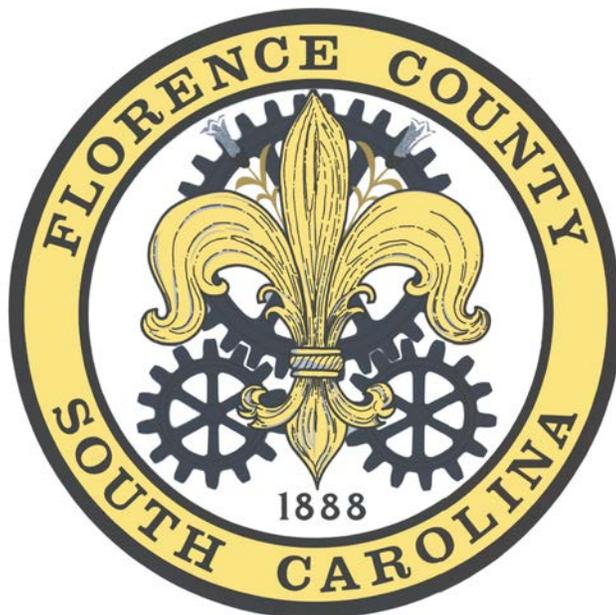


**FLORENCE COUNTY**

***STORMWATER DESIGN MANUAL***



***JULY 18, 2013***

*(Updated February 18, 2022)*

Resolution No. 02-2013/14  
Florence County Council

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# **SECTION 1. – GENERAL**

## ***1.1 – INTRODUCTION***

The Florence County Stormwater Design Manual (FCSWDM) defines minimum standards, requirements and procedures for the design, permitting, construction, and maintenance of drainage systems within the jurisdiction of Florence County (the County). As an integral part of the County’s stormwater program, this SWDM applies to site developments to provide flood control, water quality improvement and visual appeal. The FCSWDM also contains appendices with detailed information to supplement the information included in the main portion of the manual. This manual is pursuant to Chapter 9.5 Drainage and Stormwater Management of the Florence County Code of Ordinances.

This FCSWDM presents minimum stormwater standards that apply to physical development within the County. However, the standards will not apply for all situations. Compliance with these standards does not relieve the applicant of the responsibility to use sound professional judgment or compliance with other local, state or federal requirements. The County intends for these standards to assist, but not substitute for, competent work by design professionals.

The purposes of stormwater management are:

1. Limit peak during and post-development stormwater flows,
2. Reduce stormwater pollutant loads,
3. Mitigate the impacts of runoff due to additional impervious surfaces,
4. Maximize infiltration (e.g., minimize runoff) from developed property,
5. Facilitate groundwater recharge, and
6. Protect groundwater quality.

## ***1.2 – APPLICABILITY***

The standards in this FCSWDM apply to new development and redevelopment projects. Florence County recognizes three types of stormwater management and sediment erosion control plans. The three types of plans are for a Small Commercial Land Disturbing Permit, a Large Commercial LDP and a Residential LDP. All three must meet certain criteria for design but only the Large Commercial LDP requires a comprehensive stormwater management and sediment control plan, which includes a comprehensive stormwater pollution prevention plan (C-SWPPP). The County is responsible for review and approval for all three types of plans.

The three types of stormwater management and sediment erosion control plans include the following:

1. Residential Land Disturbing Permit – All land disturbing activities that are limited to an individual lot or a collection of lots within an approved residential subdivision previously approved by Florence County.
2. Small Commercial Land Disturbing Permit – All land disturbing activities with disturbed areas less than one acre and which is not part of a larger common plan of development or sale.
3. Large Commercial Land Disturbing Permit – All land disturbing activities with disturbed areas of one acre or greater. Also includes projects or developments of less than one acre of land disturbance that are part of a larger common plan of development or sale that comprise of at least one acre of land disturbance.

The County will review all stormwater related submittals for general compliance with these specific standards. An acceptance by the County does not relieve the applicant from the responsibility of ensuring all systems are safe; that calculations, plans, specifications, construction, and record drawings comply with normal engineering standards; this FCSWDM; and other applicable local, state, and federal rules and regulations. Where any

other law, ordinance, resolution, rule, or regulations of any kind also cover requirements in this document, the more restrictive shall govern.

The County Engineer may require more stringent requirements than would normally be required under these standards depending on special conditions and/or environmental constraints. The County Engineer has the option of accepting alternatives to the FCSWDM standard plans, specifications and design details if the alternatives proposed meet or exceed the adopted performance standards.

### ***1.3 – PURPOSE***

In order to protect the general health, safety, and welfare of the people of the County, to enhance the quality of water of the county, and to protect the natural assets and resources of the county for posterity, the Stormwater Management and Sediment Control Ordinance (the Ordinance) was enacted by the County to, among other things, protect the lands and waters from the effects of excessive soil erosion and sedimentation, to prevent siltation of streams and lakes, to prevent clogging of drainage channels, to prevent excessive flood damage, to prevent damage to the property of adjacent landowners, and reduce pollutants in stormwater from new development and redevelopment. The FCSWDM specifies the detailed analysis that is needed to complete the C-SWPPP and comply with the intent of the Ordinance. The FCSWDM establishes allowable runoff criteria and drainage design standards for new development and redevelopment.

### ***1.4 – AUTHORITY***

The Clean Water Act of 1972, as amended in 1987, prohibits the discharge of pollutants into waters of the United States unless the discharge complies with a National Pollutant Discharge Elimination System (NPDES) permit. The County is subject to the Phase 2 Stormwater NPDES permitting requirements and was issued general permit coverage by the South Carolina Department of Health and Environmental Control (SCDHEC) in September, 2007

(SCR034102). The Federal and State NPDES permit program requires the County to “develop, implement, and enforce a program to address storm water runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that discharge into your regulated SMS4.” Within this regulatory context, the County implements development requirements that reduce water pollution carried in stormwater runoff.

Laws that provide the County with the authority to regulate drainage within the County’s jurisdiction include, but are not limited to the following:

1. Constitutional authority as a municipal corporation to promulgate regulations governing the discharge of stormwater.
2. Standards of Stormwater Management and Sediment Reduction Regulation 72-305 “Permit Applications and Approval Process” and 72-307 “Specific Design Criteria, Minimum Standards and Specifications”.
3. NPDES General Permit for Stormwater Discharges from Construction Activities (Permit No. SCR100000).
4. NPDES General Permit for Stormwater Discharges from Regulated Small Municipal Separate Storm Sewer Systems (MS4s) (Permit No. SCR03000).
5. Section 48-14-10 et seq. of the Code of Laws of South Carolina, 1976, amended.
6. Chapter 9.5 et seq. of the Florence County Code of Ordinances.

### ***1.5 – MODIFICATIONS AND ADDENDA***

The County may revise and update this FCSWDM as necessary to reflect corrections and advances in the field of drainage engineering, water resources management, or as directed by

the Environmental Protection Agency (EPA) or SCDHEC. Users who request changes to the FCSWDM need to provide data to the County that supports justification for the change.

## **1.6 – DEFINITIONS**

Refer to Ordinance Chapter 9.5, Article 1, Division 2, Section 9.5-16; Section 72-301, Chapter 72 of SCDHEC Document No. 1416; or SC Regulation R61-9.122.2.

## **1.7 – ACRONYMS AND ABBREVIATIONS**

BMP – Best Management Practices

CEPSCI – Certified Erosion Prevention and Sediment Control Inspector

CGP – Construction General Permit (SCR100000)

County – Florence County (Specifically Florence County Engineering Division)

EPA – Environmental Protection Agency

EQC – Environmental Quality Control

FCSWDM - Florence County Stormwater Design Manual

LCP – Larger Common Plan

LDP – Land Disturbance Permit

LID – Low Impact Development

MTD – Manufactured Treatment Device

NOI – Notice of Intent

NOT – Notice of Termination

NPDES – National Pollutant Discharge Elimination System

OS-SWPPP – On-site Stormwater Pollution Prevention Plan

Ordinance - Florence County's Code of Ordinance Chapter 9.5

SCDHEC – South Carolina Department of Health and Environmental Control

SCS – Soil Conservation Service

SMS4 – Small Municipal Separate Storm Sewer System

SWPPP/C-SWPPP – Comprehensive Stormwater Pollution Prevention Plan

USGS – United States Geological Survey

## **SECTION 2. – GENERAL STORMWATER REQUIREMENTS**

### **2.1 – PERMIT**

All land disturbing activities in the unincorporated areas of Florence County shall be required to obtain a land disturbance permit prior to any construction, grading or land disturbance of any nature. In addition, land disturbing activities disturbing one or more acres of land, including sites smaller than one acre that are part of a larger common plan of development ultimately disturbing one or more acres, are required to obtain permit coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities prior to land disturbance.

### **2.2 – PERMIT EXEMPTIONS**

The provisions of the regulations that require the preparation and approval of erosion and sediment control and stormwater management plans shall not apply to the activities or conditions listed below:

1. Land disturbing activities on agricultural land for production of plants and animals useful to man, including but not limited to: Forages and sod crops, grains and feed crops, poultry and poultry products; livestock, including beef cattle, sheep, swine, horses, ponies, mules, or goats, including the breeding and grazing of these animals; bees; fur animals and aquaculture; except that the construction of an agricultural structure or structures which, singularly or collectively total one or more acres, such as broiler houses, machine sheds, repair shops and other major buildings and which require the issuance of a building permit shall require the submittal and approval of a stormwater management and sediment control plan prior to the start of the land disturbing activity.
2. Land disturbing activities undertaken on forestland for the production and harvesting of timber and timber products.

3. Construction or improvement of a single family residence or a separately-built accessory building, which is not part of multiple construction in a subdivision development and which disturbs less than one acre.

Where the exemptions listed above may apply, the County encourages those persons engaged in the land disturbing activities to carry out such activities in a manner to achieve the objectives of erosion and sediment reduction and stormwater management through the use of applicable best management practices (BMP's).

### **2.3 – APPLICATION FOR PERMIT**

The person responsible for the land disturbing activity shall apply in writing, on forms provided by the County, to the Engineering Division for a land disturbance permit as well as a NPDES Permit for Construction Activities, if required. Specific requirements of the permit application and approval process are based upon the extent of the land disturbing activity.

### **2.4 – TYPES OF LAND DISTURBANCE PERMITS**

For the purpose of this FCSWDM, stormwater management and sediment erosion control plans shall be divided into three types of land disturbance permits. The designs, presentations and submittals shall be the responsibility of the person responsible for the land disturbing activity.

1. *Residential Land Disturbance Permit* – An Individual Lot Notice of Intent (IL-NOI) is required for the construction of a single-family residential structure that is part of a previously permitted residential subdivision approved by Florence County after September, 2007. The new lot owner or residential builder will be considered a Secondary Permittee who assumes sole responsibility for the building phase of development for installation and maintenance of sediment control measures necessary to comply with the terms and conditions of the Construction General Permit (CGP) and the approved On-Site SWPPP (OS-SWPPP).

2. *Small Commercial Land Disturbance Permit* – All land disturbing activities with disturbed areas less than one acre which are not part of a larger common plan of development or sale are required to obtain a SCLDP. A SCLDP plan shall be prepared in accordance with Section 3.2 of this manual. Florence County reserves the right to require a Large Commercial LDP for a particular type of activity, as deemed necessary.
3. *Large Commercial Land Disturbance Permit* – All land disturbing activities with disturbed areas greater than or equal to one acre are required to obtain a LCLDP. A LCLDP shall be prepared in accordance with Section 3.3 of this manual and all requirements of the NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000).

## **2.5 – PERMIT APPLICATIONS AND PROCEDURES**

1. *Residential Land Disturbance Permit* – For all land disturbing activities for a single-family residential lot within an approved subdivision, see Section 3.1 of the FCSWMD.
2. *Small Commercial Land Disturbance Permit* – For all land disturbing activities involving less than one acre of actual land disturbance which are not part of a larger common plan of development or sale, see Section 3.2 of the FCSWMD.
3. *Large Commercial Land Disturbance Permit* –
  - a) For all land disturbing activities of one acre or more, see Section 3.3 for specific requirements including the requirements of a C-SWPPP, the use of measures other than ponds to achieve water quality improvement such as low impact development (LID), are encouraged. Upon receipt of a completed application for stormwater management and sediment control, the County will accomplish its review and have either the approval or review comments transmitted to the applicant within 20 working days. If notice is not given to the applicant or if action is not taken by the end of the 20-work-day period, the applicant’s plan is considered approved.

- b) These requirements may be modified by the County on a case-by-case basis to address specific stormwater quantity or quality problems or to meet other regulatory requirements which are more stringent than the requirements of the Ordinance.
- c) When the land disturbing activity consists of the construction of a pond, lake or reservoir which is individually built and not part of a permitted land disturbing activity, the following procedures apply:
  - i. A C-SWPPP will not be required if the pond, lake or reservoir is permitted under the state Dams and Reservoirs Safety Act (Regulation 72-1 thru 72-9) or has received a certificate of exemption under the state Dams and Reservoirs Safety Act. Best management practices must be used to minimize the impact of erosion and sediment.
  - ii. A C-SWPPP will be required for the construction of all ponds, lakes and reservoirs not meeting the conditions in section 9.5-29(b)(4)i, that otherwise meet the size requirements for stormwater management and sediment control plan approval.
- d) A C- SWPPP, or application for waiver or variance, is to be submitted to the County by the person responsible for the land disturbing activity, unless otherwise exempted. The C-SWPPP is to contain supporting computations, drawings and sufficient information describing the manner, location and type of measures in which stormwater runoff will be managed from the entire land disturbing activity. The County will review the C-SWPPP to determine compliance with the requirements of these regulations prior to approval. The approved C-SWPPP will serve as the basis for water quantity and quality control on all subsequent construction activities specific to the site.
- e) No permit will be required under the Ordinance for land disturbing activities that are conducted under a state or federal environmental permitting, licensing or certification program where the state or federal environmental permit, license or certification is conditioned upon compliance with the minimum standards and criteria developed under this FCSWDM.

- f) All C-SWPPPs submitted for approval must contain a certification by the person responsible for the land disturbing activity that the land disturbing activity will be accomplished pursuant to the approved C-SWPPP and that responsible personnel will be assigned to the project.
- g) All C-SWPPPs must contain a certification by the person responsible for the land disturbing activity acknowledging the right of SCDHEC and the County to conduct on-site inspections.
- h) The C-SWPPP will not be considered approved without an approval stamp signed and dated by an authorized person with the County. The stamp of approval on the plans is solely an acknowledgement of satisfactory compliance with the requirements of these regulations. The approval stamp does not constitute a representation or warranty to the applicant or any other person concerning the safety, appropriateness or effectiveness of any provision of or omission from the stormwater and sediment control plan.
- i) A copy of the Notice of Intent (NOI), the County's acceptance letter, and the NPDES review fee will be forwarded to SCDHEC after the County has approved the application. SCDHEC has seven business days from the receipt of this information to issue a Construction General Permit (CGP) letter granting coverage, denying coverage or requesting additional information. The land disturbing activity must not begin until SCDHEC permit coverage is received by the County and a set of official stamped plans by Florence County is released. Florence County will also require a pre-construction conference before any land disturbing activities are to commence.
- j) SCDHEC may request to review and comment on C-SWPPPs. The County cannot approve C- SWPPPs until SCDHEC permit coverage is received.
- k) All C-SWPPPs submitted to the County for approval must be certified by a designer. The following disciplines may certify and stamp/seal plans as allowed by their respective licensing act and regulations:
  - i. Registered professional engineers as described in S.C. Code 1976, § 40-22-10 et seq.

- ii. Registered landscape architects as described in S.C. Code 1976, § 40-28-10(a).
  - iii. Tier B land surveyor as described in S.C. Code 1976, § 40-22-10 et seq.
- l) Pursuant to S.C. Code 1976, § 40-22-280, C-SWPPPs may also be prepared by employees of the federal government and submitted by the person responsible for the land disturbing activity to the County for approval.
  - m) The Ordinance does not prohibit other disciplines or certified professionals, including, but not limited to, certified professional erosion and sediment control specialists, which have appropriate background and experience from taking active roles in the preparation of the C- SWPPP and design process. All stormwater plans and specifications submitted to the County for approval must be stamped/sealed by one of those listed above.
  - n) Approved C-SWPPPs remain valid for five years from the date of approval. Extensions or renewals of C-SWPPP approvals may be granted by the County upon approval of an updated application by the person responsible for the land disturbing activity. If changes to the original C-SWPPP are not required, only a completed NOI and the appropriate application fee are needed.

## **2.6 – SWPPP REVIEW AND APPROVAL**

The County will review all C-SWPPPs for compliance with FCSWDM requirements. Approval by the County does not relieve applicants from responsibility for ensuring system performance, safety and compliance with other local, state and federal regulations. Applicants must ensure that calculations, designs, specifications, construction, and record drawings comply with acceptable engineering standards and this FCSWDM. County approval does not constitute a guarantee of system performance nor does it relieve the applicant of liability for the sufficiency, suitability or performance of facilities. For projects regulated by other jurisdictions, applicants must comply with any additional or varying requirements and receive

approval from those entities. Applicants are to provide proof of approval to the County as deemed necessary.

## **2.7 – *START OF CONSTRUCTION***

The applicant must notify the County at least three days prior to commencement of any land disturbing activity or construction under an approved C-SWPPP. The County requires that a pre-construction conference be performed on-site for all non-linear projects prior to the beginning of land disturbing activities to ensure all contractors performing the work know their responsibilities under the permit. Please contact the Florence County Engineering Division at (843) 676-8600 to schedule the pre-construction conference.

## **2.8 – *MAKING ON-SITE SWPPS AVAILABLE***

The OS-SWPPP must be retained at the construction site or other location easily accessible (not more than a 30-minute drive away) during normal business hours to: SCDHEC, EPA, local government officials, and the County from the date of commencement of construction activities to the date of final stabilization. If an on-site location is unavailable to store the OS-SWPPP when no personnel are present, notice of the plan's location, along with any updated contact information, must be posted near the main entrance at the construction site.

