SUBMISSION REQUIREMENTS

All applications must be completed in full with the Owner’s signature.

The Simplified Approach application is a supplement application for projects that will create more than 1,000 square feet of impervious surface. This includes the total cumulative impervious surface area of existing and proposed projects.

The following documents must be included with the application:

- A completed application (Section II).
- A completed record of impervious surfaces (Section III).
- A completed Stormwater Management Plan (Section IV). Online mapping options are now available on the Township’s website. The mapping option may be located by selecting the Community Development Department and then Permits. You may also type in the following link: http://www.uatwp.org/?page_id=4667.
- A completed and signed Stormwater Management/BMP Facilities Operation & Maintenance Agreement. (Section VII). A copy of the Agreement will be signed by the appropriate Township officials and returned to you upon approval of a Zoning Permit.
- Any supplemental materials defined in Step 3.

The application and supporting documentation must be submitted with the Zoning Permit application. Incomplete applications will result in delayed processing.

I/we have read the Simplified Approach Permit Procedures:

________________________________________  ______________________________
Applicant/Owner                          Date
SIMPLIFIED APPROACH

For Minor Regulated Activities in
Upper Allen Township, Cumberland County, Pennsylvania

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Introduction:

This Simplified Approach has been created as a tool to help property owners manage stormwater on their property and streamline the process of designing on-site stormwater management facilities for new, relatively minor residential and accessory structure projects. Through the use of this manual, residents have the ability to determine the appropriate facilities for their property, project, and budget. This design method is not intended to be used with large-scale subdivision / land development projects or activities that include construction of stormwater infrastructure.
I. Simplified Approach Directions and Review Process

Step 1: Complete Worksheet 1 (Section II) and create a Record of Impervious Surfaces Stormwater Management Plan as required in Section IV. Proceed to Step 2.

Step 2: Fill out Columns 1-3 on the “Record of Impervious Surfaces Table” (Section III). Impervious area is defined under Section 214-10 of the Upper Allen Township Stormwater Management Ordinance. If the total cumulative impervious surface area added since January 18, 2017 is less than or equal to 1,000 ft², proceed directly to Step 4. If the total cumulative impervious surface area added since January 18, 2017 is greater than 1,000 ft² and less than or equal to 5,000 ft² continue to Step 3.

Step 3: Complete the Minor Stormwater Management Plan (Section IV) and complete and sign the Stormwater Management/BMP Facilities Operation & Maintenance Agreement (Section VII). Submit Worksheet 1 along with supplemental materials identified under Step 3.

3a. Determine if any of the proposed impervious areas are Disconnected Impervious Areas (hereinafter referred to as DIAs) by following the criteria listed in Section V. The DIA flow paths and contributory areas must be shown on the Plan. Fill out Column 4 of the Record of Impervious Surfaces for all areas that qualify as DIAs.

3b. For all proposed impervious surfaces that cannot be completely disconnected, refer to the Record of Impervious Surfaces Table and calculate the volume of stormwater runoff required to be captured by Stormwater BMPs. Multiply the contributory square footage of impervious area draining to the BMP by 0.25 (Column 2 x 0.25 = Column 5). Using the “Chart for Determining BMP sizing” based on Volume Required (Section VI) and standard details (Section VIII), choose the BMP and size required for each contributory impervious area. It is the applicant’s responsibility to select a facility and determine the appropriate size. Proceed to Step 5.

Step 4: Submit the completed Worksheet 1, the Record of Impervious Surfaces, and the Record of Impervious Surfaces Stormwater Management Plan, along with any applicable fees to Upper Allen Township. The application shall not be considered to be complete unless it includes all of the information required. Proceed to Step 5.

Step 5: Upon receipt of a complete application, the official designated by Upper Allen Township to administer the Simplified Approach process shall review the application against the requirements applicable to Simplified Approach submissions. The designated official shall approve the application if the application conforms to applicable requirements. The designated official shall deny the application if the application does not conform to applicable requirements. Any denial shall be in writing and shall state the reasons for such denial. The designated official shall approve or deny the complete application within fifteen (15) working days of the date of filing. The property owner may, in response to a denied Simplified Approach submission, resubmit the application with revisions necessary to address the reasons for denial. Proceed to Step 6.

