

SMALL PROJECTS PLAN PROCEDURES

UPPER ALLEN TOWNSHIP Community Development Department 100 Gettysburg Pike, Mechanicsburg, PA 17055 Phone: 717-766-0756 Fax: 717-796-983 Office Hours: M-F 8:00 AM – 4:30 PM www.uatwp.org

SUBMISSION REQUIREMENTS

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

The Small Projects Plan (formerly Simplified Approach) application is a supplement application for projects that will create more than 2,000 square feet of impervious surface. This includes the total cumulative impervious surface area of existing and proposed projects since January 18th, 2017.

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. Applications submitted without a zoning permit will be charged a \$40 application fee. The applicant/owner is responsible for any charges, including any additional costs incurred by review of staff, the township engineer, and/or any approved third-party agency. Fees are subject to change at any time by Resolution from the Board of Commissioners.

I/we have read the Simplified Approach Permit Procedures:

Applicant/Owner

STORMWATER MANAGEMENT SMALL PROJECT PLAN

For Small Projects in

Upper Allen Township, Cumberland County, Pennsylvania

TABLE OF CONTENTS

I.	Directions and Review ProcessF	age C2
II.	Application and PermitF	age C3
III.	Record of Proposed ImperviousF	2age C4
IV.	Minor Stormwater Management Plan RequirementsF	age C5
V.	How to Determine Disconnected Impervious Area (DIA)F	age C6
VI.	Chart for Determining BMPs Based on Volume Required	age C7
VII.	Stormwater Management/ BMP Facilities Operation & Maintenance AgreementF	age C8
VIII.	Standard DetailsPa	age C10

Introduction:

This Small Project 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 infrastructure such as roadways.

I. Directions and Review Process

- A. For Small Projects that satisfy the exemption criteria based on the total cumulative impervious surface area added since January 18, 2017, that is **less than 2,000 ft**² shall submit two copies of the following:
 - 1. Completed Application and Permit worksheet (Section II).
 - 2. Stormwater Management Sketch Plan as required under Section IV.A.
 - 3. Record of Impervious worksheet (Section III) with completed columns 1 through 3 only.
- B. For Small Projects with a total cumulative impervious surface area added since January 18, 2017, that is greater than 2,000 ft² and less than or equal to 7,500 ft² shall submit two copies of the following:
 - 1. Complete Application and Permit Worksheet (Section II).
 - 2. Minor Stormwater Management Plan as required under Section IV.B
 - 3. Record of Impervious Worksheet (Section III) with completed columns 1-4 for areas that can be considered disconnected or all 7 columns for areas that cannot be considered disconnected.
 - 4. For all proposed impervious surfaces that cannot be completely disconnected, calculate the volume of stormwater runoff required to be captured by Stormwater BMPs. Multiply the contributory square footage of impervious 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. Note that the standard details are not a comprehensive list of available stormwater BMP's. It is the applicant's responsibility to select a facility and determine the appropriate size.
 - 5. Complete and sign the Stormwater Management/BMP Facilities Operation & Maintenance Agreement, hereinafter referred to as O&M Agreement. (Section VII)
- C. The Application shall not be considered to be complete unless it includes all of the information required. Upon receipt of a complete application, the official designated by the Municipality to administer the Small Project Approach process shall review the application against the requirements applicable to Small Project Approach submissions.
 - 1. The designated official shall approve the application if the application conforms to applicable requirements. Upon approval of a complete application packet, the designated official shall sign the permit and issue a copy to the Applicant.
 - 2. 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 thirty (30) calendar days of the date of filing. The property owner may, in response to denied Small Project Approach submission, resubmit the application with revisions necessary to address the reasons for the denial.
- D. Once the permit is signed and its receipt acknowledged, the Applicant is authorized to initiate construction of the approved project. The Applicant is responsible for contacting the designated official at a minimum of 72 hours prior to the start of construction to schedule an inspection. Typically, up to 3 inspections could be performed during and after the completion of the stormwater management facilities.