The OS-SWPPP includes:

1. OS-SWPPP (The contents of the OS-SWPPP include all items required for the review and approval of the C-SWPPP except for the Engineering calculations).
2. NOI (stamped and approved copy).
3. Copy of the SC DHEC Construction General Permit, excluding the appendices. Provisions may be made for the copy of the general permit to be accessed electronically as long as a hard copy can be made available by the end of the working day when required.
4. NPDES Coverage Approval Letter.

5. Copy of local approvals (additional letters, approvals, or certifications necessary to implement the OS-SWPPP, when necessary).
6. Copy of USACOE approvals (certifications necessary to allow impacts to Waters of the State or Jurisdictional wetlands, when necessary).
7. Contractor certifications, (certifications necessary to allow contractors to conduct construction activities within the construction site).
8. Any logs necessary to track the progress, compliance, modifications and those associated with the construction site. These logs may include, but are not limited to, a pre-construction conference log, an inspection log, a stabilization log, a rain log, a contractor log and/or any additional record keeping as deemed necessary by the Permittee, Contractor, DHEC, MS4 or an entity delegated under Regulation 72-300.

The person(s) responsible for day-to-day operational control over implementation, must have a copy of the OS-SWPPP available at a central location onsite for the use of all those identified as having responsibilities under the OS-SWPPP whenever they are on the construction site.

For linear construction of roads or utilities (such as utility construction including electrical power lines, gas lines, main sewer trunk lines, and water distribution lines) that are not part of a larger common plan of development, where it is not practical to have the OS-SWPPP on location, the Permittee and/or Operator must upon request make the OS-SWPPP available by the end of normal business hours, or by the following business day under extenuating circumstances.

OS-SWPPPs must be made available upon request and at the time of a construction site inspection by Florence County. Updated copies of the approved OS-SWPPP must be sent to the appropriate SCDHEC Environmental Quality Control (EQC) Regional Office in situations where it is not practical to have the approved OS- SWPPP on location.

## 2.9 – MODIFICATIONS

Each SWPPP must be modified if during inspections or investigations by local, state, tribal or federal officials, it is determined that the SWPPP is ineffective in either eliminating, when reasonably possible, or significantly minimizing pollutants in stormwater discharges from the construction site.

Each SWPPP must be modified as necessary to include additional or modified BMPs, which are designed to correct problems identified during the construction site inspection by any qualified inspector, or by local, state, tribal or federal officials. Revisions to each SWPPP must be completed within seven (7) calendar days following the inspection.

1. **Major Modifications** - Each C-SWPPP must be modified and submitted for review and receive approval by the County prior to implementation if any of the following conditions are met:
  - a) Whenever there is a significant change in design, construction, operation, or maintenance at the construction site resulting in discharges that will cause, have the reasonable potential to cause, or contribute to violations to Water Quality Standards.
  - b) Whenever a change in the design, construction, operation, or maintenance calls for a revision of any approved C-SWPPP based on the following list of modifications:
    - i. Modifications that will affect the hydrology or trapping efficiency calculations including:
      - a. Resizing Sediment or Detention Basins that either reduces the stormwater volume capacity and/or is resized to handle increase/decrease incoming peak flows or runoff volumes due to revised site development plans.
      - b. Deletion of Sediment or Detention Basin or Sediment Trap.

- c. Relocation of Sediment or Detention Basins resulting in increases/decreases in receiving drainage area and/or resulting in a new/relocated basin outlet location, which is directed towards an outfall that was not approved within the C-SWPPP.
  - d. Addition/Removal of Sediment or Detention Basin.
  - e. Modification of Sediment or Detention Basin Outlet Structure.
  - f. Changes in grading that alter drainage patterns that may result in increased or decreased flow to a Sediment or Detention Basin.
  - g. Amending Construction Sequence in a fashion that the Detention Basin is not installed before Grubbing Operations begin.
- ii. Point Discharge or Outfall location changes.
  - iii. Any modification to regulated water quality structural control measures.
  - iv. Adding a new point discharge.
  - v. Addition of Impervious Area due to revised site development plans.
  - vi. Addition of Disturbed Area.
  - vii. Changes to Navigable Water Crossing.
  - viii. Addition of Sediment Trap(s) when required to obtain 80% Trapping Efficiencies for disturbed areas not previously permitted or redirected away from an approved water quality BMP.
  - ix. Site layout changes that require redesigning the stormwater management system.
  - x. Any additional modifications as determined by the County.

2. **Minor Modifications** -The Permittee must modify the OS-SWPPP and keep a record of each modification within the OS-SWPPP if any of the following conditions are met:

- a) Addition of BMPs - Addition of Silt Fence, Slope Drains, Inlet Protection, Outlet Protection that does not involve additional wetland impacts, or Check Dams to improve the overall stormwater management and sediment control at the construction site.
- b) BMP Relocations - Relocation of construction entrance, pond inlet pipes (within a pond), and any other proposed BMP to improve the overall stormwater management and sediment control at the construction site.
- c) Removal of Disturbed Areas - As long as the removal of the disturbed area does not also remove any BMPs required to meet Water Quality or Quantity Standards. Removal of disturbed area only qualifies for disturbed area that was included in the initial coverage approval and that was never disturbed (i.e., cleared, grubbed or graded).
- d) Modifying Individual Lot Drainage - Unless the changes affect the inflow to a Detention Structure or Analysis Point, to which the lot drains, that was not previously approved.

## ***2.10 – END OF CONSTRUCTION***

Upon project completion related to the land disturbing activity, the Notice of Termination (NOT) process must be initiated. The process should begin with a request for final inspection so that the Engineering Division can conduct a review for compliance with the approved C-SWPPP. A copy of the NOT application is in Appendix L or can be obtained from the County.

The NOT may only be submitted after one or more of the following conditions have been met:

1. Final stabilization has been achieved on all portions of the site for which the permittee is responsible.
2. Another Operator has assumed control, according to §122.41(l)(3) of SC Regulation 61-9, over all areas of the site that have not been finally stabilized.

3. Coverage under an individual or alternative general NPDES permit has been obtained.
4. For residential construction only, temporary stabilization has been completed and the residence has been transferred to the homeowner.
5. For construction activities on land used for agricultural purposes (e.g., pipelines across crop or range land, staging areas for highway construction, etc.), either (1) final stabilization has been accomplished by returning the disturbed land to its preconstruction agricultural use, and (2) for any areas disturbed that were not previously used for agricultural activities and areas which are not being returned to their preconstruction agricultural use have achieved final stabilization.
6. Land disturbance activities were never initiated on the construction site and the construction site remains permanently stabilized.

The NOT must be signed by the Permittee and submitted within 30 days of one of the above conditions being met.

The NOT is not valid until the County concurs and notifies the permittee of County acceptance of the NOT. The County will issue an approval letter for the NOT for the Permittee to submit to DHEC, along with the NOT application.

If an NOT has been submitted and the construction site does not meet the criteria for termination, then the construction site remains subject to the provisions of the OS-SWPPP.

If there are any permanent Best Management Practices (BMPs) on the site, a revised maintenance agreement must be submitted along with the NOT, when the responsible party(ies) or individual(s) accepting ownership or maintenance of permanent stormwater control devices have changed from what was originally approved.

For residential subdivisions, Primary Permittees do not need to terminate permit coverage in areas where Secondary Permittees have received permit coverage to perform work under this permit. Primary Permittees can request to terminate coverage when Secondary Permittees are authorized to conduct construction activities, independent of the Primary Permittee, for the

remaining disturbed areas on the construction site and final stabilization has been achieved on all other areas of the construction site.

The person responsible for the land disturbing activity will submit as-built or record document plans for all plans that include any structural BMPs. In addition, the person responsible for the land disturbing activity is required to submit written certification from the professional engineer, landscape architect or tier B land surveyor responsible for the field supervision of the land disturbing activity that the land disturbing activity was accomplished in substantial accordance with the approved C-SWPPP.

### ***2.11 – END OF CONSTRUCTION – FINAL CERTIFICATE OF OCCUPANCY INSPECTION***

A Final As-built must be submitted before a Final CO Inspection will be performed by the Engineering Division. A Final CO Inspection from the Engineering Division will not be given an approval status until the following items have been submitted and approved:

1. Punch list of inspection items must be completed and approved.
2. As-built survey verifying construction matched approved plan specifications.

Inspection items may include but not limited to:

1. Site permanently stabilized to a 70% stand of grass as required by DHEC standards (70% stand of grass within a 2'x2' box placed anywhere on site).
2. All inspection reports are up to date. This specifically includes weekly inspection reports sent to the Florence County Department of Engineering.
3. All inlet and outlet protection is appropriate and in good condition.
4. Pond bank slopes survey verified to a max. 3:1 slope and properly stabilized.
5. Perimeter ditches sloped to a max. 3:1 slope and properly stabilized.

6. No berms or large landscaping items placed over drainage pipes.
7. Filter fabric present under all rip-rap.
8. All control structures clean, clear, and within acceptable tolerances of design dimensions.
9. All structures and drainage within easements sealed and free of silt.
10. All catch basin frames and grates supported under its vertical frame.
11. All easements clean, clear, stabilized, and free of any encroachments.
12. All drainage complaints addressed.
13. OS-SWPPP checked for completeness and accuracy.

The County may reserve the right to approve a Final CO Inspection with the site being temporarily stabilized. However, the Permittee will still be responsible for submitting monthly inspection reports until the site is permanently stabilized. If inspection reports are not submitted, the County shall follow up with enforcement actions. This procedure pertains mainly to sites that are covered under a Small Commercial Land Disturbing Permit and not covered under a NPDES permit.

In addition, the inspector reserves the right to add any item not aforementioned to ensure completeness and project compliance to governing authorities.

## **SECTION 3. – PLAN REQUIREMENTS FOR LDPs**

### ***3.1 – RESIDENTIAL LAND DISTURBING PERMITS***

All RLDPs required for land disturbing activities that are limited to an individual lot or a collection of lots within an approved residential subdivision previously approved by Florence County shall contain the following information as applicable:

1. A fully completed Individual Lot Notice of Intent (IL-NOI) form for a permit. The County's IL-NOI is included in Appendix E.
2. A narrative description of the lots identified in the IL-NOI and all best management practices to be used during construction activities. Also, clearly define all proposed modifications to the approved SWPPP.
3. A copy of the plat or site plan of the lot or lots that will be identified in this IL-NOI.
4. A copy of the project plans demonstrating individual lot grading, sediment and erosion control and best management plans that will be followed.
5. Maintenance Agreement for permanent centralized controls, as applicable.

### ***3.2 – SMALL COMMERCIAL LAND DISTURBING PERMITS***

All SCLDPs required for land disturbing activities less than one (1) acre which are not part of a larger common plan of development or sale shall contain the following information as applicable:

1. A fully completed Small Commercial Land Disturbing Permit application. This application can be found in Appendix D.
2. An anticipated starting and completion date of the various stages of land disturbing activities and the expected date the final stabilization will be completed.
3. A narrative description of the Stormwater Management and Sediment Control Plan to be used during land disturbing activities.

4. General description of topographic and soil conditions of the tract.
5. A general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.
6. A sketch plan (engineers, Tier B surveyors, or landscape architect's seal not required) to accompany the narrative which shall contain:
  - a) A site location drawing of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers.
  - b) The boundary lines of the site on which the work is to be performed.
  - c) A topographic map of the site if required by the County.
  - d) The location of temporary and permanent vegetative and structural stormwater management and sediment control measures.
  - e) Riparian buffers and setbacks requirements to protect receiving water bodies shall be maintained as required by the Florence County Zoning Ordinance.
6. Stormwater Management and Sediment Control Plans shall contain certification by the person responsible for the land disturbing activity that the land disturbing activity will be accomplished pursuant to the plan.
7. All Stormwater Management and Sediment Control Plans shall contain certification by the person responsible for the land disturbing activity of the right of the County or DHEC to conduct on-site inspections.

The requirements contained above may be indicated on one plan sheet. More detailed hydrologic or soils information may be required on a case by case basis by the implementing agency. Storm water detention/retention may be required if excessive water problems are known to exist in the area.

### **3.3 –LARGE COMMERCIAL LAND DISTURBING PERMITS**

#### **GENERAL CONTENTS**

All LCLDPs required for land disturbing activities with disturbed areas of one acre or greater, including projects or developments of less than one acre of land disturbance that are part of a larger common plan of development or sale that comprise of at least one acre of land disturbance, shall contain the following information in the C-SWPPP, as applicable:

1. A fully completed Notice of Intent (NOI) form for a permit. The County’s NOI is included in Appendix B.
2. A fully completed stormwater management and sediment and erosion control plan review checklist listing all current Florence County design and submittal requirements. The County’s checklist is included in Appendix C.
3. A vicinity map on 8.5-inch by 11-inch paper indicating north arrow, scale, property boundary, and other information necessary to locate the property or tax parcel.
4. The location of the land disturbing activity with the property boundary outlined shown on a USGS 7.5 minute topographic map or copy, with the route of stormwater runoff from site to nearest waterbody shown.
5. Project Narrative.
6. One Full-size (24-inch by 36-inch) set of plans at an appropriate scale accompanied by a design report and indicating at least:
  - a) The existing and proposed topography, overlaid on a current plat showing existing and proposed contours as required by the County. The plat and topographic map should conform to provisions of applicable state regulations.
  - b) Proposed grading and earth disturbance including:
    - i. Surface area involved.
    - ii. Limits of grading, including limitation of mass clearing and grading, whenever possible.

- c) Stormwater management and stormwater drainage computations, including:
  - i. Pre-development, during-development and post-development velocities, peak rates of discharge, and inflow and outflow hydrographs of stormwater runoff at all existing and proposed points of discharge from the site. All hydrologic analysis will be based on land use conditions as specified in Section 3.4(2)(d)(i).
  - ii. Site conditions around points of all surface water discharge, including vegetation and method of flow conveyance from the land disturbing activity.
  - iii. Design details for structural controls.
- d) Erosion and sediment control provisions, including:
  - i. Provisions to minimize soil compaction, preserve topsoil, and limit disturbance.
  - ii. Provisions to control stormwater volume and velocity within the site to minimize soil erosion during construction activity.
  - iii. Provisions to control stormwater discharges, including both peak flow rates and total Stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion during construction activity.
  - iv. Provisions to minimize the amount of soil exposed during construction activity.
  - v. Provisions to minimize the disturbance of existing steep slopes (i.e., slopes of 30% (~3H:1V) or greater), unless infeasible.
  - vi. Provisions to minimize sediment discharges from the site during construction activity.

- vii. Provisions to provide and maintain natural buffers after stormwater runoff is treated by construction site BMPs, unless infeasible during construction activity.
  - viii. Details of site grading.
  - ix. Design details for structural controls, which include diversions and swales.
- e) Description of all post-construction stormwater management measures that will be installed during the construction process to address water quality in stormwater discharges after the construction operations have been completed.
- f) Project specifications (where applicable) for work related to stormwater management and sediment control.
- i. Provisions to provide soil stabilization (temporary and permanent).
  - ii. Provisions to minimize the discharge of pollutants from dewatering trenches and excavations. Discharges are prohibited unless managed by appropriate BMPs for stormwater and non-stormwater discharges.
  - iii. Provisions to design, install, implement, and maintain effective pollution prevention measures to minimize the discharge of pollutants during construction activity.
  - iv. Provisions to manage the following prohibited discharges:
    - a. Wastewater from washout of concrete, unless managed by an appropriate control.
    - b. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials.

- c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance.
  - d. Soaps or solvents used in vehicle and equipment washing.
- 7. Federal Emergency Management Agency flood maps and, if available, federal and state wetland maps.
- 8. The County requires that plans and design reports be sealed by a qualified design professional and certified that the plans have been designed in accordance with the Ordinance and the FCSWDM.
- 9. Additional information necessary for a complete project review may be required by the County as deemed appropriate. This additional information may include items such as location of public sewers, waterlines, septic fields, wells, etc.
- 10. All contents of the design report and supporting documents must be submitted in a binder with tabs (e.g., Maps, Pre-Development calculations, etc.) and pages numbered [no loose pages].

**3.4 –LARGE COMMERCIAL LAND DISTURBING PERMITS  
SPECIFIC REQUIREMENTS FOR SWPPP**

- 1. Specific requirements for the erosion and sediment control portion of the C-SWPPP approval process include, but are not limited to, the following items. The County may modify the following items for a specific project or type of project:
  - a) All C-SWPPPs are to include details and descriptions of temporary and permanent erosion and sediment control measures and other protective measures shown on the C- SWPPP. Procedures in a stormwater and sediment control management plan will provide that all sediment and erosion controls are inspected by the applicant or one of his representatives weekly.

- b) Specifications for a sequence of construction operations will be contained on all plans describing the relationship between the implementation and maintenance of sediment controls, including permanent and temporary stabilization and the various stages or phases of earth disturbance and construction. The specifications for the sequence of construction should, at a minimum, include the following activities:
- i. Clearing and grubbing for those areas necessary for installation of perimeter controls.
  - ii. Installation of sediment basins and traps.
  - iii. Construction of perimeter controls.
  - iv. Remaining clearing and grubbing.
  - v. Road grading.
  - vi. Grading for the remainder of the site.
  - vii. Utility installation and whether storm drains will be used or blocked until after completion of construction.
  - viii. Final grading, landscaping or stabilization.
  - ix. Removal of sediment controls.
- c) Changes to the sequence of construction operations may be modified by the C-SWPPP preparer or someone with the registration equivalent to the C-SWPPP preparer and does not constitute a violation unless measures to control stormwater runoff and sediment are not utilized. The change must be documented by signing the plan where the change was made.
- d) The plans shall contain a description of the predominant soil types on the site, as described by the soil survey information available through SCDHEC or the local soil conservation district.