Step 6: Upon approval of a complete application packet, the designated official shall sign the permit and issue a copy to the Applicant. Once the permit is signed and its receipt is acknowledged, the applicant is authorized to initiate construction of the approved project pending all other approvals have been granted.
II. Worksheet 1 (Application and Permit)

| Property Address: ___________________________ | Parcel ID: ___________________________ |
| Property Owner’s Name: ___________________________ | Phone Number: ___________________________ |
| Address of Owner: ___________________________ | |
| Applicant’s Name (if different than the Owner): ___________________________ | |
| Applicant’s Phone Number (if different than the Owner): ___________________________ | |
| Applicant’s email: ___________________________ | |
| Total Existing Impervious Surface Area on the Property: ___________________________ | |
| Total Additional Impervious Surface Area Proposed by this Project: ___________________________ | |
| Total Proposed Impervious Surface Area on the Lot upon completion of this Project: ___________________________ | |
| Stormwater Management Submission Type *(check all that apply)*: | |
| ✔️ Record of Impervious Surfaces Stormwater Management Plan – List A (proposed impervious < 1,000 s.f.) | |
| ✔️ Minor Stormwater Management Plan (1000 s.f. < proposed impervious < 5,000 s.f.) | |
| Are there any known existing drainage problems or the potential for the proposed project to create drainage problems? (if yes please explain) | |

Declaration and Acknowledgement:

- I (we) declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I (we) agree to assume full responsibility for the implementation. I (we) understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I (we) declare that the proposed project will not adversely affect any, septic systems, or drinking water wells on this or any other property.

- I (we) understand that false information may result in a stop work order or revocation of permits. Municipal representatives are granted reasonable access to the property for review and/or inspection of this project. I (we) acknowledge that the steps, assumptions, and guidelines provided in this submission, including but not limited to the Minor Stormwater Site Plan, the Upper Allen Township Stormwater Worksheet 1, Record of Proposed Impervious and the Stormwater Management / BMP Facilities and Maintenance Agreement (if applicable) will be adhered to.

Applicant Acknowledgement of Submission:

Owner’s Signature: ___________________________ Date: ___________________________

Development activities shall begin only after Upper Allen Township approves the Minor Stormwater Site Plan.

Permit approved by Upper Allen Township

Township Official:

Signature: ___________________________ Date: ___________________________

Title: ___________________________
# III. Record of Impervious Surfaces

## RECORD OF IMPERVIOUS SURFACES

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<th>Column 3</th>
<th>Column 4</th>
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<tr>
<td>Number/Letter (impervious area corresponding to Minor Stormwater Management Plan)</td>
<td>Area of Impervious (ft²)</td>
<td>Description (Roof, Patio, Pavement, Driveway, Gravel, Etc.)</td>
<td>Does the Impervious Area Meet the Requirements to be Disconnected? (yes/no)</td>
<td>Contributory Area Storage Requirements; Storage (ft³) = Column 2 x .25</td>
<td>BMP used to Control Required Volume</td>
<td>BMP Size Requirement from Chart for Determining BMPs Sizing (Section VI)</td>
<td>Notes (Minimum Date)</td>
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### PROPOSED IMPERVIOUS AREA SINCE JANUARY 18, 2017

1
2
3
4
5
6
7
8
9
10

### EXISTING IMPERVIOUS AREA BEFORE JANUARY 18, 2017

A
B
C
D
E
F
G
H
I
J
IV. **Simplified Stormwater Management Plan Requirements**

The Cumberland County Planning Commission can provide assistance to applicants to obtain property maps with the below required items.

**Record of Impervious Surfaces Stormwater Management Plan:**

1. Property Boundary
2. North Arrow and Scale (graphic) of 1”=50’ or less.
3. Aerial Photo (if the land use has changed from the photo then draw in the approximate land uses (grass, woods, etc.).
4. Building Setbacks (Labeled)
5. 5’ Contours or smaller where appropriate for the scale of the plan (Labeled)
6. Soils (Labeled)
7. Location of all existing and proposed impervious (home, accessory structures, driveways, etc.). The proposed impervious areas draining to a discharge point shall be numbered (1, 2, ....) and the location of discharge from the existing and proposed impervious shall be shown, marked with an “x” or appropriate other symbol. The proposed impervious area reference number shown on the Minor Stormwater Management Plan shall correspond to the number on the Record sheet. The proposed impervious area on the plan shall be dimensioned.
8. Property Owners Signature

