B.
- Construction Plans
 - Town of Fort Mill Standard Notes
- Simplified SWPPP
 - Refer to DHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
 - <https://scdhec.gov/sites/default/files/docs/Environment/docs/erfchecklist.pdf>
- Completed DHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
- Initial Plan Review Fee: \$250 per disturbed acre (rounded up to the nearest acre)
- Performance Bond: \$3,000 per disturbed acre, if there is a Permanent Stormwater BMP on site
 - A template for the performance bond can be found at <https://fortmillsc.gov/DocumentCenter/View/2074/Stormwater-Performance-Bond-updated-11-29-22>.
- Signed Permanent Stormwater Facility Maintenance and Responsibility Agreement, if there is a Permanent Stormwater BMP on site
 - https://www.scdhec.gov/sites/default/files/docs/Environment/docs/pond_maint.pdf
- DHEC NPDES Coverage Fee: \$125
 - This fee should be paid to the order of S.C. DHEC and included in this submittal to the Town of Fort Mill unless the option to pay by credit card has been selected.

PRINT NAME: _____ **SIGNATURE:** _____
DATE: _____

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Greater than 2 Acres of Land Disturbance, including Smaller Sites in an LCP of Development or Sale, for which Combined Total Disturbed Area is More than 2 Acres

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DATE: _____

Major Modifications

- Notice of Intent (NOI) Application (DHEC Form 2617)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2617.pdf>
- Form B for Major Modifications (DHEC Form d-0435)
 - https://www.scdhec.gov/sites/default/files/docs/Environment/docs/D_0435.pdf
- Construction Plans
 - Clearly identify areas being modified
- C-SWPPP
 - Submit new or revised
 - Refer to DHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
 - <https://scdhec.gov/sites/default/files/docs/Environment/docs/erfchecklist.pdf>
- Completed DHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals.
- Review Fee: \$250 one-time
 - If applicable, \$250 per additional disturbed acre (round up to the nearest acre).
 - No S.C. DHEC fee is required for a major modification submittal.

Minor Modifications

- Sketch plan
 - Clearly identify the modification
- Narrative description of modification
- Review Fee: \$100 one-time
 - If applicable, \$250 per additional disturbed acre (round up to the nearest acre).
 - No S.C. DHEC fee is required for a major modification submittal.

PRINT NAME: _____ **SIGNATURE:** _____
DATE: _____