- e) When work in a live waterway is performed, precautions should be taken to minimize encroachment, control sediment transport and stabilize the work area to the greatest extent possible during construction.
  - f) Vehicle tracking of sediment from land disturbing activities onto paved public roads carrying significant amounts of traffic shall be minimized.
2. Specific requirements for the permanent C-SWPPP approval process include, but are not limited to, the following items. The County may modify the following items for a specific project or type of project:
- a) Stormwater management should be addressed on a watershed basis to provide a cost-effective water quantity and water quality solution to the specific watershed problems.
  - b) All hydrologic computations shall be accomplished using a volume based hydrograph method acceptable to the County. The storm duration for computational purposes for this method shall be the 24-hour rainfall event, SCS distribution with a 0.1 hour burst duration time increment. The rational and/or modified rational methods are acceptable for sizing individual culverts or storm drains that are not part of a pipe network or system and do not have a contributing drainage area greater than 20 acres. The storm duration for computational purposes for this method shall be equal to the time of concentration of the contributing drainage area or a minimum of 0.1 hour, whichever is less.
  - c) Stormwater management requirements for a specific project shall be based on the entire area to be developed, or if phased, the initial submittal shall control that area proposed in the initial phase and establish a procedure and obligation for total site control.
  - d) Water quantity control is an integral component of overall stormwater management. The following design criteria for flow control is established for water quantity control purposes, unless a waiver is granted based on a case-by-case basis:

- i. Pre-Development discharge rates shall be determined based on existing land use data taken from the 2003 aerial photograph and field check. The 2003 aerial can be obtained from the Division.
  - ii. Post-development discharge rates shall not exceed pre-development discharge rates for the 2, 10, and 25-year frequency 24-hour duration storm events, and the 100-year storm event must be accommodated through the development without causing damage to structure or exceeding the limits allocated for this storm event. The same hydrologic procedures shall be used in determining both pre-development and post-development peak flow.
  - iii. Discharge velocities shall be reduced to provide a non-erosive velocity flow from a structure, channel or other control measure or the velocity of the 10- year, 24-hour storm runoff in the receiving waterway prior to the land disturbing activity, whichever is greater.
  - iv. Watersheds, other than designated watersheds that have well documented water quantity problems, may have more stringent or modified design criteria determined by the local government that is responsive to the specific needs of that watershed.
  - v. The volume within any structure used for water quantity control shall be drained from the structure within 72 hours.
- e) Water quality control is also an integral component of stormwater management. The following design criteria are established for water quality protection unless a waiver or variance is granted on a case-by-case basis.
- i. When ponds are used for water quality protection, the ponds shall be designed as both quantity and quality control structures. Sediment storage shall be as specified by the designer during the land disturbing activity. Sediment storage volumes may be predicted by the universal soil loss equation or methods acceptable to the County.

- ii. Stormwater runoff and drainage to a single outlet from land disturbing activities, which disturb ten acres or more, shall be controlled during the land disturbing activity by a sediment basin where sufficient space and other factors allow these controls to be used until the final inspection. The sediment basin shall be designed and constructed to accommodate the anticipated sediment loading from the land disturbing activity and meet a removal efficiency of 80 percent suspended solids or 0.5 ml/L peak settleable solids concentration, whichever is less. The efficiency shall be calculated for disturbed conditions for the 10-year, 24-hour design event.
- iii. Other practices may be acceptable to the County if they achieve an equivalent removal efficiency of 80 percent for suspended solids or 0.5 ml/L peak settleable solids concentration, whichever is less. The efficiency shall be calculated for disturbed conditions for the 10-year, 24-hour design event.
- iv. Permanent water quality ponds, having a permanent pool, shall be designed to store and release the first one-half inch of runoff from the site over a 24- hour period. The storage volume shall be designed to accommodate, at least, 1/2 inch of runoff from the entire site. Other design practices may be acceptable to the County if they achieve an equivalent removal efficiency of 80 percent for total suspended solids based on an annual removal basis.
- v. Permanent water quality ponds, not having a permanent pool, shall be designed to release the first 1 inch of runoff from the site over a 24-hour period. Other design practices may be acceptable to the County if they achieve an equivalent removal efficiency of 80 percent for total suspended solids based on an annual removal basis.
- vi. Permanent infiltration practices, when used, shall be designed to accept, at a minimum, the first 1 inch of runoff from all impervious areas.

- f) Where ponds are the proposed method of control, the person responsible for the land disturbing activity shall submit to the County, when required, an analysis of the impacts of stormwater flows downstream in the watershed for the 10- and 100-year frequency storm event. The analysis shall include hydrologic and hydraulic calculations necessary to determine the impact of hydrograph timing modifications of the proposed land disturbing activity, with and without the pond. The results of the analysis will determine the need to modify the pond design or to eliminate the pond requirement. Lacking a clearly defined downstream point of constriction, the downstream impacts shall be established with the concurrence of the County.
- g) Where existing wetlands are intended as a component of an overall stormwater management system, the approved C-SWPPP shall not be implemented until all necessary federal and state permits have been obtained.
- h) Design shall be in accordance with standards developed or approved by SCDHEC or developed and approved by Florence County.
- i) Ease of maintenance must be considered as a site design component. Access to the stormwater management structure must be provided.
- j) A clear statement of defined maintenance responsibility shall be established during the C-SWPPP review and approval process. A maintenance agreement must be signed for all structural BMPs. The maintenance agreement is located in Appendix K.
- k) The use of LID in the creation of stormwater infrastructure within a site is highly encouraged. LID can reduce construction and maintenance costs of the stormwater infrastructure, balance growth needs with water quality protection, and create green landscapes that add amenity value to new development.
- l) Infiltration practices have certain limitations on their use on certain sites. These limitations include the following items:

- i. Areas draining to these practices must be stabilized and vegetative filters established prior to runoff entering the system. Infiltration practices shall not be used if a suspended solids filter system does not accompany the practice. If vegetation is the intended filter, there shall be at least a 20-foot length of vegetative filter prior to stormwater runoff entering the infiltration practice.
- ii. The bottom of the infiltration practice shall be at least 0.5 foot above the seasonal high water table, whether perched or regional, determined by direct piezometer measurements, which can be demonstrated to be representative of the maximum height of the water table on an annual basis during years of normal precipitation, or by the depth in the soil at which mottling first occurs.
- iii. The infiltration practices shall be designed to completely drain of water within 72 hours.
- iv. Soils must have adequate permeability to allow water to infiltrate. Infiltration practices are limited to soils having an infiltration rate of at least 0.3 inches per hour. Initial consideration will be based on a review of the appropriate soil survey, and the survey may serve as a basis for rejection. On-site soil borings and textural classifications must be accomplished to verify the actual site and seasonal high water table conditions when infiltration is to be utilized.
- v. Infiltration practices greater than 3 feet deep shall be located at least 10-feet from basement walls.
- vi. Infiltration practices designed to handle runoff from impervious parking areas shall be a minimum of 150 feet from any public or private water supply well.

- vii. The design of an infiltration practice shall provide an overflow system with measures to provide a non-erosive velocity of flow along its length and at the outfall.
  - viii. The slope of the bottom of the infiltration practice shall not exceed 5 percent. Also, the practice shall not be installed in fill material as piping along the fill/natural ground interface may cause slope failure.
  - ix. An infiltration practice shall not be installed on or atop a slope whose natural angle of incline exceeds 20 percent.
  - x. Clean outs will be provided, at a minimum, every 100 feet along the infiltration practice to allow for access and maintenance.
- m) A regional approach to stormwater management is an acceptable alternative to site specific requirements and is encouraged.
3. All BMPs shall be designed, constructed and maintained with consideration for the proper control of mosquitoes and other vectors. Practices may include, but are not limited to:
- a) The bottom of retention and detention ponds should be graded and have a slope not less than 0.5 percent.
  - b) There should be no depressions in a normally dry detention facility where water might pocket when the water level is receding.
  - c) Normally dry detention system and swales should be designed to drain within 72 hours.
  - d) An aquatic weed control program should be utilized in permanently wet structures to prevent an overgrowth of vegetation in the pond. Manual harvesting is preferred.
  - e) Fish may be stocked in permanently wet retention and detention ponds.

- f) Normally, dry swales and detention pond bottoms should be constructed with a gravel blanket or other measure to minimize the creation of tire ruts during maintenance activities.
4. A C-SWPPP shall be filed for a residential development and the buildings constructed within, regardless of the phasing of construction.
- a) In applying the stormwater management and sediment control criteria, in Chapter 72, Section 72-307 of SCDHEC Document No. 1416, the individual lots in a residential subdivision development shall not be considered to be separate land disturbing activities and shall not require individual permits. Instead, the residential subdivision development, as a whole, shall be considered to be a single land disturbing activity. Hydrologic parameters that reflect the ultimate subdivision development shall be used in all engineering calculations.
  - b) If individual lots or sections in a residential subdivision are being developed by different property owners, all land disturbing activities related to the residential subdivision shall be covered by the approved C-SWPPP for the residential subdivision. Individual lot owners or developers may sign a certificate of compliance that all activities on that lot will be carried out in accordance with the approved C-SWPPP for the residential subdivision. A form for this certificate is included in Appendix E. Failure to provide this certification will result in owners, developers or individual lots developing a C- SWPPP meeting the requirements of the Ordinance.
  - c) Residential subdivisions which were approved prior to the effective date of September 24, 2007 are exempt from these requirements. Development of new phases of existing subdivisions, which were not previously approved, shall comply with the provisions of the Ordinance and this FCSWDM.
5. Risk analysis may be used to justify a design storm event other than prescribed or to show that rate and volume control is detrimental to the hydrologic response of the basin and, therefore, should not be required for a particular site.

- a) A complete watershed hydrologic/hydraulic analysis must be done using a complete model/procedure acceptable to the County. The level of detail of data required is as follows:
- i. Watershed designation on the 7.5 minute USGS topographic map, exploded to a minimum of 1 inch equals 400 feet.
  - ii. Inclusion of design and performance data to evaluate the effects of any structures which effect discharge. Examples may be ponds or lakes, road crossings acting as attenuation structures and there may be others which must be taken into account.
  - iii. Land use data shall be taken from the most recent aerial photograph and field checked and updated.
  - iv. The water surface profile shall be plotted for the conditions of pre-development and post-development for the 25- and 100-year, 24-hour storm.
  - v. Elevations of any structure, potentially damaged by resultant flow, shall also be shown.
- b) Based on the results of this type of evaluation, the County shall review and evaluate the proposed regulation waiver or change.

### **3.5 –BMP DESIGN**

SCDHEC/OCRM has developed a Stormwater BMP Handbook and BMP Field Manual that should serve as guidance documents to design BMPs required by this FCSWDM. The BMP Handbook and BMP Field Manual include lists of acceptable BMPs, including their specific design performance criteria and operation and maintenance requirements for each stormwater practice. Copies of these two manuals can be obtained through the local SCDHEC EQC office or can be downloaded from the stormwater section of SCDHEC’s website ([www.scdhec.gov/stormwater](http://www.scdhec.gov/stormwater)).

Specific Florence County requirements for the erosion and sediment control BMPs and post-construction water quality BMPs used in the stormwater management and sediment control plan are included in Appendix N of the Florence County Stormwater Design Manual. This Appendix will continue to be updated as needed.

## SECTION 4. – INSPECTION

### 4.1 –SEQUENCE OF INSPECTIONS

Inspections will be required after each phase of construction and the site will have to meet the minimum requirements of the SCDOT Standard Specifications, the Ordinance and the Florence County Stormwater Design Manual requirements. Each phase of construction must be approved before the next inspection will be performed. Once the inspection is performed an inspection report will be generated and sent to the Permittee.

1. Residential Land Disturbing Permit – For all land disturbing activities that are limited to an individual lot or a collection of lots within an approved residential subdivision previously approved by Florence County, the following sequence for inspections shall be followed:
  - a) Initial Erosion Control Inspection – The Division will inspect the placement of construction entrance, silt fence, any other items required prior to construction and the OS-SWPPP, as applicable. This inspection must be approved before a Building Foundation Inspection can be requested.
  - b) Final Certificate of Occupancy Inspection – The Division will inspect that all items have been installed per approved plans and that the lot has been permanently stabilized to a 70% stand of grass as required by DHEC standards (70% stand of grass within a 2’x2’ box placed anywhere on site.)
2. Small Commercial Land Disturbing Permit – All land disturbing activities with disturbed areas less than one acre and which is not part of a larger common plan of development or sale, the following sequence for inspections shall be followed:
  - a) Initial Erosion Control Inspection – The Division will inspect the placement of construction entrance, silt fence, any other items required prior to construction and the OS-SWPPP, as applicable. This inspection must be approved before a Building Foundation Inspection can be requested.

- b) Final Certificate of Occupancy Inspection – The Division will inspect that all items have been installed per approved plans and that the lot has been permanently stabilized to a 70% stand of grass as required by DHEC standards (70% stand of grass within a 2’x2’ box placed anywhere on site.)
3. Large Commercial Land Disturbing Permit – All land disturbing activities with disturbed areas of one acre or greater. Also includes projects or developments of less than one acre of land disturbance that are part of a larger common plan of development or sale that comprise of at least one acre of land disturbance, the following sequence for inspections shall be followed:
- a) Pre-Construction Meeting - A pre-construction meeting must be held with the Division for each construction project or site with an approved On-Site Stormwater Pollution Prevention Plan (OS-SWPPP). Each contractor, subcontractor, blanket utility provider, etc., who will work at a site must attend this conference in person. The SWPPP Preparer shall conduct the meeting and must notify the County at least 48 hours prior to meeting.
- b) Initial Erosion Control Inspection – The Division will inspect the placement of construction entrance, silt fence, any other items required prior to construction and the OS-SWPPP, as applicable. This inspection must be approved before a Building Foundation Inspection can be requested.
- c) Routine Inspection - A routine inspection will be conducted anytime during the construction process to ensure compliance with the sediment and control plan. No prior notification is required by the inspector. The inspector reserves the right to require additional sediment and erosion controls if current BMPs are not adequate to hold sediment on site. Items that may be inspected include:
- Check outfall pipes and outlet structures.
  - Check condition of existing outfall ditches for positive flow.
  - Check location of ponds and proper slope.

- Erosion control items, pond stabilization.
  - Utilities and encroachments within the drainage easement.
  - Back of lot drainage.
  - Check for minimum 2ft opening inside CB.
  - Check SWPPP Report
- d) Final Inspection/Final Certificate of Occupancy Inspection – The Division will not perform a final inspection until a Final As-built has been submitted to the Division. A Final CO Inspection from the Division will not be given an approval status until the following items have been submitted and approved:
- Punch list of inspection items must be completed and approved.
  - As-built survey verifying construction matches approved plan specifications.

Inspection items may include but not limited to:

- Site stabilized to a 70% stand of grass as required by DHEC standards (70% stand of grass within a 2'x2' box placed anywhere on site).
- All inspection reports are up to date. This specifically includes weekly inspection reports sent to the Florence County Department of Engineering.
- All inlet and outlet protection is appropriate and in good condition.
- Pond banks slopes survey verified to a max. 3:1 slope and properly stabilized.
- Perimeter ditches sloped to a max. 3:1 slope and properly stabilized.
- No berms or large landscaping items placed over a drainage pipes.
- Filter fabric present under all rip-rap.
- All control structures clean, clear, and within acceptable tolerances of design dimensions.

- All structures and drainage within easements sealed and free of silt.
- All catch basin frames and grates supported under its vertical frame.
- All easements clean, clear, stabilized, and free of any encroachments.
- All drainage complaints addressed.
- OS-SWPPP checked for completeness and accuracy.

The County may reserve the right to approve a Final CO Inspection with the site being temporarily stabilized. However, the Permittee will still be responsible for submitting monthly inspection reports until the site is permanently stabilized. If inspection reports are not submitted, the County shall follow up with enforcement actions. This procedure pertains mainly to sites that are covered under a Small Commercial Land Disturbing Permit and not covered under a NPDES permit.

In addition, the inspector reserves the right to add any item not aforementioned to ensure completeness and project compliance to governing authorities.

#### **4.2 –CONSTRUCTION INSPECTION**

Inspections shall be conducted by qualified personnel. For projects that disturb more than 1 acre, “qualified personnel” means a person knowledgeable in the principles and practice of erosion and sediment control who possesses the skills to assess conditions at the construction site that could impact storm water quality and to assess the effectiveness of any sediment and erosion control measures selected to control the quality of storm water discharges from the construction activity. This person must be either the preparer of the C-SWPPP or an individual who is under the direct supervision of the preparer of the approved C-SWPPP and who meets the requirements in this paragraph or an individual who has been certified through Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) program that has been approved by SCDHEC. Inspections may also be conducted by a person with a registration equivalent to the registration

of the preparer of the C-SWPPP and who meets the qualifications of this paragraph or an individual who is under the direct supervision of the person with an equivalent registration and who meets the requirements in this paragraph.

After construction begins, inspections must be conducted at least once every calendar week until final stabilization is reached on all areas of the construction site.

Inspection frequencies for portions of the construction site that have reached temporary or final stabilization may be reduced to at least once every month, as long as the stabilization is maintained and there is no additional disturbance in these areas. Once a definable area has reached final stabilization, mark on the OS-SWPPP and no further inspection requirements apply to that portion of the Site. Inspection of common BMPs, such as sediment basins, sediment traps, may be required to resume if areas that drain to them become disturbed during future construction.

The County on a case-by-case basis may require any permittee to conduct inspections on a more frequent basis than prescribed. Examples include, but are not limited to, permittees who have compliance problems and permittees with stormwater discharges to environmentally sensitive waters. The County requires that the Permittee submit a monthly report summarizing the inspections at the site and any associated maintenance activity. The Permittee shall email or fax copies of the monthly inspection report to the Engineering Division.

Inspections must include all areas of the site disturbed by construction activity and areas used for storage of materials that are exposed to precipitation. Inspectors must look for evidence of, or the potential for, pollutants entering the storm water conveyance system. Sedimentation and erosion control measures identified in the C-SWPPP must be observed to ensure proper operation. Discharge locations must be inspected to ascertain whether erosion control measures are effective in preventing violations to SC's Water Quality Standards, where accessible. Where discharge locations are inaccessible, nearby downstream locations must be inspected to the extent that such inspections are practicable. Locations where vehicles enter or exit the site must be inspected for evidence of off-site sediment tracking.