**Minor Stormwater Management Plan:**

1. All plan requirements established above for the “Record of Impervious Surfaces Stormwater Management Plan.”
2. Slope/flow direction arrows on and 50 feet beyond the property (If the property is of substantial size and the proposed impervious is within the lot interior the slope/flow direction arrows shall be shown for minimum of 100 feet beyond the site Regulated Activity area.)
3. Distance from proposed downspouts along flow path to property lines, drainage ways (natural or manmade), wooded areas, offsite structures on and 50 feet beyond the property line (If applying for the DIA credit, label the DIA flow path and length on the plan.)
4. Natural features such as drainage ways, streams, wetlands, on and 50 feet beyond the property line
5. Any other pertinent information that may be significant to the project site (steep slopes, etc.)
6. Wells and on-site septic systems
7. Size and location of stormwater BMP’s with dimensions and details (as required)
8. Soil hydrologic soil group (listed under the soil)
9. Any existing and proposed structures first floor elevations
10. Grading spot elevations and or contours defining the proposed flow characteristics
11. Approximate distance from house and elevation of proposed stormwater BMPs and overflow paths for storms greater than 2 year events
V. How to Determine a Disconnected Impervious Area (DIA)

When impervious surface areas like rooftops and paved areas are directed to a pervious area that allows for infiltration, filtration, and increased time of concentration, the impervious surface areas may qualify to be treated as Disconnected Impervious Area (DIAs).

Impervious Area is defined in the definitions section of the ordinance.

**Rooftop Disconnection:** Impervious is considered to be disconnected if it meets the requirements listed below:

- The contributing impervious drainage area to each disconnected discharge (downspout) is less than 500 SF.
- The overland flow path from runoff discharge point has a slope of five percent (5%) or less.
- Soils along the overland flow path are not classified as hydrologic group “D” or soil rating “5”.
- The overland flow path is maintained as at least 90% uniformly vegetated condition.
- The receiving pervious area shall not include another person’s property unless written permission has been obtained from the affected property owner.
- The length of flow path must be 75 feet in length.
- The distance between discharge points and flow paths must be and remain a minimum of 8 feet apart for entire 75 feet.

**Paved Disconnection:** Paved surfaces can be considered disconnected if they, or the adjacent areas, meet the following requirements:

- The contributing flow path over the impervious area is not more than 75 feet.
- The length of the overland flow is greater than or equal to the maximum length of flow over the impervious area.
- The slope of both the contributing impervious area and the overland flow path is five percent (5%) or less.
- If discharge is concentrated at one or more discrete points, no more than 500 ft\(^2\) may discharge to any one point. In addition, a gravel strip or other spreading device is required for concentrated discharges. For non-concentrated discharges along the entire edge of paved surface, a level spreader is not required; however, there must be provisions for the establishment of vegetation along the paved edge.
### Section VI. Chart for Determining BMP Sizing

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*No more than 25% of total volume can be mitigated by use of trees

**Note:** Round volume required based on calculations to next highest number provided on this table.
VII. Stormwater Management/ BMP Facilities Operation and Maintenance Agreement

THIS AGREEMENT, made and entered into this ____ day of __________________, 20___, by and between __________________________________________ hereinafter called the “Landowner” and Upper Allen Township, Cumberland County, Pennsylvania, hereinafter called the “Township.”

WHEREAS, the Landowner is the owner of certain real property described as the Cumberland County Tax Map / Parcel Identification Number __________________________, as recorded by Deed in the Land Records of Cumberland County, Pennsylvania, Book __________ Page ________, hereinafter called the “Property”;

WHEREAS, the Landowner is proceeding to build on and develop the property; and

WHEREAS, the Minor Stormwater Management Plan hereinafter called the “Plan”, which is expressly made a part hereof, as approved or to be approved by the Township, provides for management of stormwater within the confines of the property through the use of Stormwater Best Management Practices (Stormwater BMPs); and

WHEREAS, the Township and the Landowner, its successors and assigns, agree that the health, safety, and welfare of the residents of the Township, require that on-site Stormwater BMPs be constructed and maintained on the Property; and

WHEREAS, the Township requires that on-site Stormwater BMPs as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns. Any additional requirements imposed by the Township are considered part of the Plan.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner in accordance with the specifications identified within the Plan shall construct the onsite Stormwater BMPs.

2. The Landowner assumes full responsibility for the construction, operation, and maintenance of the proposed stormwater management facilities.

3. The Landowner, its successors and assigns, shall adequately maintain the Stormwater BMPs. This includes all pipes and channels built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions.