II. Application and Permit

Prop	perty Owner's Name:	Phone No:
Add	Iress of Property:	
Add	Iress of Owner:	
Con	ntact Phone No. (if different than the Owner):	
Con	ntact Email:	
Parc	cel ID #:	
Tota	al Existing Impervious on the Property:	
Tota	al Impervious on the Lot after Project:	
New	v Impervious Area Associated with this Project:_	
Are drai	there any known existing drainage problems or nage problems? <i>(if yes please explain)</i>	the potential for the proposed project to create
Dec	laration and Acknowledgement:	
•	I (we) declare that I am the property owner, or rep provided is accurate to the best of my knowledge. implementation. I (we) understand that stormwate	presentative of the owner, and that the information I (we) agree to assume full responsibility for the er may not adversely affect adjacent properties or be

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 Stormwater Management Plan, the Record of Proposed Impervious and the Stormwater

Management / BMP Facilities and Maintenance Agreement (if applicable) will be adhered to.

directed onto another property without written permission. I (we) declare that the proposed project will not

Applicant Acknowledgement of Submission:

Signature:

Date:

NOTE: Development activities shall begin only after the Municipality approves the Stormwater Management Plan.

Permit approved by Upper Allen Township:	
Municipal Official:	
Signature:	Date:
Title:	_

III. Record of Impervious

Record of Proposed Impervious								
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	
Number (corresponding to Stormwater Management Plan Proposed Impervious)	Area of Proposed Impervious (ft^2)	Description (Roof, Patio, Pavement, Driveway, Gravel, etc.)	Does the Impervious Area Meet the Requirements to be Disconnected? Section V (yes/no)	Contributary Area Storage Requirement; Storage (ft^3) = Area (ft^2) x .25; Column 4 x .25	BMP used to Control Required Volume (ft^3)	BMP Size Requirement from Chart for Determining BMPs Sizing Based on Volume Required- Section VI	Notes (minimum date)	
PROPOSED IMPERVIOUS SINCE JANUARY 18, 2017								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
	-		EX	ISTING IMPERV	IOUS BEFOR	E JANUARY 18, 20	17	
Α								
В								
С								
D								
E								
F								
G								
н								
I								
J								

IV. Minor Stormwater Management Plan Requirements

A. Sketch Plan Requirements

- 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 areas such as roofs, driveways, etc. with dimensions of each. The proposed impervious areas shall be numbered (1, 2, ...) and shall correspond to the number on the Record Sheet.
- 8. The location and direction of flow discharge from existing and proposed impervious areas are shown with a flow arrow other symbol.
- 9. Property Owners Signature.

B. Minor Stormwater Management Plan Requirements

- 1. Section IV.A, Sketch Plan Requirements.
- 2. Slope/flow direction arrows on and 100 feet beyond the property line. 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 Regulated Activity area.
- 3. Distance from proposed discharge location, along the flow path, to property lines, drainage ways (natural or manmade), wooded areas, and structures. If applying for the DIA credit, label the DIA flow path and length on the plan.
- 4. Distance between structures and proposed stormwater facilities along with elevations of both.
- 5. Natural and/or manmade drainage features such as drainage ways, streams, wetlands etc. on the property and within 100 feet beyond the property line.
- 6. Manmade features or structures such as buildings 100 feet beyond the property line on the downstream/receiving flow site.
- 7. Wells and on-site septic systems on and 100 feet beyond the property line.
- 8. Any other pertinent information that may be significant to the project site (steep slopes, etc.).
- 9. Size and location of stormwater BMP's with dimensions and details (as required).
- 10. Soil hydrologic soil group (listed under the soil).
- 11. Any existing and proposed structures first floor elevations.
- 12. Grading spot elevations and or contours defining the proposed flow characteristics.
- 13. Approximate distance from house and elevation of proposed stormwater BMPs and overflow paths.

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). Disconnected Impervious Area may be deducted from the total proposed impervious area when calculating the required storage volume. Stormwater BMPs are only required for non-disconnected impervious areas.