Utility line installation, pipeline construction, and other examples of long, narrow, linear construction activities may limit the access of inspection personnel to the areas described above. Inspection of these areas could require that vehicles compromise temporarily or even permanently stabilized areas, cause additional disturbance of soils, and increase the potential for erosion. In these circumstances, controls must be inspected on the same frequencies as other construction projects, but representative inspections may be performed. For representative inspections, personnel must inspect controls along the construction site for 0.25 mile above and below each access point where a roadway, undisturbed right-of-way, or other similar feature intersects the construction site and allows access to the areas described above. The conditions of the controls along each inspected 0.25 mile segment may be considered as representative of the condition of controls along that reach extending from the end of the 0.25 mile segment to either the end of the next 0.25 mile inspected segment, or to the end of the project, whichever occurs first. Representative inspections must include any areas where stormwater discharges to environmentally sensitive waters.

Permittees shall either maintain an on-site rain gauge or use data from a certified weather record (such as a personal weather station or an airport) located within a reasonable proximity of the construction site, to record rainfall records from any significant rainfall event, 0.5 inches or greater. These recorded rainfall amounts must be maintained in a Rain Log located in the OS-SWPPP. Rainfall records for the day of an inspection and any rainfall since the last inspection must be reported on each weekly inspection report.

For each inspection required above, an inspection report, provided in Appendix J, must be completed. At a minimum, the inspection report must include:

1. The inspection date and duration of inspection (arrival and departure times).
2. Names, titles, and, if not previously given in an inspection report, the qualifications of personnel making the inspection, unless those qualifications change;
3. Weather information for the period since the last inspection (or since commencement of construction activity if the first inspection) including a best estimate of the beginning of

each storm event, duration of each storm event, approximate amount of rainfall for each storm event (in inches), and whether any known discharges have occurred;

4. Weather information and a description of any discharges occurring at the time of the inspection;
5. Location(s) of discharges of sediment or other pollutants from the site;
6. Location(s) of BMPs that need maintenance;
7. Location(s) of BMPs that failed to operate as designed or proved inadequate for a particular location;
8. Location(s) where additional BMPs are needed that did not exist at the time of inspection; and
9. Corrective action required including any changes to the OS-SWPPP necessary and implementation dates.
10. Site Name, Operator Name and permit number.
11. Verification that all BMPs and stormwater controls identified in the OS-SWPPP have been installed and are operating as designed.

A record of each inspection and of any actions taken in accordance with this section must be retained as part of the C-SWPPP for at least three years from the date that permit coverage expires or is terminated. The report must be signed in accordance with §122.22 of SC Regulation 61-9; refer to Appendix M.

#### **4.3 –CONSTRUCTION MAINTENANCE**

All BMPs and other protective measures identified in the OS-SWPPP must be maintained in effective operating condition. If construction site inspections identify BMPs that are not operating effectively, maintenance must be performed within seven (7) calendar days, before

the next inspection, or as reasonably possible, and before the next storm event whenever practicable to maintain the continued effectiveness of the BMPs.

If periodic inspection or other information indicates that a BMP has been used inappropriately, or incorrectly, the Permittee must address the necessary replacement or modification required to correct the BMP within a time frame of 48 hours of identification. If existing BMPs need to be modified or if additional BMPs are necessary, implementation must be completed before the next storm event whenever practicable. If implementation before the next storm event is impracticable, the situation must be documented in the OS-SWPPP and alternative BMPs must be implemented as soon as reasonably possible.

Remove deposited sediment from sediment traps or sedimentation basins when the design capacity has been reduced by 50 percent or the sediment has reached the clean out point on the cleanout stake (whichever occurs first).

Remove deposited sediment collected by sediment control measure (silt fence, check dams, sediment tubes, etc.) when the deposited sediment reaches 1/3 the height of the above-ground portion of these BMPs, or before it reaches a lower height based on the manufacturer's specifications.

## **SECTION 5. – OTHER PROCEDURES**

### **5.1 – WAIVER**

Waivers may be granted from the stormwater management requirements of the Ordinance and the SWDM for individual land disturbing activities provided that a written request is submitted by the applicant to the County containing descriptions, drawings and any other information that is necessary to evaluate the proposed land disturbing activity. A separate written waiver request shall be required if there are subsequent additions, extensions or modifications which would alter the approved stormwater runoff characteristics to a land disturbing activity receiving a waiver.

A project may be eligible for a waiver of stormwater management for both quantitative and qualitative control if the applicant can demonstrate that the proposed project will return the disturbed area to a pre-development runoff condition and the pre-development land use is unchanged at the conclusion of the project.

A project may be eligible for a waiver of stormwater management for water quality control if the applicant can demonstrate that:

1. The proposed project will have no significant adverse impact on any receiving natural waterway or downstream properties.
2. The imposition of peak control requirements for rates of stormwater runoff would aggravate downstream flooding.

The County will conduct its review of the request for waiver within 20 working days. Failure of the County to act by the end of the 20-work-day period will result in the automatic approval of the waiver.

## **5.1 –VARIANCE**

The County may grant a written variance from any requirement of the Ordinance and the FCSWDM if there are exceptional circumstances applicable to the site such that strict adherence to the provisions of the Ordinance will result in unnecessary hardship and not fulfill the intent of the Ordinance. A written request for a variance shall be provided to the County and shall state the specific variances sought and the reasons with supporting data for their granting. The County shall not grant a variance unless and until sufficient specific reasons justifying the variance are provided by the applicant. The County will conduct its review of the request for the variance within 20 working days. Failure of the County to act by the end of the 20-work-day period will result in the automatic approval of the variance.

*APPENDIX “A”*

**MEMO ON PERMITTING PROCEDURES**



## Florence County MS4

**Date:** January 1, 2013

**To:** All Engineers

**RE:** Permitting Procedures for Florence County

The following is the permitting procedures for all Large Commercial Land Disturbance Permits:

### 1) Submittal:

Submit Package to Florence County Planning Department.

### 2) Initial Review:

- Notice of Intent (NOI), completed with original signatures (do not use black ink)
- Completed Checklist for Design Professionals. Checklist must indicate the location of each item with the corresponding page number in the SWPPP or supporting calculations.
- Delineation of all Waters of the State (WoS), including wetlands, that will be impacted. Engineer or developer is encouraged to meet with Florence County to determine whether delineation will be required. Florence County requires a delineator's report if there are wetland indicators on the site. If WoS are to be impacted, the necessary permits will need to be acquired before work can begin.
- One copy of the C-SWPPP (Comprehensive Storm Water Pollution Prevention Plan)
- One set of the stormwater and sediment erosion control calculations. Include a summary sheet of pre and post development flows (at least 2-year, 10-year and 25-year, 24-hour storm events). Also include a summary sheet for determination of all curve numbers.
- One complete set of plans. The Engineering Dept. only needs those sheets that are pertinent to the stormwater submittal.

- Detention Pond Maintenance Plan & Responsibility Agreement (If Applicable)
- State / County Encroachment Permits (A copy of the encroachment application will meet the requirements for the initial review)

### **3) Complete Review:**

Once these completed items have been received by Florence County, the complete review will begin. Florence County has 20 days to review and comment.

The complete review procedure shall be the following:

- Zoning Compliance – Including all buffer requirements
- Final approval of the NOI
- Complete review of the Checklist for Design Professionals. Review will make sure that all page numbers correspond to the correct item and that all applicable items are included in the submittal.
- All delineated Waters of the State (WoS), including wetlands, are indicated on the submitted plans. Plans shall include impacts, protection, etc. for all wetlands. A separate plan sheet shall show all WoS on the site and the impacted areas with a description of the activity.
- Final approval of the SWPPP
- Final approval of the calculations
- Final approval of the plans
- Final approval of the Detention Pond Maintenance Plan and Responsibility Agreement
- One copy of the approved State / County Encroachment Permit
- Submittal of the appropriate review fees. Include \$250 + \$100/AC (Not to exceed \$2,250) made payable to Florence County.
- Florence County submits the approved plans and letter to SCDHEC for NPDES coverage. SCDHEC typically has 7 days to review and comment.
- Once NPDES coverage is obtained from SCDHEC, Florence County will require a Pre-Construction Conference with the permit holder and contractor, if applicable.
- Engineer shall bring additional sets of plans to the Pre-Construction Meeting for Florence County MS4 stamp approval.

***APPENDIX “B”***

**LARGE COMMERCIAL LAND DISTURBING PERMIT  
NOTICE OF INTENT (NOI)  
(WITH INSTRUCTIONS)**



**NOTICE OF INTENT (NOI)**  
**For Coverage(s) of Primary Permittees**  
**Under South Carolina NPDES General Permit**  
**For Stormwater Discharges From Construction**  
**Activities SCR100000**  
 (Maintain As Part of On-Site SWPPP)



**FLORENCE COUNTY**  
**MS4**

For Official Use Only

**File Number:** \_\_\_\_\_  
**Permit Number: SCR10** \_\_\_\_\_  
**Submittal Package Complete:** \_\_\_\_\_

*Submission of this Notice of Intent constitutes notice that the Applicant identified in Section II intends to be authorized as a Primary Permittee in the state of South Carolina under NPDES General Permit SCR1000000. Fees required for review and NPDES coverage of each application type are as listed on page 2 of the Instructions.*

Date: \_\_\_\_\_  
 Project/Site Name: \_\_\_\_\_ County: \_\_\_\_\_  
 (Modification or Change of Information Only) Prior Approved NPDES Permit or File Number: \_\_\_\_\_

Do you want this project to be considered for the Expedited Review Program (ERP)?  Yes or  No (See instructions)

**I. Notice of Intent (NOI) Application Type(s)**

- A. **Project (Application/Review) Type(s)** (Select **ALL** that apply):  
 New Project (Initial Notification)     Ongoing Project:  Permitted or  Un-Permitted  
 Late Notification     Low Impact Development (LID) or Project Design Above Regulatory Requirements  
 New Owner/Operator or Company Name Change (see instructions, attach Form A (Transfer of Ownership))  
 Major Modification: (see instructions, attach Form B (Major Modifications))  
 MS4 Project Review  
 Ocean and Coastal Resource Management (OCRM) Review  
 Change of Information/Other (Specify): \_\_\_\_\_
- B. If Applicable, identify the entity designated as **MS4 Reviewer** and **MS4 Operator** (i.e., Lexington County, City of Greer, etc.): **MS4 Reviewer** \_\_\_\_\_ **MS4 Operator** \_\_\_\_\_

**II. Primary Permittee Information**

**Change of Information**

<input type="checkbox"/> Person or <input type="checkbox"/> Company	If a Company, are you a <input type="checkbox"/> Lending Institution or <input type="checkbox"/> Government Entity? Company EIN (if applicable): EIN: _____
---	--

- A. **Primary Permittee Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
- B. **Contact /ODSA Name** (If different from above OR if owner is a company): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
- C. **Property Owner Name** (If different from above): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**III. Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) Preparer Information**

**Change of Information**

- A. **C-SWPPP Preparer Name:** \_\_\_\_\_
- B. **Registered Professional**  Engineer  Landscape Architect  Tier B Land Surveyor **S. C. Registration #:** \_\_\_\_\_
- C. **Company/Firm Name:** \_\_\_\_\_ **S. C. COA # :** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IV. Project/Site Information**

**Change of Information**

- A. **Type of Construction Activity(ies)** (Select **ALL** that apply):  
 Commercial     Industrial     Institutional     Mass Grading     Linear     Utility/Infrastructure  
 Residential: Single-family     Residential: Multi-family     Multi-use (Commercial & Residential)  
 Site Preparation (No New Impervious Area)     Other (Specify) \_\_\_\_\_
- B. **Site Address/Location** (street address, nearest intersection, etc.) \_\_\_\_\_  
 City/Town (If in limits): \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Latitude: \_\_\_\_° \_\_\_\_' \_\_\_\_" N Longitude: - \_\_\_\_° \_\_\_\_' \_\_\_\_" W (Source):  GPS  Web Site: \_\_\_\_\_  
**Tax Map Number (s)** (List all): \_\_\_\_\_

**DHEC 2617 (10/2012)**

- C. Is this site located on **Indian Land**?  Yes  No
- D. **Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_
- E. **Disturbed Area (nearest tenth of an acre):** \_\_\_\_\_ **Total Area (acres):** \_\_\_\_\_
- F. **Modification Only:(nearest tenth of an acre):** **Disturbed Area: Current (Approved) Area:** \_\_\_\_\_  
**Disturbed Area Change (Increase Only):** \_\_\_\_\_ **Total Disturbed Area (After Change):** \_\_\_\_\_
- G. Is this project part of a **Larger Common Plan for Development or Sale (LCP)**?  Yes  No  
**LCP/ Overall Development Name:** \_\_\_\_\_ Check here if this is the **First Phase.**   
**Previous State Permit/File Number:** \_\_\_\_\_ **Previous NPDES Coverage Number:** SCR10 \_\_\_\_\_
- H. Any **Flooding Problems** exist downstream of or adjacent to this site?  Yes  No (If yes, provide detailed description of flooding problems and applicable floodway/flood zone information in the C-SWPPP).
- I. Active **S.C. DHEC Warning Notice, Notice to Comply or Notice of Violation** for this site or LCP?  Yes  No
- J. List Relevant **State and Federal Environmental Permits or Approvals** applied for or obtained for this site (e.g., **RCRA, USACOE, Nationwide**, etc.). If None, list None.

K. **Any Waiver(s)/Variances/Exceptions Requested for this Project?** (If yes, identify below and include **Waiver Request and Justifications in the C-SWPPP for each proposed request**).

1. Small Construction Activity Waiver(s) From NPDES permitting (Section 1.4 & Appendix B)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, Identify requested waiver: <input type="checkbox"/> Rainfall Erosivity Waiver <input type="checkbox"/> TMDL Waiver <input type="checkbox"/> Equivalent Analysis Waiver	
2. Detention Waiver (72-302(B))? <input type="checkbox"/> Yes <input type="checkbox"/> No	3. Other (Specify): _____

**V. Waterbody Information** (Attach additional sheet(s) as needed)  **Change of Information**

A. **Receiving Waterbody(s) (RWB) Information** (List the nearest and next nearest receiving waterbodies to which the sites stormwater discharges will drain. If stormwater discharges drain to multiple waterbodies, list all such waterbodies).

1. Name of Receiving Waterbodies (RWB)	2. Distance to RWB (feet)	3. Classification of RWB
a. Nearest: _____		
b. Next Nearest: _____		
c. Coastal Zone ONLY: <b>Coastal Receiving Water (CRW):</b> _____		Not Applicable
d. Other Waterbodies: _____		

B. **Waters of the U.S. / State Information** (Attach additional sheet(s) as needed)

Waters of the U.S./ State	1. On the site?	2. Delineated/ Identified?	3. Impacts?	4. Amount of impacts
a. <b>Jurisdictional wetlands</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	___ Ac
b. <b>Non-jurisdictional wetlands</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	___ Ac
c. <b>Other Water(s):</b> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	___ Ac ___ Feet
d. <b>Coastal Zone ONLY: Direct Critical Area</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	___ Ac ___ Feet
5. If yes for impacts in B.3, describe each impact and activity, and list all permits (e.g., USACOE Nationwide Permit, DHEC General Permit) and certifications that have been applied for or obtained for each impact:				

C. **S.C. Navigable Waters (SCNW) Information (Section 2.6.5)** The Department will address any issues related to State Navigable Waters' Program under SC Regulation 19-450 during the review of the C-SWPPP for activities that will **NOT** require a 404 permit or a 401 certification. (Attach additional sheet(s) as needed).

1. <b>Are S. C. Navigable Waters (SCNW) on the site:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
a. If no, do not complete this question. Proceed to Section D (Impaired Waterbodies).		
b. If yes, provide the name of S.C. Navigable Waters (SCNW) on the site: _____		
2. If yes for C.1, will construction activities cross over or occur in, under, or thru the SCNW? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, describe SCNW activities (e.g., road crossing, sub-aqueous utility line, temporary or permanent structures, etc.) and proceed to Section C.3: _____		
3. Identify permits providing coverage of SCNW activities proposed for your site. If NONE, list none.		
Permits/Certifications	Permit or Certification No.	Corresponding Covered SCNW Activity(ies)
a. DHEC General/ Other DHEC Permit		
b. USACOE 404 Permit or 401 Certification		
c. SCNW Permit		<input type="checkbox"/> All Activities or <input type="checkbox"/> Some Activities (Describe):
If applied for or issued, identify Date applied for or issued: _____		
d. If a SCNW Permit has <b>NOT</b> been applied for provide an additional plan sheet that shows plan and profile views (drawn to scale) of the SCNW and associated activities. Include a description of all proposed activities on this plan.		

**D. Impaired Waterbodies Information** (Attach additional sheet(s) as needed)

1. 303(d) Listed Impaired Waterbodies					
a. Name of Nearest DHEC Water Quality Monitoring Stations (WQMS)(s) that receives stormwater from your construction site and/or thru an MS4 and the Name of the Corresponding Waterbody?		b. Is this WQMS(s) listed on the <u>most current</u> 303(d) List? If <b>No</b> , proceed to Section 2 of this table. If <b>Yes</b> , complete items c thru f.	c. List the pollutant(s) identified as "CAUSES" of the impairment	d. Will any pollutants causing the impairment be present in your site's construction stormwater discharges?	e. If <b>yes for d</b> , list the "USE SUPPORT" impairment(s) affected by the pollutant(s) identified in c.
Nearest DHEC WQMS(s)	Corresponding Waterbody				
f. If <b>yes for d</b> above, will use of the BMPs proposed for your project ensure the site's discharges will <b>NOT</b> contribute to or cause further WQS violations for the impairment(s) listed in c? <input type="checkbox"/> Yes <input type="checkbox"/> No (NOTE: If <b>no for f</b> , this site is <b>NOT</b> eligible for coverage under the CGP). See Instructions.					
2. TMDL Impaired Waterbodies					
a. Name of Nearest DHEC Water Quality Monitoring Stations (WQMS)(s) that receives stormwater from your construction site and/or thru an MS4?		b. Has a TMDL(s) been developed for this WQMS(s)? If <b>No</b> , identify as such below and proceed to Section VI. If <b>Yes</b> , complete items c thru f of this table.	c. If <b>yes for b</b> , what pollutants are listed as "CAUSES" or causing the impairment?	d. If <b>yes for b</b> , has the standard been "ATTAINED" or "Fully Supported" for the impairment(s)?	e. If <b>no for d (Not Attained)</b> , will any pollutants causing the impairment be present in your site's construction stormwater discharges?
f. If <b>yes for e</b> above, are your discharges consistent with the assumptions and requirements of the TMDL(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No (NOTE: If <b>no for f</b> , this site is <b>NOT</b> eligible for coverage under the CGP). See Instructions.					

