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) 396-9730 or by lclark@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 square feet or more.

Where to Submit

All submittals shall be sent to:

<table>
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<tr>
<th>Stormwater Department</th>
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<tr>
<td>131 E Elliott Street</td>
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<tr>
<td>Fort Mill, SC 29715</td>
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<tr>
<td>(803) 396-9730</td>
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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 cursory 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 applicant 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 applicant 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 and a copy of the original NOI for review.

7. The applicant can then send 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.

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**Submittal Package Contents**

1. DHEC Notice of Intent (NOI) Form:
   - Signed and dated by the Primary Permittee and the Engineer in blue ink.

2. Checks:
   - One for DHEC ($125) and one for Town (Please see current Fee Schedule available on Town of Fort Mill Stormwater website).

3. Plans:
   - One set of full size (24” by 36”) plans that 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:
   - One copy of the C-SWPPP using DHEC template.
   - 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 notarize the agreement.
   - The Town will record the agreement at the York County Register of Deeds.

7. Delineation of all Waters of the State (WoS), including wetlands:
   - Plan will not be approved without the ACOE’s verification letter for delineation.
   - Applies to WoS that are not on the project site but are within 100-ft of the disturbed area.
   - Not required if a 100-ft buffer is provided.

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*

* The stormwater plans need to be designed in accordance with SC DHEC current design standards and the Town’s Stormwater Control and Management Ordinances. Below is a list of items that have been found in the stormwater staff’s review comments frequently.

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
   - >= 5 acres: 2 phases
     ▪ initial phase and stabilization/final phase
   - >=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 a sediment basin: emergency spillway, 3 rows of porous baffles, forebay (unless infeasible), 4’ by 4’ riprap bed under skimmer, riprap aprons for inlet(s) and outlet, two rows of stone outlets downstream from the outlet riprap apron, and clean out stake marked at ½ basin storage (need to be shown in sediment traps as well).
    - Basins and traps need to be designed to handle at least 10-year, 24 hr storm event.

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).

14. Use Fort Mill Standard General Notes on the plans (the construction sequence notes shall be tailored to fit your project’s specific needs).

15. Use Fort Mill Standard Detail for Storm Drainage Manhole Cover.

16. Show storm drainage system maintenance easement outside of public road Right-Of-Way (ROW). Maintenance easement needs to be 30 feet in width unless infeasible, with a minimum width of 15ft.

17. The first 1 inch of stormwater runoff must be managed on site through Low Impact Development (LID) techniques or through traditional stormwater manage facilities such as a water quality pond. The water quality pond needs to be drained in 2 to 3 days after the storm event.

18. The C-SWPPP needs to include tables to demonstrate that peak discharge flows for post-development conditions approximate pre-development conditions.

19. The C-SWPPP needs to include a schematic for ALL stormwater drainage features, including all storm drain pipes, catch basins, swales/ditches, basins, etc.