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

- A. <u>Rooftop Disconnection</u>: Impervious is considered to be disconnected if it meets the requirements listed below:
 - 1. The contributing impervious drainage area to each disconnected discharge (downspout) is less than 500 Sq. Ft.
 - 2. The overland flow path from runoff discharge point has a slope of five percent (5%) or less.
 - 3. Soils along the overland flow path are not classified as hydrologic group "D"
 - 4. The overland flow path is maintained as at least 90% uniformly vegetated condition.
 - 5. The receiving pervious area shall not include another person's property unless written permission has been obtained from the affected property owner.
 - 6. The length of flow path must be 75 feet in length.
 - 7. The distance between discharge points and flow paths must be and remain a minimum of ten (10) feet apart for entire 75 feet.
- B. <u>Paved Disconnection</u>: Paved surfaces can be considered disconnected if they, or the adjacent areas, meet the following requirements:
 - 1. The contributing flow path over the impervious area is not more than 75 feet.
 - 2. The length of the overland flow is greater than or equal to the maximum length of flow over the impervious area.
 - 3. The slope of both the contributing impervious area and the overland flow path is five percent (5%) or less.
 - 4. If discharge is concentrated at one or more discrete points, no more than 500 ft² 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.

VI. Chart for Determining BMP Sizing

	BMP							
					PA Native	PA Native		
	Rain Garden/	Infiltration	Infiltration	Infiltration	Deciduous	Evergreen	Rain Barrel	
	BioRetention	Trench	Bed	Berm	Tree*	Tree*	(55 Gal Typ.)	
		Variable Determining Size						
Volume	Area	Lenath	Area	Lenath	Quantity	Quantity	Quantity	
Required (ft ³)	(ft^2)	(ft)	(ft ²)	(ft)	(ea)	(ea)	(ea)	
12.5	4	8	21	3	2	1	2	
25	14	16	42	6	4	3	3	
50	36	31	83	11	8	5	7	
75	59	47	125	17	13	8	10	
100	82	63	167	22	17	10	14	
125	106	78	208	28	21	13	17	
150	130	94	250	33	25	15	20	
175	154	109	292	39	29	18		
200	178	125	333	44	33	20		
225	203	141	375	50	38	23		
250	227	150	417	56	42	25	-	
275	202	188	400	67	40 50	20		
325	302	203	542	72			1	
350	326	203	583	78				
375	351	234	625	83				
400	376	250	667	89				
425	401	266	708	94				
450	426	281	750	100				
475	451	297	792	106				
500	476	313	833	111				
525	502	328	875	117				
550	527	344	917	122				
575	552	359	958	128				
600	577	375	1,000	133				
625	602	391	1,042	139				
650	628	406	1,083	144				
700	679	422	1,125	150				
700	704	430	1,107	150				
750	729	469	1,250	167				
775	754	484	1,292	172				
800	780	500	1,333	178				
825	805	516	1,375	183				
850	830	531	1,417	189				
875	856	547	1,458	194				
900	881	563	1,500	200				
925	907	578	1,542	206				
950	932	594	1,583	211				
975	958	609	1,625	217				
1,000	983	625	1,667	222				
1,020	1,008	656	1,750	239				
1,000	1,034	672	1 702	233				
1 100	1,035	688	1.833	200	1			
1,125	1,110	703	1,875	250				
1,150	1,136	719	1,917	256	1			
1,175	1,162	734	1,958	261	1			
1,200	1,187	750	2,000	267				
1,225	1,213	766	2,042	272				
1.250	1.238	781	2.083	278				

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

NOTE: Round volume required based on calculations to the next highest number provided on this Table.

VII. Stormwater Management/ BMP Facilities Operation and Maintenance Agreement

WHEREAS, the Landowner is the owner of certain real property located at ______, described as ______ (*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.

- 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.

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

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

been reimbursed thirty (30) days after receipt of invoice.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

ATTEST:	LANDOWNER:				
	By:Name/Title By:Name/Title				
ATTEST:	MUNICIPALITY: UPPER ALLEN TOWNSHIP				
Name/Title	By: Name/Title				

(SEAL)

9.

C9

VIII. Standard Details