**VI. Signatures and Certifications** DO **NOT** SIGN IN BLACK INK! Read the Certifications below (in entirety). Provide date, printed name, and signatures below. If you are a **New Owner/Operator**, as Primary Permittee you must also sign and date the applicable Comprehensive SWPPP Acceptance & Compliance Agreement below.

**C-SWPPP PREPARER:** "One copy of the C-SWPPP, all specifications and supporting calculations, forms, and reports are herewith submitted and made a part of this application. I have placed my signature and seal on the design documents submitted signifying that I accept responsibility for the design of the system. Further, I certify to the best of my knowledge and belief that the design is consistent with the requirements of Title 48, Chapter 14 of the Code of Laws of SC, 1976 as amended, pursuant to Regulation 72-300 et seq. (if applicable), and in accordance with the terms and conditions of SCR100000." (This should be the person identified in Section III).

_____ Printed Name of C-SWPPP Preparer	_____ Signature of C-SWPPP Preparer	_____ S. C. Registration #
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**PRIMARY PERMITTEE:** "I or I (on behalf of my company and its contractors and agents), as the case may be, certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that DHEC enforcement actions may be taken if the terms and conditions of the C-SWPPP are not met and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

"I or I (on behalf of my company and its contractors and agents), as the case may be, also hereby certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of the approved plans and SCR100000. I also certify that a responsible person will be assigned to the project for day-to-day control. I hereby grant authorization to the to S. C. Department of Health and Environmental Control (DHEC) and/or the local implementing agency the right of access to the site at all times for the purpose of on site inspections during the course of construction and to perform maintenance inspections following the completion of the land-disturbing activity." (See Section 122.22 of S.C. Reg. 61-9 for signatory authority information.) Having understood the above information, I am signing this certification as Primary Permittee to the aforementioned NPDES general permit."

_____ Printed Name of Primary Permittee	_____ Title/Position
_____ Signature of Primary Permittee	_____ Date Signed

## NPDES CGP FEE SCHEDULE A

(For All Projects Located Within Florence County Municipal Separate Storm Sewer System (MS4))

Please fill out the fillable version or print/type. This schedule should be attached to DHEC Form 2617-FC MS4 2012. Do not send payment in window envelope. **DO NOT MAIL CASH.** The Florence County Engineering Division will notify the Project Owner/ Operator if the required payment is not calculated correctly or if the submitted check cannot be processed. **The review clock will start when a complete application package, including full payment of the appropriate amount of required fees, is received.**

<b>1. Identify (✓) the Project Review Type(s)</b> Enter NPDES Coverage Fee of \$250 in the right-hand column if <u>any</u> of the following project/review types apply to this application. <u>Proceed to Item 2. (\$125 for DHEC (separate check) and \$125 for Florence County)</u>	(✓)	NPDES Coverage Fee
<b>a. Project or LCP (Item IV.G) that will ultimately disturb one (1) acre or more</b> <b>Note:</b> If your project will ultimately disturb less than one (1) acre <u>AND</u> is <u>NOT</u> a part of a Larger Common Plan, coverage under SCR100000 is <u>not</u> required; see (Florence County Simplified Stormwater and Land Disturbance Application - For Sites With Less Than 1 Acre of Disturbance)	<input type="checkbox"/>	\$ _____ .00
<b>b. New Owner/Operator (Transfer of Ownership)/Company Name Change</b>	<input type="checkbox"/>	
<b>c. Unpermitted Ongoing Project or Late Notification</b>	<input type="checkbox"/>	
<b>d. MS4 Project Review (Item I.A and I.B)</b>	<input type="checkbox"/>	
<b>e. Other (Specify):</b> _____	<input type="checkbox"/>	

<b>2. Determine the Project Review Fees</b> (Review fees cannot exceed \$2250 for a project)		
PROJECT OR LCP THAT WILL ULTIMATELY DISTURB ONE (1) ACRE OR MORE	(✓)	Review Fees
<b>a. Enter the disturbed area (Item IV.E) for this project. Proceed to Items 2.b and 2.c.</b>	_____ (Nearest tenth of an acre)	
<b>b. Will this project or LCP (Item IV.G) ultimately disturb more than 1.0 acres</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>c. Is this project exempt from S. C. Reg. 72-300 et seq.?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1. If this project will <b>not</b> ultimately disturb more than 1.0 acre, and is not part of an LCP, <b>your project is automatically covered under this permit and the NPDES coverage fee and review fee are not required.</b> See the BOW-SPWS for "Less Than 1-Acre of Land Disturbance - Non-Coastal Counties". 2. If this project will ultimately disturb more than 1.0 acre, proceed to Item 2.d.		
<b>d. Enter the project review fees (based on \$100/disturbed area) in the right-hand column.</b> (Multiply the disturbed area (Item 2.a) by \$100/disturbed area). If the disturbed area for this project (Item 2.a.) totals 20.0 acres or more, enter \$2000 in the right-hand column. <u>Review fees cannot exceed \$2250 for a project.</u>		\$ _____ .00

<b>3. Total Required Fees</b> Add the values in the right-hand columns of Items 1 and 2.d. <u>Proceed to Item 4.</u> (The Florence County Engineering Division will not review this project until all required fees are received).	\$ _____ .00
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### 4. Identify the Method of Payment:

**Payment by Check:**

Attach a **signed and dated check payable to FLORENCE COUNTY** to the front on this Fee Schedule. Include a **Separate Check for \$125.00 made payable to SC DHEC.** Please note that all checks must be **less than 30 days old** and must be for the **entire required fees.**

**Payment by Credit Card to Florence County:**

Please provide your telephone number and/or e-mail information so the Department can contact you to determine how and where you want your receipt and/or invoice sent: \_\_\_\_\_

**Payment by Credit Card to DHEC:**

The Department will contact you to provide instructions and the invoice number necessary for online payment. Please provide an e-mail address where the invoice number may be sent: \_\_\_\_\_

**For official use only: Invoice Number** \_\_\_\_\_

## Instructions for Completing the Notice or Intent (NOI)

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities, SCR100000 (CGP), if you cannot access the websites listed on the NOI and instructions, or if you have any other questions, contact the Stormwater Permitting Section (SWP) at (803) 898-4300 or Coastal Stormwater Permitting Section (CSWP) at (843) 953-0200. Projects located in the S.C. Coastal Zone (SCCZ – Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties) are reviewed by CSWP. Please see the Bureau of Water, Stormwater Permitting website (BOW-SPWS): <http://www.scdhec.gov/environment/water/swater/> for guidance and additional information regarding the CGP.

### Who Must File a NOI:

- If S.C. Department of Transportation (SCDOT) is the Primary Permittee (Owner/ Operator), this NOI form (Form 2617) should not be used.
- The Owner/ Operator of a single project or larger common plan for development or sale (LCP—see item IV.G of instructions) that will ultimately disturb 1 acre or more (all counties).
- In the SCCZ, the Owner/Operator of a single project or LCP that is located within ½ mile of a coastal receiving water (CRW) (See item V.A of the instructions) and will ultimately disturb more than 0.5 acres.
- See the BOW-SPWS for "Less Than 1-Acre of Land Disturbance - Non-Coastal Counties" and "Less Than 1-Acre of Land Disturbance - Coastal Counties".

### Where to File:

See the BOW-SPWS for a current list of the areas that are reviewed by Municipal Separate Storm Sewer System (MS4) operators and entities that have delegated review authority. For projects in these areas, the initial submittal should be made to the MS4 operator; if initial submittal is made to DHEC for projects in these areas, the review process may be delayed. Please contact the appropriate entity for additional information and requirements; for example, the MS4 operator may require that a different application form be submitted. If a project crosses jurisdictional boundaries (e.g., sewer line in Greenville County and the city of Mauldin), then submittals to all appropriate MS4 operators, delegated entities, and DHEC must be coordinated.

Projects Located in the SCCZ	All Other Areas
<b>S.C. DHEC—Bureau of Water Coastal Stormwater Permitting Section 1362 McMillan Ave., Suite 400 Charleston, S.C. 29405</b>	<b>S.C.DHEC—Bureau of Water Stormwater Permitting Section 2600 Bull Street Columbia, SC 29201-1708</b>

### Submittal Package for SWP and CSWP:

- **When DHEC performs a full technical review**, you must include the original, signed NOI form, appropriate fee schedule (A or B) with required fees, one (1) copy of the Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP), and one (1) copy of all other supporting documentation with the initial submittal. For projects in the **non coastal counties** disturbing **greater than or equal to 1 acre and less than or equal to 2 acres**, one (1) copy of the C-SWPPP and one (1) copy of supporting documentation can be submitted with the initial submittal. In the **SCCZ**, applications for Coastal Zone Consistency certification are to be filed with requests for NPDES construction coverage and will then be routed internally to the Office of Ocean and Coastal Resource Management (OCRM) for review. OCRM submittal requirements can be located at: <http://www.scdhec.gov/environment/ocrm/czc.htm>
- **When a regulated MS4 or entity implementing Regulation 72-300 performs the technical review**, you must include a copy of the MS4 approved NOI form or MS4 approved application, the \$125 NPDES fee, and one (1) copy of the MS4 approval. In the **SCCZ**, applications for Coastal Zone Consistency certification are to be filed with requests for NPDES construction coverage and will then be routed internally to **OCRM** for review.
- **For projects ultimately disturbing more than 1 acres**, the checklist must be completed and attached when DHEC reviews your C-SWPPP. In the **SCCZ**, for projects ultimately disturbing more than 0.5 acres and located within ½ mile of a CRW, the checklist must be completed and attached. See **BOW-SPWS** for the most current version of the checklist. If this project **will NOT ultimately disturb more than 0.5 acres (Coastal Counties) or more than 1.0 acre (Non-Coastal Counties) AND is not part of an LCP, your project is automatically covered under this permit and the NPDES coverage fee and review fee are not required.** See the **BOW-SPWS** for "Less Than 1-Acre of Land Disturbance - Coastal Counties AND "Less Than 1-Acre of Land Disturbance – Non-Coastal Counties.
- **For Modification projects where DHEC performs a technical review**, see Section I of the instructions and Form B. Complete the applicable sections of the NOI Form. Complete the Form B Checklist. Submit an original, signed NOI form, appropriate fee schedule (C) with required fees, one (1) copy of SWPPP revisions, and one (1) copy of all other supporting documentation, including necessary engineering calculations. **No review clock is required for Modification reviews.**

**Authorization to discharge is granted based on the timeframes specified in the table below. For project sites located in the SCCZ, the timeframes provided below do not commence until a Coastal Zone Consistency determination has been issued for the site.**

Review Type	Allotted Review Time Frame
Regulated MS4 or entity implementing Regulation 72-300	<b>7 business days of DHEC receipt of a complete NOI and fee payment.</b>
DHEC (when construction site is subject to State C-SWPPP reviews)	<b>20 business days of DHEC receipt of a complete NOI and fee payment.</b>

### S. C. Coastal Zone (SCCZ) Requirements:

For projects that are located within ½ mile of a CRW and involve greater than 0.5 acres of land disturbance, a registered engineer, landscape architect, or Tier B surveyor must prepare, amend when necessary, certify, and stamp the C-SWPPP as required and allowed by the qualified individual's respective act and regulations. Regulation 72-307(C)(5)(g) establishes additional requirements for projects located in the **SCCZ**. The additional water quality measures are outlined in Chapter III, Section XIII of the South Carolina Coastal Zone Management Program, as refined available at <http://www.scdhec.gov/environment/ocrm/czmp.htm>

## Fee Schedules:

Make sure to answer all applicable questions on the appropriate Fee Schedule. If you are completing the online fillable version of the NOI, the cursor should automatically move to the next question that needs to be answered until all applicable questions have been answered. **Complete Fee Schedule A for Non-Coastal projects; Schedule B for Coastal projects. Attach Form A, as required, for Transfer of Ownership. Attach Form B for major modifications to a prior approved project with Fee Schedule C if DHEC reviews your modification.**

## Office Mechanics and Filing:

The original NOI form for projects located outside of MS4 areas and supporting documentation will be kept in the Central Office files (hard copy or digitized copy) in accordance with the Retention Schedule.

**Date:** Enter today's date.

**Project/Site Name:** The Project/ Site Name should be a unique or distinguishing name (e.g., not Proposed Subdivision).

**NOTE:** DHEC must be notified in writing if the Project/ Site Name changes.

**County:** If the project is in multiple counties, list the county in which the majority of the site is located. If part of the project is in the **SCCZ**, then list the coastal county in which the majority of the site is located and submit the project to **CSWP**; see the "Where to File" section. List the other counties in which the site is located in the C-SWPPP.

**Prior Approved NPDES Permit Number (Major Modification or Change of Information Only):** Provide the NPDES permit number (SCR number) or File Number previously assigned to the project or LCP.

**Expedited Review Program (ERP):** For additional information about ERP, see the ERP website <http://www.scdhec.gov/environment/water/swater/expeditedReview.htm>. DHEC will notify the Project Owner/ Operator if the project is selected for review in the ERP. There are additional required fees for participation in this program; these ERP fees should not be submitted until DHEC has notified the Project Owner/ Operator that the project was selected for participation in the ERP. **In the SCCZ, please note that projects impacting Geographic Areas of Particular Concern (GAPCs) and/or wetlands may not be eligible for participation. Consult OCRM staff.**

I. **Notice of Intent (NOI) Application Type(s)** (See Section 2.4 of CGP for submission deadlines and notification requirements)

- A. **Project (Application) Type** - Select **ALL** applicable application types that best describe your project or application. Section 2 of the Construction General Permit (CGP) may be reviewed for further information on each type of application listed in this section. As an example, if your project is one that is a new startup, then "New Project" should be selected. If your project is a new startup that will be located in Beaufort County, that will also be expedited, then "New Project", "OCRM Project Review", and "Expedited Review Program" should each be selected to describe your application. **To determine if the project design is considered to be above regulatory requirements or Low Impact Development, see the "Expedited Review Standard Operating Procedures" document.** If **none** of the application types listed in this section apply or clearly define the intent of your project, select "Other" and provide specific details that clearly describe the intent of your NOI application.

**NOTE:** DHEC must be notified in writing within fourteen (14) business days of a new Owner (person, lending institution, government institution, etc.) taking title to or ownership of a prior approved ongoing NPDES construction project/site. A new Property Owner must complete all applicable sections of Form A (Transfer of Ownership) and submit this form to the Department or respective MS4 with the NOI application. Written notification is also required when the Owner or Developer's company name changes for a prior approved construction permit.

**NOTE:** Major Modifications allowed by the Department are listed in Section 3.1.7 of the CGP. If your project is a major modification, complete Form B, Fee Schedule C, and applicable sections of the NOI per directions identified on Form B. Please note that Section V (Waterbody Information) of the prior approved NOI must be reviewed for changes prior to submitting any modification request to the Department. If changes have occurred, identify as Change of Information on the NOI form and provide the revised information in this section. Attach a detailed Narrative and revised C-SWPPP documents to the major modification request.

- A. **MS4 Reviewer and MS4 Operator** - If this project is located inside a Municipal Separate Storm Sewer System (MS4) and must be reviewed and approved by a MS4 entity prior to submission to DHEC, then select "MS4 Project Review" as application type in Item A and provide the names of the entities that will perform the review and the MS4 Operator. Urbanized area boundary maps are available at <http://cfpub.epa.gov/npdes/stormwater/urbanmapresult.cfm?state=SC>. See the following website for information about MS4s: <http://www.scdhec.gov/environment/water/swnsms4.htm>. Note: Some MS4s have increased their review jurisdiction boundaries beyond the original urbanized area map. Please confirm with the appropriate MS4 regarding review jurisdiction.

## II. **Primary Permittee Information**

Identify whether the Primary Permittee is a person or a company. If a company, identify if it is a lending institution or government entity. Provide the Employer Identification Number (EIN) as established by the U.S. Internal Revenue Service for the company. **The EIN is commonly referred to as the taxpayer ID. If the company does not have an EIN (e.g., single member LLC, sole proprietorship), DO NOT list a Social Security number**

- A. **Primary Permittee Name** - Provide the complete, legal name of the person or entity (company) that will be the Primary Permittee (Owner/Operator, O/O) for the project. If a person, provide the Title or Position. If a company, provide the complete, legal name of the company. Do not list the D/B/A (Doing Business As) name. **NOTE: If S.C. Department of Transportation (SCDOT) is the O/O, this NOI form (Form 2617) should NOT be used.** Provide the complete mailing address of the person/company identified in II.A as the Primary Permittee.
- B. **Contact/ODSA Name** – Complete if different from II. A or O/O is a company. Provide the complete legal name of the person identified as the Contact or Operator of Daily Site Activities (ODSA) for the project. This can be someone other than the person that has signatory authority for the company. Often the Contact person is also referred to as the ODSA. Provide the complete mailing address for the person, other than the permittee, the Department may contact. This address can be different from the mailing address entered for the O/O.
- C. **Property Owner Name** – If different from II.A or B, list the complete, legal name of the current Property Owner(s) of the site. Enter the complete mailing address for the Property Owner. **NPDES coverage will be issued to the Primary Permittee identified in Section II.A, not the Property Owner, unless same entity.** If there are multiple Property Owners, attach additional sheets with all information requested in Section II.C.

### III. **Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) Preparer Information**

- A. **C-SWPPP Preparer Name** – Provide the name of the C-SWPPP Preparer for this project.
- B. **Registered Professional** – Identify whether the C-SWPPP Preparer is a Registered South Carolina Professional Engineer, Tier B Surveyor, or Landscape Architect. For projects disturbing more than 2 acres, the C-SWPPP preparer must be one of the listed professionals or federal government employee as described in Title 40, Chapter 22, and as required and allowed by the qualified individual's respective act and regulations. **In the SCCZ, projects that are located within ½ mile of a CRW and that involve greater than 0.5 acres of land disturbance, the C-SWPPP preparer must be one of the listed professionals or federal government employee as described in Title 40, Chapter 22, and as required and allowed by the qualified individual's respective act and regulations.**
- C. **Company/Firm Name** - Provide the complete, legal name of the company and S.C. Certificate of Authorization (S.C. COA number). Enter the complete mailing address. DHEC may contact the C-SWPPP Preparer via email. See the following websites for information about COA requirements for Landscape Architecture firms <http://www.dnr.sc.gov/land/LandscArch/LALicense.html> and Engineering and Surveying firms <http://www.lir.state.sc.us/POL/Engineers/>. Enter N/A for S.C. COA if the firm is not required to have a COA.