4. The Landowner, its successors and assigns, shall inspect the Stormwater BMPs after all rainfall events exceeding one inch of precipitation in a 24-hour period.

5. The Landowner, its successors and assigns, hereby grant permission to the Township, its authorized agents and employees, to enter upon the Property without prior notification at reasonable times and upon presentation of proper identification to inspect the Stormwater BMPs whenever the Township deems necessary.
6. The Landowner acknowledges that the proposed Stormwater BMPs will be a permanent fixture of the property that cannot be altered or removed without approval by the Township.

7. In the event the Landowner, its successors and assigns, fails to maintain the Stormwater BMPs as shown on the Plan and in good working condition, the Township may enter upon the Property and take whatever action is deemed necessary to maintain said Stormwater BMPs and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the Township to erect any structure of permanent nature on the land of the Landowner unless such structures were part of the approved Plan. It is expressly understood and agreed that the Township is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Township.

8. In the event that the Township, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Township within thirty (30) days of receipt of invoice for all expenses incurred. The Township has the right to file a municipal lien for unpaid costs and expenses that have not been reimbursed thirty (30) days after receipt of invoice.

9. The intent and purpose of this Agreement is to ensure the proper maintenance of the Stormwater BMPs by the Landowner. This Agreement shall not be deemed to create any additional liability of any party for damage alleged to result from or be caused by nonpoint source pollution runoff. This Agreement imposes no liability of any kind whatsoever on the Township and the Landowner agrees to hold the Township harmless from any liability in the event the Stormwater BMPs fail to operate properly. In the event that a claim is asserted against the Township, its designated representatives or employees, the Township shall promptly notify the Landowner and the Landowner shall defend, at his own expense, any suit based on the claim. If any judgment or claims against the Township shall be allowed, the Landowner shall pay all costs and expenses regarding said judgment.

10. This Agreement shall be binding to the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, in perpetuity.

Landowner:
Signature: ________________________________ Date: ________________________________
Printed Name: __________________________________________________________________

Upper Allen Township:
Signature: ________________________________ Date: ________________________________
Printed Name: __________________________________________________________________ Title: __________________________________________________________________
VIII. Standard Details
**Option 2**

- Proposed Grade
- Anchor Stake
- 5-8” Hoop Edging
- Provide 4” Clean Stone—AASHTO No. 1 or Aesthetic River Stone
- Class 1 Geotextile Fabric
- AASHTO No. 1
- Undisturbed/Uncompacted Soil

**Option 1**

- 4” Solid PVC (As Required)
- 1” Weep Hole 2 per Side
- 24” x 24” PennDOT 2A Stone Bed
- Installation where flows enter trench by 4”-6” PVC pipe from yard drain or rooftop leader

**Design Note:**

Choose trench length to meet requirement per the BMP sizing chart. Trenches shall be installed parallel to the existing contour such that the top of trench is installed at a uniform elevation.

- 4” Cleanout on at the end of perforated end sections (Option 1 only)
- 4” Tee (Option 1 only)
- 4” Corrugated Perforated Pipe w/ 4” Solid PVC Tee
- Length as required

**Notes:**

1. Infiltration trenches to be installed in undisturbed soil. Continuous trenches shall be installed parallel to the contour such that the trench is at a uniform elevation throughout.
2. Subgrade below the infiltration trench should not be compacted. If the subgrade becomes compacted for any reason, the soil shall be scarified prior to constructing the bed.
3. Sediment accumulation shall be monitored seasonally.
4. Pending the installation type, when sediment accumulates to a depth of 18” in the yard basin, or as the top 4” of river stone or AASHTO stone are choked with debris and sediment, it shall be removed.

**Infiltration Trench**

N.T.S.
**NOTES:**

1. Infiltration pits to be installed in undisturbed soil.
2. Subgrade below the infiltration pit should not be compacted. If the subgrade becomes compacted for any reason, the soil shall be scarified prior to constructing the bed.
3. Sediment accumulation shall be monitored seasonally.
4. When sediment accumulates to a depth of 18" in the yard basin, it shall be removed.

**TYPICAL INFILTRATION BED DETAIL**

N.T.S.
INфиляТRаTион BЕRM DETаIL
(N.T.S.)

