NEWBERRY TOWNSHIP

MINOR STORMWATER MANAGEMENT PERMIT APPLICATION

Minor Land Disturbance

1915 Old Trail Road | Etters, PA 17319
717-938-6992 | www.NewberryTwp.com

FOR TOWNSHIP USE ONLY

File No.

Date of Receipt / Filing

Application is hereby made to Newberry Township for issuance of a Stormwater Management Permit pursuant to the plans and specifications submitted with this application.

1. PROJECT, OWNER, AND APPLICANT INFORMATION

Project Location

PROPERTY OWNER

Name(s)

Mailing Address

Telephone

Email

APPLICANT (IF OTHER THAN OWNER)

Name

Mailing Address

Telephone

Email

2. PROJECT AND STORMWATER PLAN INFORMATION

Subdivision / Land Development Plan Name

Brief Description of Work to Be Performed

Proposed Impervious and/or Semi-Impervious Area (square feet)

Stormwater Management Plan Prepared By

Preparer Mailing Address

Telephone Number

Email Address

APPLICANT CERTIFICATION

The undersigned represents that, to the best of their knowledge and belief, all information listed above and in the accompanying permit submission is true, correct, and complete.

Date

Signature of Owner

Date

Signature of Applicant

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Pursuant to the Newberry Township Stormwater Management Ordinance, a property owner applying for a Stormwater Management Permit is responsible for the installation, operation, and long-term maintenance of proposed stormwater Best Management Practices (BMPs). This notice summarizes common owner responsibilities. Failure to comply may delay the project, delay or prevent issuance of a Certificate of Occupancy, or require financial security before a Certificate of Occupancy is released.

THE PROPERTY OWNER IS ULTIMATELY RESPONSIBLE FOR ENSURING THESE OBLIGATIONS ARE MET, EVEN IF AN ENGINEER OR CONTRACTOR IS ENGAGED TO DESIGN OR PERFORM THE WORK. IF ENFORCEMENT IS NECESSARY, THE TOWNSHIP WILL PURSUE THE PROPERTY OWNER, NOT THE CONTRACTOR. CONTRACT LANGUAGE THAT MINIMIZES THE OWNER'S RISK IS RECOMMENDED.

Owner(s) shall initial each section below:

Initials _____

1. The Owner shall ensure that no more than one (1) acre of land is disturbed at any one time. If the disturbed area exceeds one acre, an additional NPDES permit will be required. NPDES permits may cost several thousand dollars to prepare and implement and may take three months or longer to obtain, potentially delaying occupancy.

Initials _____

2. The Township generally does not require financial security (cash, letter of credit, or bond equal to the cost of proposed stormwater BMPs) when the permit is issued, provided the BMPs are installed, inspected, functional, and stabilized before a Certificate of Occupancy is requested. The Owner should understand the Contractor's schedule and sequence of work. If BMPs are incomplete or not stabilized when occupancy is requested, the Township will require financial security before releasing the Certificate of Occupancy.

Initials _____

3. The Township Engineer or Zoning Officer must inspect the stormwater BMPs and verify that construction complies with the approved plan. This approval must be submitted before a Certificate of Occupancy is requested. If approval has not been provided, the Township will require financial security to be posted.

PROPERTY OWNER ACKNOWLEDGMENT

Property Owner Signature _____ **Date** _____

Property Owner Signature _____ **Date** _____

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MINOR SWM PERMIT APPLICATION CHECKLIST

Completed Checklist to Accompany Submission

Check each item included with the submission. Submit the number and format of copies indicated below.

No.	Description	Enclosed
1	Minor SWM Permit Application	☐
2	Stormwater Management Plan (1 hard copy and 1 PDF)	☐
	• Existing features on and within 200 feet of the subject property	☐
	• Existing topographic contours and/or spot elevations	☐
	• Existing items to be removed	☐
	• Proposed impervious / semi-impervious improvements	☐
	• Proposed grading and finished floor elevations	☐
	• Construction details and profiles / sections for all proposed BMPs	☐
	• Permanent easements around proposed BMPs	☐
	• Temporary construction fencing around infiltration BMPs	☐
	• Operations and Maintenance Program	☐
	• General notes and Owner acknowledgment*	☐
	• Schedule of required inspections**	☐
3	Stormwater Management Narrative / Report (1 hard copy and 1 PDF)	☐
	• Evaluation of potential impacts to downstream properties	☐
	• Existing and proposed drainage areas with time-of-concentration paths	☐
	• Karst area evaluation	☐
	• Existing and proposed stormwater volume calculations	☐
	• Dewatering calculations	☐
	• Schedule of proposed construction***	☐
	• Written description of E&S controls and sequence of construction	☐
	• Professional Engineer seal, signature, and certification (as applicable)	☐
4	Executed Operations and Maintenance Agreement (SWMO Appendix 3)	☐
5	Financial security for Performance and Maintenance Guarantees***	☐
6	Filing fee of $335.00 and review escrow of $300.00 - two separate checks	☐

Fee Note The filing fee and review escrow must be submitted as two separate checks payable to Newberry Township. Fees are subject to the current Township fee schedule.

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MINOR SWM PLAN REQUIREMENTS

General Notes, Owner Certification, Inspections, and Financial Security

GENERAL NOTES REQUIRED ON THE STORMWATER MANAGEMENT PLAN

1. Performance and Maintenance financial guarantees will be required if stormwater facilities have not been constructed, inspected, and supported by an approved certificate of completion before a Certificate of Occupancy is requested.

2. As-built plans and/or inspection of construction by the Township Engineer or Zoning Officer are required. Any performance guarantee will be held until the certificate of completion is complete and approved.

3. Temporary construction fencing is required around the limits of proposed infiltration facilities to protect the area from compaction during construction. Fencing shall be installed before earth-moving activities begin.

4. Earth disturbance exceeding one (1) acre requires the Owner to obtain an NPDES Permit issued by the York County Conservation District. A Certificate of Occupancy and/or performance guarantee may be held until the permit is obtained, required improvements are installed, and the permit is terminated.

OWNER CERTIFICATION TO APPEAR ON THE STORMWATER MANAGEMENT PLAN

Owner Name(s) _____

I/we hereby certify that I/we are the owner(s) of record of the property that is the subject of this Stormwater Management Plan and that the plan has been prepared at my/our request. I/we acknowledge that the stormwater Best Management Practices are fixtures that cannot be altered or removed without prior approval by Newberry Township. I/we further acknowledge that earth disturbance exceeding one (1) acre requires an NPDES permit issued by the York County Conservation District at our expense and may delay the project. If Performance and Maintenance Guarantees have not been posted, posting such guarantees will be required as a condition of issuance of the Certificate of Occupancy for the proposed construction.

SCHEDULE OF REQUIRED INSPECTIONS

1. After excavation of the infiltration facility is complete to subgrade, with geotextile fabric in place and stone on site, as applicable.

2. Final inspection before a Certificate of Occupancy is requested, after roof laterals and infiltration-facility piping have been installed and before backfill.

CONSTRUCTION SCHEDULE AND FINANCIAL SECURITY

The installation schedule shall address completion and stabilization of lawn areas during accepted planting seasons. The construction sequence shall address installation of infiltration facilities in relation to other work. Infiltration facilities shall be installed after bulk grading is complete and contributing drainage areas are graded and established. Performance and Maintenance Guarantees will be required if stormwater facilities have not been constructed, inspected, and supported by an approved certificate of completion before a Certificate of Occupancy is requested.

Rev. 2022 source content reformatted for administrative use. Verify current fees and ordinance requirements before submission.