### IV. **Project/Site Information**

- A. **Type of Construction Activity (ies)** - Select **ALL** activity types that best describe the development proposed for the site. "Institutional" includes schools and other publicly owned projects, except linear projects. "Site Preparation" includes clearing, grubbing, and grading only; no new impervious areas should be proposed if this activity type is selected. If none describe the development, then select "Other" and list the activity.
- B. **Site Address/Location** - List the site address. If the site address is unknown, list the road name(s) on which the site is located, the nearest intersection, or other detailed description of the site location. List a city/town only if the site is within the city/ town limits. List zip code (if known). Provide the latitude/longitude and tax map numbers. See the following website for assistance in obtaining latitude/ longitude coordinates: [http://www.epa.gov/tri/report/siting\\_tool/index.htm](http://www.epa.gov/tri/report/siting_tool/index.htm). Latitude (from 32° to 35°) and longitude (-78° to -83°) should be for the center of the site. Minutes (') and seconds (") should be from 0 to 59. Identify the lat/long data source.
- C. **Indian Lands** – Identify if this site is located on Indian lands.
- D. **Proposed Start Date/Completion Date** – Provide proposed project start and completion dates.
- E. **Disturbed Area/Total Area** - Enter the disturbed area for the project and the total area for the site. The disturbed areas must be **rounded to the nearest tenth of an acre**. For subdivisions, if the exact build-out is not known, the disturbed area can be estimated using the following equation:  
**Disturbed area= 2(Maximum Footprint of House)(# of lots) + Road/ Right-of-Way areas + Other easements/ disturbance.** **NOTE: Provide written notification if the actual disturbed area exceeds the disturbed area on the approved NOI.**
- F. **Modification Only: Change to Disturbed Area** – If your modification to a prior approved project will increase or decrease the disturbed area, complete this section and see Section I of the Instructions. Enter the current approved disturbed area and proposed increase (+) or decrease (-) to the disturbed area. If no change, enter 0.0. Enter the new total disturbed area (after change). Round each entry to the nearest tenth of an acre.
- G. **Larger Common Plan for Development or Sale (LCP)** - The plan in LCP is "broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot." [63 Federal Register No. 128, July 6, Page 6 1998, p. 36491] For example, if master calculations have been prepared and/ or submitted for an entire site, then all phases and parcels at that site would be considered part of an LCP. If the site is part of a subdivision, industrial park, commercial park, etc., then it is considered to be part of an LCP. List a unique, distinguishing LCP/ Overall Development name. This name should not reference a specific phase. This LCP/ Overall Development name should also be listed on all NOIs for future projects that are part of this LCP, including subsequent phases. Check the box if this is the first phase of the LCP. List the previous state permit/ file number and previous NPDES coverage number if applicable. **(DO NOT enter SCR100000).** **If not known, contact the Department for assistance.**

- H. **Flooding Problems** – Identify whether flooding problems exist on the site, or downstream or adjacent to the site. If yes, provide detailed explanation of the extent and impact in your C-SWPPP. **NOTE:** All C-SWPPP applications must include a Floodway Map/FEMA Flood Insurance Map (See Checklist) with an outline of the project boundary on the map. **NOTE:** The Department does not regulate the placement of fill in floodplains. Contact local city or county official.
- I. **Active S. C. DHEC Warning Notice/Notice to Comply/Notice of Violation** – Select yes if DHEC has issued a Warning Notice, Notice to Comply, or Notice of Violation for the site or any site within the LCP. Provide additional information about the Notice (e.g., Order number) and a copy of correspondence with DHEC regarding the Notice in your C-SWPPP.
- J. **State and Federal Environmental Permits or Approvals** – List relevant state and federal permits applied for. See §122.21(f) of S.C. Regulation 61-9 <http://www.scdhec.gov/environment/water/regs/r61-9.pdf> for a list of permits, approvals, and programs that should be considered. If inaccurate, NPDES coverage may be invalid.
- K. **Waiver(s)** - Identify any waivers requested for your project or construction site. Provide details and required justifications in the C-SWPPP.

## V. Waterbody Information

### A. Receiving Waterbody(s) (RWB) Information

1. The **Nearest** receiving waterbody (RWB) is the nearest Waters of the State (WoS). See definition in §122.2 of S.C. Regulation 61-9 - <http://www.scdhec.gov/environment/water/regs/r61-9.pdf> to which the site's stormwater discharges will drain. The nearest RWB must be listed in reference to a named waterbody, if the RWB is unnamed. For example, if the site's stormwater discharges drain to a stream on the site, then the nearest RWB would be the stream. If the stream is not named, then determine the nearest named waterbody (e.g., Grove Creek) into which the stream will flow and list the nearest RWB as a tributary to the named waterbody (e.g., Tributary to Grove Creek). Then, the **Next Nearest** named RWB would be Grove Creek. If the site's stormwater discharges drain to multiple waterbodies, then list all such waterbodies; attach additional sheets, if necessary.
2. Provide the **distance**, in feet to each receiving waterbody.
3. Provide the **classification** for each named waterbody. See S.C. Regulation 61-69 (<http://www.scdhec.gov/environment/water/regs/r61-69.pdf>) for a list of classifications of waterbodies within S.C. If the nearest RWB is unnamed, then search the document for the nearest named RWB. If the nearest, named RWB is not listed, then continue searching the document for the next, named waterbody, proceeding downstream from the site. For example, a site in Anderson County drains to a tributary of Hornbuckle Creek, then to Hornbuckle Creek, then to Middle Branch, and then to Brushy Creek/ Big Brushy Creek. First, search the document for Hornbuckle Creek, then Middle Branch, then Brushy Creek. Because there are 3 listings for Brushy Creek, the next, named waterbody (Saluda River) must be determined. Note that the county for this record for Brushy Creek is listed as Pickens because the headwaters of Brushy Creek are in Pickens County. The classification of the tributary to Hornbuckle Creek is "FW—Freshwaters".
4. **SCCZ Only:** Provide the **Coastal Receiving Water (CRW)** to which the site's stormwater discharges will drain. This distance is used to determine permitting requirements. Coastal Receiving Water is defined as a receiving water body as defined in the *Policies and Procedures of the South Carolina Coastal Zone Management Program*, updated July 1995. *This includes all regularly tidally influenced salt and fresh water marsh areas, all lakes or ponds which are used primarily for public recreation or a public drinking water supply, and other water bodies within the coastal zone, excluding wetlands, swamps, ditches and stormwater management ponds which are not contiguous via an outfall or similar structure with a tidal water body.*
5. Provide the distance, in feet to the CRW. **Classification of RWB is not applicable for CRW.**

### B. Waters of the U. S. /State Information (See Section 2.6.2 thru 2.6.6 of the CGP)

1. Complete the "**On the Site?**" column for items a-d. If yes is selected for that column, then the next 3 columns must be completed. If there are other waters of the U.S./ State (WoS) on the site not listed in items a and b (e.g., stream, river, lake, pond), then list those in item c. Jurisdictional wetlands are under ACOE jurisdiction.
2. **Delineation** means identification by U.S. Army Corps of Engineers (USACOE) or wetlands consultant. Also, see the checklist for information about delineation requirements. If there are WoS within 100' of the disturbed area that were not delineated/identified, then explain this in the narrative; this includes WoS that are not on the project site but are within 100' of the disturbed area. **For Direct Critical Area in the SCCZ, delineation means identification by OCRM or wetlands consultant. OCRM staff may require identification of Direct Critical Area by OCRM staff as part of its Coastal Zone Consistency review.**
3. **Impacts** - If construction activities will occur in and/ or will impact WoS, then select yes for "Impacts?"
4. **Amount of Impacts** - List the amount of impacts to WoS. Provide an additional, separate plan sheet that shows all WoS on the site and the impacted areas. If there are proposed impacts to WoS, please contact USACOE (866-329-8187) and S.C. DHEC Water Quality Certification, Standards & Wetlands Programs Section (803-898-4300) to determine additional requirements before submitting this NOI. **In the SCCZ, also contact S.C. DHEC OCRM Wetlands Section (843-953-0200). Please note that it is the Project Owner/ Operator's responsibility to ensure that all WoS are shown and identified in the C-SWPPP. See Sections 2.6**
6. **If yes for impacts in B.3, describe each impact and activity, and list all permits** (e.g., U.S. Army Corps of Engineers (USACOE) Nationwide Permit, DHEC General Permit) and certifications that have been applied for or obtained for each impact. Describe the activity(s), whether the impact is permanent or temporary, and any other relevant information. Provide a copy of all permits and certifications for and correspondence with USACOE and DHEC for the impacts. Include all plats referenced in the permits or correspondence.

**C. S. C. Navigable Waters (SCNW) Information**

1. **Are SCNW on the site?** See <http://www.scdhec.gov/environment/water/navwater.htm> for the definition of SCNW and other information related to SCNW. Or, contact S.C. DHEC Water Quality Certification, Standards & Wetlands Programs Section at (803) 898-4300 for assistance determining the navigability of the waters on your site or with questions related to SCNW. **If yes to C.1**, list the **name of the SCNW**. If the SCNW is not named, then provide a description that references the nearest, named waterbody (e.g., tributary to Grove Creek). **If no to C.1**, do not complete questions C.2 thru C.3 of this section.
2. If yes to C.1 and construction activities proposed by your project will cross over or occur in, under, or thru the SCNW, describe SCNW activities (e.g., road crossing, sub-aqueous utility line, temporary or permanent structures, etc.). This includes temporary and permanent crossings with roads, utility lines, etc.
3. Identify permits providing SCNW Activity(ies) coverages for your site.
  - a. Identify proposed activities covered under a DHEC General Permit or other DHEC permit. Identify permit number(s) and corresponding activities covered under each. See the following website for a list of DHEC General Permits for activities in some SCNW: <http://www.scdhec.gov/environment/water/docs/gp/gp.xls>. See the "Notes" column to determine what types of activities are covered under each permit.
  - b. Identify **USACOE 404 Permit or 401 Certification** issued for the site. Identify permit number(s) or certification(s) and corresponding activities covered under each.
  - c. If applicable, identify the date the **SCNW permit** was applied for. Identify whether the permit applied for will cover ALL activities listed in C.2 of some activities listed in C.2. List covered activities.
  - d. If a **SCNW permit** has NOT already been applied for or issued for all of the activities in SCNW for this site, then those activities and conditions can be addressed during the review of the C-SWPPP, and a separate State Navigable Waters permit is not required. **Provide an additional plan sheet with plan and profile views (drawn to scale) of SCNW and associated activities; include activities description on the plan sheet.**

**D. Impaired Waterbodies Information (Section 3.2.12)**

**NOTE:** The TMDL, 303(d), and Non-Point Source water quality tool is a mapping system showing detailed information on WQMS locations, water quality status, and much more. The tool is available at the following website along with instructions for using the tool: <http://www.scdhec.gov/environment/water/tmdl/>.

**In the SCCZ**, list the nearest upstream and downstream DHEC WQMS(s) and corresponding waterbody(ies). Additionally, shellfish stations only monitor for Fecal coliform bacteria. Include both the nearest shellfish monitoring station(s) and full WQMS(s) on the NOI for both upstream and downstream locations when shellfish monitoring stations are present. If a shellfish monitoring site is not present then you only need to list the full WQMS(s). When a shellfish monitoring station is present, everything but Fecal coliform bacteria needs to be assessed at the full WQMS(s). Shellfish monitoring stations begin with numbers and full WQMS(s) begin with letters.

**1. 303(d) Listed Impaired Waterbodies**

- a. List the **nearest SCDHEC Water Quality Monitoring Station(s)** to which the site's construction stormwater discharges will drain and its **corresponding waterbody**. See the following website for the most current 303(d) List for Impaired Waters and related information: <http://www.scdhec.gov/environment/water/tmdl/>. **NOTE: DHEC has determined that construction SW discharges are expected to contain pollutants causing the following impairments: TURBIDITY, BIO (Macroinvertebrate), TP (Total Phosphorus), TN (Total Nitrogen), Chlorophyll-a, and FC (Fecal coliform) in Shellfish Harvesting Waters in the SCCZ.** Carefully evaluate whether the site's construction SW discharges will contain any pollutants causing other impairments not explicitly listed above. You should also consider previous land uses at the site in answering this question. For example, if the previous land use was a copper processing facility and the impairment at the nearest WQMS is copper, then you should carefully evaluate whether the site's construction SW discharges would contain copper.
- b. Identify whether this **WQMS is listed on the most current 303(d) List**. The 303(d) list is available in Microsoft Excel and Adobe Reader formats. WQMS locations are available for each watershed at the website provided in 1.a as well using the **TMDL, 303(d), and Non-Point Source water quality tool**. To search the 303(d) list to determine whether a WQMS is listed, select "Edit" from the top toolbar of your web browser. Then, select "Find". Enter the WQMS exactly as listed on the map and hit enter. **If none of the WQMS(s) are found, then select "No" and proceed to item V.D.2 (TMDL Impaired Waterbodies). If any of the WQMS(s) are found, then select "Yes" and proceed to item c.**
- c. **If yes for b**, list the impairment(s) or pollutant(s) identified as cause(s) of the impairment (see last column labeled "CAUSE") for the WQMS(s) and proceed to item d.
- d. Identify whether the site's stormwater discharges contain any pollutants causing the impairment(s). **If no for d, proceed to item V.D.2 (TMDL Impaired Waterbodies).** **If yes to d and the receiving water is listed on the most current 303(d) List of Impaired Waters** for a sediment or a sediment-related parameter, BIO (macroinvertebrate), turbidity, Total Phosphorous, Total Nitrogen, Chlorophyll-a, or Fecal coliform in Shellfish Harvesting Waters in the SCCZ. You must carefully evaluate all selected BMPs and their performance to ensure that the construction site's Stormwater discharges will not contribute to or cause a violation of water quality standards. **If yes for d and the disturbed area is less than 25 acres**, include an evaluation of the Best Management Practices (BMPs) proposed for the site as described in Section 3.2.12.B(l) of the CGP in the C-SWPPP. **If yes for d and the disturbed area is greater than or equal to 25 acres**, then provide a written qualitative and quantitative assessment of the BMPs proposed in the C-SWPPP for the site as

described in section 3.2.12.B(II) of the CGP. For more information on this subject, please see the DHEC publication entitled "Antidegradation for Activities Contributing to NonPoint Source Pollution to Impaired Waters." This publication can be downloaded at the following DHEC WEB site [www.scdhec.gov/eac/water/pubs/antidegnps.pdf](http://www.scdhec.gov/eac/water/pubs/antidegnps.pdf).

- e. **If yes to d, list the "USE" support impairment (AL, FISH, REC, SHELLFISH) affected by the pollutant or impairment listed in item c.**
- f. **If yes for d, will use of the BMPs proposed for your project ensure the stormwater discharges leaving the site will NOT contribute to or cause further water quality standard violations for the impairment(s) listed in c? NOTE: If your answer to item f is NO, this site is NOT eligible for coverage under the CGP. You may contact the Department to determine if an individual permit application is necessary or you may revise your project to include appropriate Best Management Practices, controls, and procedures to bring your discharge into compliance**

## **2. TMDL Impaired Waterbodies**

- a. List the **nearest SCDHEC water quality monitoring station(s)** to which the site's construction stormwater discharges will drain. List WQMS identified in part V.D.1.a of this table.
- b. Identify whether a TMDL is listed for this WQMS. NOTE: See the following website for a list of all WQMS with Approved S.C. Total Maximum Daily Loads (TMDLs): <http://www.scdhec.gov/environment/water/tmdl/>. Select "Approved SC TMDLS", then select "[Sites Covered Under an Approved TMDL and Corresponding WQ Attainment Status](#)". Select "Edit" from the top toolbar. Then, select "Find". Enter the WQMS exactly as listed and hit enter.  
**If a WQMS is NOT found, then select "No," Stop and proceed to Section VI. If a WQMS is found, then select "Yes" and proceed to item c.**
- c. **If yes for b, identify and list the impairment(s) or pollutants listed as CAUSE(S) of the impairment (see 7th column labeled "CAUSE") and proceed to item d. If the WQMS(s) is impaired for more than one parameter, then the WQMS will be listed multiple times on successive rows.**
- d. **If yes for b, identify whether the standard has been ATTAINED for the impairment(s). NOTE: See the 8th column labeled "USE SUPPORT" to determine if the standard has been attained for each impairment for each WQMS. "FULLY SUPPORTED" means the standard has been attained for the impairment listed in the "CAUSE" column. "NOT SUPPORTED" means that the standard has NOT been attained for that impairment. If no for d (the standard has NOT been attained (NOT SUPPORTED) for all impairments for all WQMS(s)), proceed to item e. If yes for d (the standard has been attained for all impairments for all WQMS(s)), proceed to Section VI.**
- e. Identify whether the site's stormwater discharges contain any pollutants causing the impairment(s). **If no for e, proceed to Section VI. If yes for e, proceed to f.**
- f. If yes for e, **are your discharges consistent with the assumptions and requirements of the TMDL(s)? NOTE: If your answer to item f is NO, this site is NOT eligible for coverage under the CGP. You may contact the Department to confirm that adherence to a C-SWPPP that meets the requirements of the CGP will be consistent with the TMDL. Where a TMDL has not specified a WLA applicable to construction stormwater discharges, but has not specifically excluded these discharges, adherence to a C-SWPPP that meets the requirements of the CGP will generally be assumed to be consistent with the approved TMDL. If the TMDL specifically precludes such discharges, the site is not eligible for coverage under the CGP.**

**VI. Signatures and Certifications** **DO NOT SIGN IN BLACK INK!** The NOI must have original signatures unless the application being submitted to DHEC is one approved by an MS4.