NOTES:
1. REMOVE TOPSOIL IN AREA OF INSTALLATION OF BERM AND STOCKPILE ABOVE. PERFORM EXCAVATION OF SUBGRADE. OVER EXCAVATING BERM BY 6" AND REPLACE WITH STOCKPILED SOIL.
2. SOIL IN THE INFILTRATION BERM BOTTOM SHOULD NOT BE COMPACTED. IF THE SUBGRADE BECOMES COMPACTED FOR ANY REASON, THE SOIL SHALL BE SCARIFIED PRIOR TO SEEDING.
3. SEDIMENT ACCUMULATION SHALL BE MONITORED SEASONALLY.
4. WHEN SEDIMENT ACCUMULATES TO A DEPTH OF 3" IN THE BERM, IT SHALL BE REMOVED.
5. BERM SOILS SHALL BE FREE OF STONES, STUMPS, ROOTS OR OTHER WOODY MATERIAL OVER 1" IN DIAMETER.
6. BERM SHALL BE KEPT FREE FROM NOXIOUS WEEDS AND INVASIVE SPECIES
7. BERM SHALL BE MOWED ANNUALLY OR BIANNUALLY
Simplified Approach Standard Detail

Deciduous Tree Planting Detail

Notes:
1. Spray all trees in leaf with anti-desiccant prior to planting.
2. Flood saucer with water twice within 24 hours of planting.

Evergreen Tree Planting Detail

Notes:
1. Flood saucer with water twice within 24 hours of planting.
UNDISTURBED UNCOMPACTED SOIL

18" DEEP MEDIA

WIDTH = --'

LENGTH = --'

DESIGN NOTE:
CHOOSE LENGTH AND WIDTH TO MEET AREA REQUIREMENT PER THE BMP SIZING CHART. BERMS SHALL BE INSTALLED PARALLEL TO THE EXISTING CONTOUR SUCH THAT THE TOP OF BERM IS INSTALLED AT A UNIFORM ELEVATION.

FLows TO ENTER BERN BY OVERLAND FLOW, SWALE OR 4"-6" PVC PIPE FROM YARD DRAIN OR ROOF LEADER.
UNDISTURBED UNCOMPACTED SOIL

SPASH BLOCK

PLANTING SOIL (DEPTH 1.5"

NOTES:
1. PLANTING SOIL SHOULD BE A SANDY LOAM, LOAMY SAND, LOAM (USDA), OR A LOAM/SAND MIX. RATIO FOR RAIN GARDEN SOIL MIX SHOULD CONTAIN AN APPROXIMATE RATIO OF 50% SAND, 30% COMPOST AND 20% NATIVE SOILS
2. THE SOILS SHALL BE FREE OF STONES, STUMPS, ROOTS OR OTHER WOODY MATERIAL OVER 1" IN DIAMETER.
3. BRUSH OR SEEDS FROM NOXIOUS WEEDS SHALL NOT BE PRESENT IN THE SOILS.
4. PLACEMENT OF THE PLANTING SOIL SHOULD BE IN 9" LIFTS THAT ARE LOOSELY COMPACTED.
5. BIO-RETENTION AREA MUST BE PROTECTED FROM EROSION/SEDIMENTATION DURING CONSTRUCTION.
6. WET PLANTINGS IN RAIN GARDEN SHOULD BE NATIVE TO PA. DIRECTION FOR PLANTING SCHEDULE AND DENSITY BASED ON SITE CONDITIONS (SUN/SHADE/APPEAL) CAN BE OBTAINED FROM THE CUMBERLAND COUNTY CONSERVATION DISTRICT
7. SUBGRADE IN THE RAIN GARDEN BOTTOM SHOULD NOT BE COMPACTED. IF THE SUBGRADE BECOMES COMPACTED FOR ANY REASON, IT SHALL BE SCARIFIED PRIOR TO SOIL PLACEMENT
8. IN TOWNSHIPS WHERE INFILTRATION MAY BE IMPOSSIBLE DUE TO SOIL CONDITIONS OR BASEMENTS, IT IS RECOMMENDED THAT A 60 MIL HDPE POND LINER BE IN INSTALLED ALONG WITH 30" OF PLANTING SOIL MEDIA.

RAIN GARDEN
N.T.S.

DRAWING PREPARED BY C. S. DAVIDSON, INC.
SIMPLIFIED APPROACH DETAILS.dwg
DATE: AUG, 2016

SIMPLIFIED APPROACH STANDARD DETAIL
RAIN GARDEN
CUMBERLAND COUNTY, PENNSYLVANIA