

STORMWATER MANAGEMENT (SWM)
BEST MANAGEMENT PRACTICES
(BMP)
SITE PLAN AND REPORT
SUBMISSION APPLICATION

<i>This block for Twp use only</i>	
SWM Site Plan No.	_____
Date of Submission	_____
Twp. Fee\$	_____

1. Title of Plan / Subdivision: _____

2. Name of Applicant: _____

Address: _____ Phone #: _____

_____ Email: _____

3. Name of Owner of Record: _____

Address: _____ Phone #: _____

_____ Email: _____

4. BMP Designer: _____

Contact: _____ Phone #: _____

Address: _____ Email: _____

6. Total Land Area Represented: _____ acres

7. Total Square Feet of Impervious Area Proposed Per Lot: _____

8. SWM Site Plan Checklist attached and complete Yes No N/A

9. SWM Site Report Checklist attached and complete Yes No N/A

10. O&M Agreement attached and complete Yes No N/A

11. Are any modifications of requirements being requested? If so, list specific section(s) from which relief is requested and justification for relief requested (provide additional sheets if necessary).

12. I hereby certify that the submission represented by this application is complete and is prepared in conformance with the applicable Township Ordinances and further I take full responsibility for and indemnify and hold harmless Halifax Township, its employees and agents (including but not limited to its Solicitor and Engineer) from any and all claims due to the construction, operation, existence or maintenance of the SWM and BMP, or the lack thereof (due to my requesting, and the granting, of a waiver of any such requirements pursuant to the applicable Township Ordinances) which are the subjects of the application herein.

Signature

Date

Stormwater Management Application and Administration Fees

- a. For applications involving up to 4,999 square feet of new impervious area - \$300.00.
- b. For applications involving more than 4,999 square feet of new impervious area - \$500.00.
- c. The applicant may be required to reimburse the Township for costs that Township has incurred by the Township Engineer, Township Solicitor, and / or other professional consultant(s) that the Township, in its sole discretion as it deems necessary in order to adequately and properly administer the requirements of the Ordinance.

STORMWATER MANAGEMENT (SWM)
SITE PLAN
 CHECKLIST FOR SUBMISSION

The SWM Site Plan shall include (but not be limited to):

Item	Provided
1. Sheet size 24" x 36"	
2. Name, address, telephone number, and email address of developer; registered owner; equitable owner; applicant; and contractor	
3. Title of plan	
4. Location plan not smaller than 1" = 1000'	
5. North arrows for all plan views	
6. Scale designation for all drawings and details, graphically and written	
7. Square feet of floor area (footprint)	
8. Date of drawing preparation	
9. Names of existing and proposed streets or alleys	
10. Impervious cover (existing and proposed)	
11. Vegetative cover (existing and proposed)	
12. Number or letter to identify each lot	
13. Proposed use of each lot	
14. All restrictions on the use of land including easements, rights-of-way, and covenants	
15. Metes and bounds description of the entire tract perimeter, existing and proposed easements, and rights-of-way	
16. Existing and proposed contours at intervals of 2 feet	
17. Existing waterbodies within the project area including stream, lakes, ponds, field-delineated wetlands or other bodies of water, sinkholes, flood hazard boundaries (FEMA-delineated floodplains and floodways), all sensitive environmental areas of natural vegetation to be preserved, the total extent of the upstream area draining through the site, and overland drainage paths.	

18. All existing and proposed utilities, on-lot wastewater facilities, water supply lines, sanitary sewers, and water lines on and within 50 feet of property lines.	
19. A key map showing all existing man-made features beyond the property boundary that may be affected by the project.	
20. Soil names and boundaries with identification of the Hydraulic Soil Group classification.	
21. The proposed limit of disturbance line and associated proposed disturbed acres.	
22. Proposed structures, roads, paved areas, buildings, and other improvements including plans and profiles of roads and paved areas and floor elevations of buildings.	
23. Horizontal alignment, vertical profiles, and cross sections of all open channels, pipes, swales, and other BMPs.	
24. The location and clear identification of the nature of permanent stormwater BMPs. This information shall include the limits of design impervious area and, where applicable, modification of design for impervious area in excess of that specified.	
25. The location of all erosion and sedimentation control facilities.	
26. A minimum 20-foot wide access easement around all stormwater management facilities that would provide ingress to and egress from a public right-of-way. In lieu of providing an easement to the public right-of-way, a note may be added to the plan granting the Township of their designees access to all easements via the nearest public right-of-way.	
27. Construction details for all drainage and stormwater BMPs. Where possible, guidance for modification of the design for additional impervious area shall be provided.	
28. Construction details of any improvements made to sinkholes.	
29. Identification of short-term and long-term ownership, operations, and maintenance responsibilities.	
30. All required standard notes	
31. Required filing fee, payable to Halifax Township.	