**C-SWPPP Preparer** - The same registered professional must sign and seal the NOI form, C-SWPPP, calculations, and supporting documentation.

**Primary Permittee** - If the Primary Permittee or Project Owner/ Operator is a company, print the name of the person who is signing the NOI for the Owner/ Operator. A person with signatory authority for the Owner/ Operator must sign the application. The C-SWPPP Preparer cannot sign the application for the Owner/ Operator. The C-SWPPP, all reports, including monthly reports, and any information requested by DHEC must be prepared under the direction or supervision of a person with signatory authority for the Owner/ Operator or a duly authorized representative.

See below for a summary and §122.22 of S.C. Reg. 61-9 (Appendix C of the CGP) for complete information about signatory authority requirements.

- Corporation: A responsible corporate officer (e.g., president, vice-president, certain managers)
- Partnership or Sole Proprietorship: A general partner or the proprietor, respectively
- Municipality, State, Federal or Other Public Agency: Principal executive officer or ranking elected official.

*APPENDIX “C”*

**STORMWATER MANAGEMENT AND SEDIMENT & EROSION  
CONTROL PLAN REVIEW CHECKLIST FOR DESIGN  
PROFESSIONALS**



Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals



FLORENCE COUNTY MS4

This Plan Review Checklist for Design Professionals has been developed to aid those who prepare Stormwater Pollution Prevention Plans (SWPPPs). Adjacent to the heading for most sections are references from the corresponding portion of the NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000), which was issued on January 29, 2021. SWPPP Preparers should not utilize this checklist as a substitute for the language in the permit and should review the permit itself for more information on each specific requirement. The permit may be found at:

http://www.scdhec.gov/Environment/docs/CGP-permit.pdf

In the space provided please indicate the location and page number(s) where each item below can be found in your SWPPP or supporting calculations. If an item is not applicable, put N/A. The Department reserves the right to modify this checklist at any time. The Coastal Zone consists of the following counties: Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper.

Project Information:

Project Name: \_\_\_\_\_ County: \_\_\_\_\_

Checklist Completed by:

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLANS AND MAPS

1. CURRENT COMPLETED APPLICATION FORM/NOTICE OF INTENT

- Original Signature of individual with signatory authority for the applicant according to requirements set forth in R.61-9.122.22 (see Appendix C)
• All items completed and answered
• Fee Schedule

2. COPIES OF PLANS AND CALCULATIONS

- Plans stapled together!
• ONE set of plans and supporting documentation (report, calculations, maps, e tc.)
• Supporting documentation bound, tabbed (e.g., Maps, Pre-Development calculations), and pages numbered [no loose pages]

3. LOCATION MAP (3.2.7.A.IV)

Location in C-SWPPP: \_\_\_\_\_

- North arrow and scale
• Outlined project location
• Labeled road names

4. PROJECT NARRATIVE (3.2.1)

Location in C-SWPPP: \_\_\_\_\_

- Scope of project outlined, including a brief description of pre- and post-development conditions

4. PROJECT NARRATIVE (cont'd)

- Summary table of pre- and post-development flows (at least 2-year, 10-year, 25-year, and 100-year, 24-hour storm events)
- Existing flooding problems in the surrounding area described
- Disturbed area calculations included for subdivision projects or LCP disturbing 1 or more acres
  - For subdivisions if the site is not to be mass-graded, the following formula should be used to determine the amount of disturbance:

Amount of Disturbance = 2[Max Restricted Building Size][Number of Lots] + Right of Way (ROW) areas {ROW areas include clearing for roads, utilities, easements etc.}

- If this equation is used, include a note on the plans stating: "The site is not to be mass-graded. Only 2 times the footprint is to be cleared as the lots are developed. The assumed disturbance on each lot is \_\_\_\_\_ sq. ft."

5. TOPOGRAPHIC MAP (3.2.7.A.I)

Location in C-SWPPP: \_\_\_\_\_

- Project boundary outlined
- Route of runoff from site to nearest waterbody shown
- Road names adjacent to site labeled

6. SOILS INFORMATION (3.2.7.A.II)

Location in C-SWPPP: \_\_\_\_\_

- Project boundary outlined
- Predominate soil types found at the site identified on the plans or on a separate map
- Note: Soils information is available from the Natural Resource Conservation Service through their website: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>

7. FLOODWAY/ FLOODPLAINS(3.2.7.A.III)

Location in C-SWPPP: \_\_\_\_\_

- Project boundary outlined, if in close proximity to floodplain/ floodway
- Note: The Department does not regulate the placement of fill in floodplains. Please see your local city or county official.

8. SITE PLANS CHECKLIST:

- Location map with site outlined on first plan sheet (map should have enough detail to identify Surface Waters of the State within 1 mile of the site)
- North arrow and scale
- Property lines and adjacent landowners' names
- Legend
- Registered engineer's signed and dated seal
- Engineering Firm's Certificate of Authorization seal
- If the SWPPP has been developed by a Registered Professional Engineer, Registered Landscape Architect or Tier B Land Surveyor, the following statement must be included on the site plans:

*"I have placed my signature and seal on the design documents submitted signifying that I accept responsibility for the design of the system. Further, I certify to the best of my knowledge and belief that the design is consistent with the requirements of Title 48, Chapter 14 of the Code of Laws of SC, 1976 as amended, pursuant to Regulation 72-300 et seq. (if applicable), and in accordance with the terms and conditions of SCR100000."*

- Existing and proposed contours for entire disturbed area
- Limits of disturbed area
- Locations of off-site material, waste, borrow, or construction equipment storage areas, excluding roll-off containers (Note: Some off-site disturbed areas may require a separate application for NPDES coverage)
- Location and identification of any stormwater discharges associated with industrial activity (not construction)
- Location of Concrete Washout and other Pollution Prevention Measures
- Easements
- Road profiles with existing and proposed ground elevations (if no contours are shown on the plans)
- Grassing and stabilization specifications (temporary and permanent)

8. SITE PLANS CHECKLIST: (cont'd)

- Standard notes
- Temporary and permanent control measures (provide details of all sediment and erosion control measures used; make sure the label or legend on the plans matches the name on the detail)  
Note: Maintenance requirements for each BMP should be listed on the detail.  
Note: If details from the [BMP Handbook](#) are used, then the inspection frequency must be changed to be in accordance with the new CGP (see Standard note 3).

9. WATERS OF THE STATE, INCLUDING WETLANDS (3.2.4.C)

Location in C-SWPPP: \_\_\_\_\_

- Delineation of all waters of the State (WoS), including wetlands, shown and labeled on plans (delineation not required if a 100-ft undisturbed buffer can be maintained between the WoS and all land-disturbing activities)
- Additional, separate plan sheet that shows all WoS on the site and the impacted areas with a description of the activity(s), whether it is permanent or temporary, and any other relevant information.
- If impacts to WoS, outlined areas of impacts and labeled that no work can begin in this area until all necessary USACOE permits, SCDHEC 401 Certifications, and Critical Area Permits (Coastal Zone only) have been obtained and are effective.
- *Note: If there are proposed impacts to WoS, then it is advised that you contact USACOE (866-329-8187) and/ or S.C. DHEC Water Quality Certification, Standards & Wetlands Programs Section (803-898-4300) to determine additional requirements before submitting the Notice of Intent (NOI).*
- *Note: If WoS are to be impacted, work cannot be performed in these designated areas until all necessary permits have been acquired*
- *Note: If a USACOE permit is required for construction of or access to a temporary or permanent stormwater management structure, NPDES permit coverage cannot be granted until the USACOE permits and S.C. DHEC 401 Section certifications are obtained.*
- *Note: Coastal Counties Only - If there are proposed wetland impacts and your project is located within one of the eight coastal counties, then it is advised you contact S.C. DHEC Office of Ocean and Coastal Resource Management (843-953-0200) to determine additional requirements before submitting the Notice of Intent (NOI).*

10. NAVIGABLE WATERS (3.2.4)

Location in C-SWPPP: \_\_\_\_\_

- Extra plan sheet showing impacts to navigable water and description of activity included if S.C. Navigable Waters (SCNW) crossing and separate SCNW permit has not been obtained for all activities
- *Note: For NOIs initially submitted to MS4s /delegated entities, if project has SCNW crossing and if separate SCNW permit has not been obtained for this crossing, then this item will be reviewed by S.C. DHEC before NPDES coverage will be granted.*

11. TMDL/ 303d IMPAIRED WATERBODIES (3.2.12)

Location in C-SWPPP: \_\_\_\_\_

- List the nearest S.C.DHEC Water Quality Monitoring Station (WQMS) that the site's stormwater discharges drain to and the waterbody on which it is located: \_\_\_\_\_  
Coastal Zone Only: List the nearest upstream and downstream WQMS(s) and corresponding waterbody (ies) above. This requirement only applies when the receiving water body for your site is tidally influenced. Note, shellfish stations only monitor for fecal coliform bacteria. Include both the nearest shellfish monitoring station(s) and full WQMS(s) for both upstream and downstream locations when shellfish monitoring stations are present. If a shellfish monitoring station is not present, then only list the full WQMS(s). When a shellfish monitoring station is present, everything but fecal coliform bacteria needs to be assessed at the full WQMS(s). Shellfish monitoring stations begin with numbers and full WQMS(s) begin with letters
- Link to Water Quality Information Tool and Instructions:  
<http://gisweb01.dhec.sc.gov/water/Stormwater.html?mode=1/>
- Qualitative and quantitative assessment (described in Section 3.4C of SCR100000), if nearest WQMS listed on the current [303\(d\) List of Impaired Waters](#) and if site's stormwater construction discharges contain the pollutant of impairment and if site disturbs 25 or more acres
- Evaluation of selected BMPs if nearest WQMS listed on the current [303\(d\) List of Impaired Waters](#) and if site's stormwater construction discharges contain the pollutant of impairment and if site disturbs less than 25 acres

#### 11. TMDL/ 303d IMPAIRED WATERBODIES (con't)

- Pollutants of concern include TURBIDITY, BIO(Macroinvertebrate), TP(Total Phosphorus), TN(Total Nitrogen), and Chlorophyll-A. Coastal Counties Only: Fecal Coliform (FC) in shellfish harvesting waters
- If [Approved TMDL](#) developed for nearest WQMS and if site's stormwater construction discharges contain the pollutant of impairment, show that measures and controls on SWPPP meet assumptions and requirements of TMDL (may need to contact [303\(d\)/TMDL Program](#) for assistance)
- For TURBIDITY, BIO(Macroinvertebrate) consider inclusion of BMPs to reduce sediment load such as: sediment traps and basin designed to meet 80% sediment removal efficiency (regardless of size), additional measures to stabilize site, limited clearing and grading
- For TP(Total Phosphorus), TN(Total Nitrogen), and Chlorophyll-A consider inclusion of BMPs to reduce nutrient load. This could include limited clearing and grading, soil samples for to determine nutrient requirements during grassing
- For Fecal Coliform (FC) in shellfish harvesting waters, this may include location of porta-johns and waste receptacles
- *Note: To ensure sufficient Water Quality Monitoring Stations are selected to assess all of the identified parameters for construction stormwater, include monitoring stations that contain assessments for the first twelve parameters. Some stations only assess one parameter and should not be relied upon for the entire 303(d)/TMDL assessment for construction stormwater discharges. In addition, fecal coliform (for Shellfish Harvesting waters) must be assessed within the coastal critical area and nutrients and/or chlorophyll must be assessed in lakes/reservoirs*

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## **Construction**

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#### 12. CONSTRUCTION SEQUENCE (3.2.3)

Location in C-SWPPP: \_\_\_\_\_

- Construction Sequence should accurately reflect the nature and timing of construction activities for the site
- Sequence should begin with the installation of perimeter controls and end with the removal of sediment and erosion control measures once the site has been finally stabilized
- Address conversion of any temporary sediment control structures to permanent measures (i.e., conversion of a sediment basin to a permanent detention basin)
- Sequence should reflect implementation and transition between each phased plan (see Item 13 below)

#### 13. PHASED SEDIMENT & EROSION CONTROL PLANS (3.2.9)

Location in C-SWPPP: \_\_\_\_\_

- Phased Sediment and Erosion Control Plans are not required when land-disturbance is 5 acres or less
- For land-disturbance between 5 and 10 acres, a two-phased stormwater management and sediment and erosion control plan is required for all non-linear projects. Each phase must be shown on a separate plan sheet. Plans should address the transition between phases.
  - Phase 1 - Initial Land Disturbance - Must include perimeter sediment and erosion control BMPs required prior to initial/ mass clearing and other appropriate BMPs needed to maintain compliance with the permit. On some sites, this may include appropriate BMPs for demolition of existing structures
  - Phase 2 - Stabilization - Sediment and erosion control BMPs required during the remainder of grading and construction. Must also include appropriate BMPs for stabilization - grassing, inlet protection, etc.
- For land-disturbance greater than 10 acres, a three-phased stormwater management and sediment and erosion control plan is required for all non-linear projects. Each phase must be shown on a separate plan sheet. Plans should address the transition between phases.
  - Phase 1 - Initial Land Disturbance - Must include perimeter sediment and erosion control BMPs required prior to initial/ mass clearing and other appropriate BMPs needed to maintain compliance with the permit. On some sites, this may include appropriate BMPs for demolition of existing structures
  - Phase 2 - Construction - Sediment and erosion control BMPs required during the majority of grading and construction activities.
  - Phase 3 - Stabilization - Sediment and erosion control BMPs required near the completion of the construction project. Must also include appropriate BMPs for stabilization - grassing, inlet protection, etc.

#### 14. UTILITY LINES

Location in C-SWPPP: \_\_\_\_\_

- Limits of disturbance include areas necessary for installation of all utilities (cable, electrical, natural gas, water and sewer), as appropriate
- For instances where the location of cable, electric, and natural gas has not been determined at the time the SWPPP is developed, SWPPP preparer may include a note that the installation of these is to be within the permitted limits of disturbance and that installation outside of these areas will require a modification to the permit
- Inlet protection provided at all existing inlets that receive flows from the disturbed areas; also add this as a note on the plans
- For all utility lines crossing WoS, narrative and detail showing sediment and erosion control measures provided on plans
- Note for construction entrances to be provided at all locations where construction traffic accesses a paved roadway

#### 15. BUFFERS - SEE GUIDANCE DOCUMENT (3.2.4.C)

Location in C-SWPPP: \_\_\_\_\_

- Select Compliance Option A, B, or C and provide appropriate documentation
  - Double row of silt fence provided in all areas where a 50' undisturbed buffer cannot be maintained between the disturbed area and the WoS
  - Minimum 10' maintenance buffer provided between last row of silt fence and WoS; or, if buffer not provided, then statement from P.E. on plans indicating how silt fence will be installed and maintained without impacts to WoS
- Ensure discharges into a buffer zone are non-channelized and non-concentrated to prevent erosion, and first treated by the construction site's sediment and erosion controls
- Ensure any velocity dissipation measures implemented within a buffer zone comply with 3.2.4.C.III. (d)
- Additional Local Requirements may apply

#### 16. FLOW CONTROL (3.2.10)

Location in C-SWPPP: \_\_\_\_\_

- Control stormwater volume and velocity within the site during construction to minimize erosion within the site
- Control stormwater rates and volume at outlets during construction to minimize erosion to downstream channels and streambanks

#### 17. CONSTRUCTION SITE HYDROLOGY (3.2.8.V AND 3.2.6.A.II)

Location in C-SWPPP: \_\_\_\_\_

- *Note: MS4s may have additional requirements for the management of stormwater, sediment, and/or erosion.*
- Pre-development drainage area map and during construction drainage area map outlining the area contributing to sediment basins, traps, and rock sediment dikes. Include all site drainage outlet points on each drainage area map.
- During construction hydrologic analysis calculations for the 10-year, 24-hour storm event at each outfall point for sediment trapping efficiency calculations and/or skimmer sizing
- Analysis performed using SCS 24-hour storm for routed structures (Rational method is not acceptable)
- Rainfall data from South Carolina DHEC Storm Water Management BMP Handbook (BMP Handbook) or other appropriate source used in all calculations
- Additional construction site hydrology information and hydrologic analysis calculations may be provided as a means of addressing non-numeric effluent limits during construction
- Curve Number for construction hydrologic analysis needs to reflect construction/ disturbed conditions. Curve Numbers for newly-graded areas are:
  - Hydrologic Soil Group "A": 77
  - Hydrologic Soil Group "B": 86
  - Hydrologic Soil Group "C": 91
  - Hydrologic Soil Group "D": 94

## 18. SEDIMENTOLOGY & SEDIMENT BASIN/TRAP DESIGN (3.2.8.V AND 3.2.6.A.II)

Location in C-SWPPP: \_\_\_\_\_

- Trapping efficiency calculations showing that all sediment basins/ traps are capable of achieving a sediment trapping efficiency of at least 80% for the 10-year, 24-hour storm event, if 10 or more disturbed acres drain to a common point (stream, lake, etc.)
- Additional trapping efficiency calculations may be necessary to satisfy construction buffer requirements or may be provided as a means of addressing non-numeric effluent limits
- Sediment basins provide storage for the 10-year, 24-hour storm event for disturbed conditions or 3600 ft<sup>3</sup>/ acre draining to the basin, if 10 or more disturbed acres drain to a common point (stream, lake, property line, etc.)
- Sediment basins and traps designed for total area draining to them. Sediment traps only used for drainage areas of less than 5 acres
- Sediment trap storage calculations, showing that 1800 ft<sup>3</sup>/ total acre draining to each trap is provided below the spillway
- If trapping efficiency calculations are required for sediment traps, then provide peak outflow,  $q_{po}$ , calculations; the 10-year, 24-hour storm event for construction conditions cannot overtop the trap's spillway
- Drainage area map outlining the area draining to each basin/trap. Copies of figures used to determine  $V_{15}$  (SV-1) and trapping efficiency (ST-1, SB-1, SB-2), if Design Aids from BMP manual are used to determine trapping efficiencies. When the soil type is A/D, B/D or C/D, the chart for high water tables must be used to calculate sediment trapping efficiency for sediment ponds in the Coastal Zone.
- When multiple soil types exist within a drainage area, use the soil type with the smallest D15 or particle size for the appropriate depth to determine the settling velocity,  $V_{15}$ . Do not use an average D15.
- Sediment basins must dewater via an outlet structure that pulls water from the surface, unless infeasible. Options for this include skimmers and flashboard risers. Surface dewatering is not required for traps.
- Porous baffles must be provided in sediment basins, unless infeasible
- Forebays must be installed, unless infeasible
- Public Safety should be taken into consideration as a factor in design of sediment basins. Alternative BMPs must be utilized where a construction site limitations would preclude a safe design
- Silt fence only used in areas with drainage areas of less than ¼ acre per 100 LF of fence and not used in areas with concentrated flows
- Clean-out stake, marked at ½ the designed sediment storage depth, provided in all sediment basins/ sediment traps
- *Note: Consult the [BMP Handbook](#) for information on the design of these and other devices.*
- *Note: The Design Aids in the [BMP Handbook](#) cannot be used to determine trapping efficiencies for structures in series. Modeling is required in those instances. If the flow for the 10-year, 24-hour storm for construction conditions overtops the structure or the structure's spillway, then the Design Aids cannot be used.*