STORMWATER MANAGEMENT (SWM)
SITE REPORT
 CHECKLIST FOR SUBMISSION

The SWM Site Report shall include (but not be limited to):

Item	Provided
1. The name of the development; name and location and / or address of the property site; name, address, telephone number, and email address of the Applicant / Owner of the property; and name, address, telephone number, email address, and engineering seal and signature of the individual preparing the SWM Site Report.	
2. Project description narrative including expected project time schedule.	
3. Location map showing the project site and its location relative to release rate districts.	
4. Drainage area maps for all watersheds and inlets depicting the time of concentration paths.	
5. A detailed description of the existing site conditions. A detailed site evaluation shall be completed for projects proposed in areas of carbonate geology or Karst topography, and other environmentally sensitive areas such as brownfields.	
6. Complete hydrologic, hydraulic and structural computations, calculations, assumptions, and criteria for the design of all stormwater BMPs.	
7. Description of, justification and actual field results for infiltration testing with respect to the type of test and test location for the design of infiltration BMPs.	
8. Calculations showing the total drainage area and impervious area loading rates to each BMP.	
9. The effect of the project (in terms of runoff volumes, water quality, and peak flows) on surrounding properties and aquatic features and on any existing municipal stormwater collection system that may receive runoff from the project site.	
10. Description of the proposed changes to the land surface and vegetative cover, including the type and amount of impervious area to be added.	
11. All applicable worksheets from Chapter 8 of the BMP manual when establishing volume controls.	
12. Identification of short-term and long-term ownership, operation, and maintenance responsibilities as well as schedules and costs for inspection and maintenance activities for each permanent stormwater or drainage BMP, including provisions for permanent access or maintenance easements.	

**OPERATION AND MAINTENANCE (O&M) AGREEMENT
STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM BMPs)**

THIS AGREEMENT, made and entered into this _____ day of _____, 20____, by and between _____, (hereinafter the “Landowner”), and **HALIFAX TOWNSHIP**, Dauphin County, Pennsylvania, (hereinafter “Municipality”);

WITNESSETH

WHEREAS, the Landowner is the owner of certain real property as recorded by deed in the land records of Dauphin County, Pennsylvania, Deed Book _____ at Page _____, (hereinafter “Property”).

WHEREAS, the Landowner is proceeding to build and develop the Property; and

WHEREAS, the SWM Site Plan approved by the Municipality (hereinafter referred to as the “Plan”) for the property identified herein, which is attached hereto as Appendix A and made part hereof, as approved by the Municipality, provides for management of stormwater within the confines of the Property through the use of BMPs; and

WHEREAS, the Municipality, and the Landowner, his successors and assigns, agree that the health, safety, and welfare of the residents of the Municipality and the protection and maintenance of water quality require that on-site SWM BMPs be constructed and maintained on the Property; and

WHEREAS, the Municipality requires, through the implementation of the SWM Site Plan, that stormwater BMPs as required by said Plan and the Municipal Stormwater Management Ordinance be constructed and adequately operated and maintained by the Landowner, successors and assigns.

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

1. The Landowner shall construct the BMPs in accordance with the plans and specifications identified in the SWM Site Plan.
2. The Landowner shall operate and maintain the BMPs as shown on the Plan in good working order in accordance with the specific maintenance requirements noted on the approved SWM Site Plan.
3. The Landowner hereby grants permission to the Municipality, its authorized agents, and employees, to enter upon the property, at reasonable times and upon presentation of proper credentials, to inspect the BMPs whenever necessary. Whenever possible, the Municipality shall notify the Landowner prior to entering the property.
4. In the event the Landowner fails to operate and maintain the BMPs per paragraph 2, the Municipality or its representatives may enter upon the property and take whatever action is deemed necessary to maintain said BMPs. It is expressly understood and agreed that the Municipality is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Municipality. The Landowner may be subjected to the Penalties Section of the applicable Ordinance.
5. In the event the Municipality, 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 Municipality for all expenses (direct and indirect) incurred within ten (10) days of receipt of invoice from the Municipality.

- 6. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
- 7. The Landowner, its executors, administrators, assigns, and other successors in interests, shall release the Municipality from all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the BMPs by the Landowner or Municipality.
- 8. The Municipality may inspect the BMPs whenever necessary to ensure their continued functioning.

This Agreement shall be recorded at the Office of the Recorder of Deeds of Dauphin County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs and any other successors in interests, in perpetuity.

ATTEST:

WITNESS the following signatures and seals:

(SEAL)

For the Municipality:

For the Landowner:

ATTEST:

_____ (City, Borough, Township)

County of Dauphin, Pennsylvania

I, _____, a Notary Public in and for the County and State aforesaid, whose commission expires on the _____ day of _____, 20____, do hereby certify that _____ whose name(s) is/are signed to the foregoing Agreement bearing date of the _____ day of _____, 20____, has acknowledged the same before me in my said County and State.

GIVEN UNDER MY HAND THIS _____ day of _____, 20_____.

NOTARY PUBLIC

(SEAL)

STORMWATER MANAGEMENT PLAN (SWM) SUBMITTAL GUIDE

Submission must include (at a minimum):

- Completed application – 1 original
- Filing fee:*
 - \$300.00 for projects involving up to 4,999 s.f. of new impervious area
 - \$500.00 for projects involving more than 4,999 s.f. of new impervious area
- Escrow fee* - to be determined by the Township, if applicable.
- Stormwater management site plan and report – 2 sets for initial review; 5 sets for final review / recording.
- Operation of Maintenance (O&M) Agreement – 2 originals, signed by the landowner(s) and notarized.

What to expect / plan for during the review process:

- All submissions are reviewed by the Township's consulting engineer. The average review time is 10 days. However, be aware that if revisions are required, the overall processing time increases to include the time involved in revisions being made, resubmitted to the Township and reviewed by the Township Engineer. The Township will respond within 45 calendar days of submission as to whether or not the stormwater management site plan and report have been approved.

When the plan is approved:

- The Township will notify you of the approval and inform you that the O&M Agreement / stormwater management site plan / report is ready to be picked up for recording.
- Proof of recording of the BMP information is required prior to building permit issuance.
- Any remaining escrow fee will be returned after construction is over, all outstanding invoices have been paid, and as-built plans have been provided to the Township.

*Note: Make checks payable to Halifax Township. The escrow amount will be determined during the initial review.

STORMWATER MANAGEMENT (SWM)
PLAN REVIEW PROCESS