## 19. CONVEYANCE MEASURES AND STABLE CHANNELS (3.2.6.A.III) Location in C-SWPPP: \_\_\_\_\_

- All channels and diversion ditches able to handle the 10-year storm event with non-erosive velocities of less than 5 feet per second during construction (use appropriate CN for disturbed areas) and post-construction (if velocity exceeds 5 ft/s, then permanent measures to reduce the velocity to a non-erosive rate must be provided)
- Stabilization of conveyance channels is to be completed within 7 days of channel construction
- Rock check dams provided in temporary diversions
- Installation detail for erosion control blanket (ECB) or turf reinforcement matting (TRM) if ECBs or TRMs to be used
- Stabilized temporary conveyance channels should be utilized to divert concentrated stormwater flows from running onto and within the disturbed area

## 20. INLET PROTECTION (3.2.6.A.II(a) and (b)) Location in C-SWPPP: \_\_\_\_\_

- Provided at all inlets (existing and proposed)
- Inlet protection details provided for pre-paving and after roadways have been paved
- Hay bales are not acceptable
- Steel posts and buried fabric shown for filter fabric inlet protection

20. INLET PROTECTION (cont'd)

- Filter fabric under the grate is not acceptable unless it is part of a manufactured best management practice made for inlet protection that is specifically designed to hang underneath the grate
- *Note: The Department recommends that an inlet not have more than one (1) acre draining to it.*

21. ENERGY DISSIPATORS/ OUTLET PROTECTION (3.2.10)

- All outlets stabilized with appropriately sized riprap apron or other structure
- Riprap detail shows apron dimensions and stone sizes for each pad or each pipe diameter
- Filter fabric installed beneath all riprap
- Note that appropriate outlet protection and energy dissipation is also required for post-construction

22. SLOPES AND/ OR EMBANKMENTS (3.2.6.A.III(e) and 3.2.10)

Location in C-SWPP: \_\_\_\_\_

- All slopes stabilized
- Minimize Disturbance to Steep Slopes (3H:1V) or greater
- Divert concentrated flows around steep slopes using slope drains or temporary diversions
- Utilize appropriate measures to prevent erosion (erosion control blankets, surface roughening, terracing, etc.)
- Slope drains designed in accordance with the [BMP Handbook](#)
- Slope drains provided where concentrated flows discharge onto a fill slope
- *Note: Measures, in addition to grassing or hydroseeding, include synthetic or vegetative matting, diversion berms, temporary slope drains, etc.*
- *Note: If retaining walls or fill slopes are to be constructed at the downstream property line, the Department recommends a 10' buffer to allow for construction and maintenance. If a 10' buffer is not provided, then provide permission from the adjacent property owner for possible land-disturbing activities on his property.*

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**Post-Construction**

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23. POST CONSTRUCTION HYDROLOGIC ANALYSIS (3.2.8.A.II)

Location in C-SWPPP: \_\_\_\_\_

- *Note: MS4s may have additional requirements for post construction hydrologic analysis.*
- Pre- and post-developed hydrologic analysis calculations for the 2-year, 10-year, 25-year, and 100-year, 24-hour storm events at each outfall point
- Drainage area maps that clearly correspond to the calculations (pre- and post-development)
- Analysis points for comparing runoff rates and the total drainage area analyzed do not change from pre- to post-development, although the immediate drainage areas contributing to each analysis point might shift.
- Post-development discharges less than or equal to pre-development discharges for each outfall point (if not, then see "Detention Waiver" section below)
- Analysis performed using SCS 24-hour storm (Rational method is not acceptable)
- Rainfall data from [South Carolina DHEC Storm Water Management BMP Handbook](#) (BMP Handbook) or other appropriate source used in all calculations

	2 Year	10 Year	25 Year	50 Year	100 Year
Florence Co. (North)	3.5	5.4	6.7	7.9	9.2
Florence Co. (South)	3.7	5.6	7.0	8.2	9.6

- *Note: The curve number for open water, marshes, etc. should be 98.*

24. DISCHARGE POINTS (3.2.6.A.III)

Location in C-SWPPP: \_\_\_\_\_

- Storm drainage or pond outfalls carried to an existing drainage outfall such as a pipe, ditch, etc.
- No new point discharges onto adjacent property where there was not a point discharge previously, unless written permission from the adjacent property owner is provided
- Level spreaders, plunge pools, etc. provided when the proposed outlet is near the property line and not directed to an existing outfall, such as a creek or ditch
- Twenty (20)-foot minimum buffer is provided between the property line and the discharge point
- Outlets shall not discharge on fill slopes
- *Note: This requirement also applies during construction.*

## 25. DETENTION ANALYSIS AND BASIN DESIGN (3.2.8.A.III)

Location in C-SWPPP: \_\_\_\_\_

### • Analysis

- *Note: MS4s may have additional requirements for detention analysis and basin design.*
- Pond routing using a volume-based hydrograph for the 2-year, 10-year, 25-year and 100-year, SCS 24-hour storm event (Drain:Edge, ICPR, HEC-1, SedCAD, HYDRAFLOW, etc. perform full pond routings; TR55 does not perform a full pond routing; rational method cannot be used)
- Hydrologic and hydraulic calculations necessary to determine the impact of hydrograph timing modifications of the proposed land-disturbing activity, with and without the detention structure (results of analysis will determine the need to modify the detention design or eliminate the detention requirement—see note 2 below)
- Inputs and outputs from analysis program
- Summary table of the peak inflows, peak outflows, discharge velocities, and maximum water surface elevations (WSE) for the 2-year, 10-year, 25-year and 100-year, 24-hour storm events for each detention structure
- Stage-storage-discharge relationship for the outlet structure of each detention structure
- If a rating curve for the outlet structure must be generated externally from the analysis program (Drain:Edge, HEC-1, etc.), data and equations used to rate the outlet structure
- As-built of existing detention pond if the site drains to an existing detention pond (see below)
- *Note: The Department recommends using the 10% rule in performing analysis. The hydrologic analysis should be conducted for the larger drainage area, where the site in question encompasses 10% of the total drainage area. For example, if your site is 10 acres, then the hydrologic analysis should be performed at the point downstream where the contributing drainage area, including your 10-acre site, is approximately 100 acres.*

### • Design

- Detail of outlet structure and cross-section of the dam/ berm or pond bank, including elevations and dimensions that correspond to the calculations
- Orifice constructability should be considered (do not specify orifice diameters with increments of less than ¼")
- Small orifices (those less than 3") are prone to clogging
- Maximum WSE for the 10-year storm event below the emergency spillway with 0.5-ft of freeboard between maximum WSE for the 10-year storm and the emergency spillway
- Maximum WSE for the 100-year storm event below the embankment with 0.5-ft of freeboard between maximum WSE for the 100-year storm and the embankment
- Dewatering time calculations for the 10-year storm event (dry ponds must drain completely within 72 hours)
- Bottom of all detention and retention ponds ***must be*** graded to have a slope of not less than 0.5%
- If the pond is to be used for sediment control ***during*** construction, temporary horseshoe-shaped riprap berm in front of any low level outlets provided during construction and shown on the pond detail for dry ponds
- Permanent maintenance access to all permanent detention structures (easements may be needed for structures surrounded by lots)
- Infiltration systems designed in accordance with S.C. Reg. 72-307.C(11) [specify how items a-j have been addressed]
- Low Impact Development measure, bioretention cells, infiltration, and other post-construction practices should be installed only ***after*** the drainage area to these practices has been stabilized
- *Note: Emergency spillways should not be built on fill slopes.*
- *Note: The Department recommends installation of a trash rack or other debris-screening device on all pond risers.*
- *Note: The Department recommends a maximum slope of 3:1 on pond embankments to allow for ease of maintenance.*
- *Note: The Department recommends installation of sediment forebay at each outfall into the detention/ sediment basin. This is a requirement during construction.*

## 26. DETENTION WAIVER

Location in C-SWPPP: \_\_\_\_\_

- *Note: If the 2-year, 10-year and 25 year, 24-hour post-developed flow rates exceed the pre-developed rates, waivers from detention may be granted in accordance with regulation 72-302(B) on a case-by-case basis*

26. DETENTION WAIVER (cont'd)

- Justification and a written request, including the following statement: *“the increased flows will not have a significant adverse impact on the downstream/adjacent properties”*
- A project may be eligible for a waiver or variance of stormwater management for water quantity control if the applicant can demonstrate that:
  - The proposed project will have no significant adverse impact on the receiving natural waterway or downstream properties; or
  - The imposition of peak control requirements for rates of stormwater runoff would aggravate downstream flooding
- Waiver signed by the project's Professional Engineer
- *Note: See note in checklist item 25 regarding the 10% rule.*

27. USE OF EXISTING STORMWATER MANAGEMENT STRUCTURES (3.2.8.A.VI) Location in C-SWPPP: \_\_\_\_\_

- An as-built survey must be provided for all previously approved detention ponds that will receive flows from new construction
- Prepared by a South Carolina Licensed Land Surveyor
- Grades/ contours/ depths for pond
- Elevations and dimensions of all outlet structures, including:
  - Pipe and orifice inverts and diameters
  - Weir elevations and dimensions
  - Riser dimensions and elevations
  - Emergency spillway dimensions and elevations
  - Locations and inverts for all pipes discharging into the pond

28. PERMANENT WATER QUALITY REQUIREMENTS (3.2.8.A.IV) Location in C-SWPPP: \_\_\_\_\_

- Permanent water quality addressed (all projects or LCP that disturb 5 or more acres)
  - Wet ponds designed to catch the first ½" of runoff from the entire area draining to the pond and release it over at least a 24-hour period
  - Dry ponds designed to catch the first 1" of runoff from the entire area draining to the pond and release it over at least a 24-hour period
  - Infiltration Practices designed to accept, at a minimum, the first 1" of runoff from all impervious areas and designed in accordance with S.C. Reg. 72-307.C(11) [specify how items a-j have been addressed]
  - For areas not draining to a pond or infiltration practice, show how permanent water quality requirements were addressed
- Water quality orifices should be a size that is conducive to proper operation and maintenance. Orifices less than 3" in diameter are prone to clogging
- Waters of the U.S./State are not used for permanent water quality control (alternative means of treatment must be used if an existing pond is to be used for water quantity control).
- *Note: Other non-traditional stormwater controls such as Bioretention areas, constructed wetlands, etc. may be used. Consult the [BMP Handbook](#) for information on the design of these devices.*
- *Note: Pre-fabricated or proprietary treatment devices are approved on a case-by-case basis if adequate removal efficiency can be demonstrated. Provide pollutant removal efficiency data, preferably from a third-party testing company. Type of system selected should be based on the ability to remove the pollutants of concern in that area/situation (bacteria, hydrocarbons, etc.).*

**29. PERMANENT STORMWATER MANAGEMENT STRUCTURE MAINTENANCE (4.3.B)**

Location in C-SWPPP: \_\_\_\_\_

- Signed agreement from the responsible party accepting ownership and maintenance of the structure
- If maintenance responsibility is transferred after NPDES coverage is granted, an updated agreement should be submitted with the Notice of Termination
- Description of maintenance plan to be used
- Schedule of maintenance procedures (e.g., every 6 months)
- Detailed or manufacturer-specific maintenance items for proprietary control devices (oil-water separators, etc.), underground detention structures, exfiltration systems and non-traditional stormwater controls (constructed wetlands, bioretention, etc.)
- Typical maintenance items to be addressed
  - Grass to be mowed
  - Trees to be removed from within the pond and on the embankment
  - Trash and sediment to be removed from inside of and around the pond outlet structure
  - Orifices to be cleaned and unclogged
  - Outlet pipe to be cleaned, inspected, and repaired
  - Sediment accumulation to be removed from pond
  - Pond bottom to be regraded to provide proper drainage towards the outlet discharge point
  - Energy dissipater to be cleaned and repaired
  - Emergency spillway, if applicable, to be inspected and repaired
  - Erosion on side slopes, if present, to be addressed
  - The Department must be notified in writing of any changes in maintenance responsibility for the stormwater devices at the site (include this statement in agreement).
- *Note: If the entity or person with maintenance responsibility changes, then a new maintenance agreement, signed by the new person responsible for maintenance, must be provided to the Department. If a new, signed maintenance agreement is not provided to the Department, then the entity/ person who signed the most recent maintenance agreement on file with the Department will be considered the responsible entity.*

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**OTHER REQUIRED INFORMATION**

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**30. ASSOCIATED PERMITS AND APPROVALS**

Location in C-SWPPP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Applicable Encroachment Permits (State, City, County)
- 
- USACE Permit
- Septic Permit
- Zoning Approval

The Encroachment Permits, SCDHEC Septic Permit, USACE Permit, and Zoning Approval must be issued prior to receiving a Florence County Stormwater Permit and SCDHEC NPDES Coverage.

As the Design Professional it is your responsibility to ensure that you have addressed all water and sewer services for your project.

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## **Standard Notes**

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1. If necessary, slopes, which exceed eight (8) vertical feet, should be stabilized with synthetic or vegetative mats, in addition to hydroseeding. It may be necessary to install temporary slope drains during construction. Temporary berms may be needed until the slope is brought to grade.
2. Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than fourteen (14) days after work has ceased, except as stated below.
  - Where stabilization by the 14<sup>th</sup> day is precluded by snow cover or frozen ground conditions stabilization measures must be initiated as soon as practicable.
  - Where construction activity on a portion of the Site is temporarily ceased, and earth-disturbing activities will be resumed within 14 days, temporary stabilization measures do not have to be initiated on that portion of the Site.
3. All sediment and erosion control devices shall be inspected once every calendar week. If periodic inspection or other information indicates that a BMP has been inappropriately, or incorrectly, the Permittee must address the necessary replacement or modification required to correct the BMP within 48 hours of identification.
4. Provide silt fence and/or other control devices, as may be required, to control soil erosion during utility construction. All disturbed areas shall be cleaned, graded, and stabilized with grassing immediately after the utility installation. Fill, cover, and temporary seeding at the end of each day are recommended. If water is encountered while trenching, the water should be filtered to remove sediment before being pumped back into any waters of the State.
5. All erosion control devices shall be properly maintained during all phases of construction until the completion of all construction activities and all disturbed areas have been stabilized. Additional control devices may be required during construction in order to control erosion and/or offsite sedimentation. All temporary control devices shall be removed once construction is complete and the site is stabilized.
6. The contractor must take necessary action to minimize the tracking of mud onto paved roadway(s) from construction areas and the generation of dust. The contractor shall daily remove mud/soil from pavement, as may be required.
7. Residential subdivisions require erosion control features for infrastructure as well as for individual lot construction. Individual property owners shall follow these plans during construction or obtain approval of an individual plan in accordance with S.C Reg. 72-300 et seq. and SCR100000.
8. Temporary diversion berms and/or ditches will be provided as needed during construction to protect work areas from upslope runoff and/or to divert sediment-laden water to appropriate traps or stable outlets.
9. All waters of the State (WoS), including wetlands, are to be flagged or otherwise clearly marked in the field. A double row of silt fence is to be installed in all areas where a 50-foot buffer can't be maintained between the disturbed area and all WoS. A 10-foot buffer should be maintained between the last row of silt fence and all WoS.
10. Litter, construction debris, oils, fuels, and building products with significant potential for impact (such as stockpiles of freshly treated lumber) and construction chemicals that could be exposed to storm water must be prevented from becoming a pollutant source in storm water discharges.
11. A copy of the SWPPP, inspections records, and rainfall data must be retained at the construction site or a nearby location easily accessible during normal business hours, from the date of commencement of construction activities to the date that final stabilization is reached.
12. Initiate stabilization measures on any exposed steep slope (3H:1V or greater) where land-disturbing activities have permanently or temporarily ceased, and will not resume for a period of 7 calendar days.

13. Minimize soil compaction and, unless infeasible, preserve topsoil.
14. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
15. Minimize the discharge of pollutants from dewatering of trenches and excavated areas. These discharges are to be routed through appropriate BMPs (sediment basin, filter bag, etc.).
16. The following discharges from sites are prohibited:
  - Wastewater from washout of concrete, unless managed by an appropriate control;
  - Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials;
  - Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and
  - Soaps or solvents used in vehicle and equipment washing.
17. After construction activities begin, inspections must be conducted at a minimum of at least once every calendar week and must be conducted until final stabilization is reached on all areas of the construction site.
18. If existing BMPs need to be modified or if additional BMPs are necessary to comply with the requirements of this permit and/or SC's Water Quality Standards, implementation must be completed before the next storm event whenever practicable. If implementation before the next storm event is impracticable, the situation must be documented in the SWPPP and alternative BMPs must be implemented as soon as reasonably possible.
19. A Pre-Construction Conference must be held for each construction site with an approved On-Site SWPPP prior to the implementation of construction activities. For non-linear projects that disturb 10 acres or more this conference must be held on-site unless the Department has approved otherwise.

*APPENDIX “D”*

**SMALL COMMERCIAL LAND DISTURBING PERMIT  
APPLICATION**



# Florence County

## Small Commercial Land Disturbance Permit Application

Florence County  
Department of Engineering  
518 South Irby Street  
Florence, S.C. 29501  
Phone (843) 676-8600  
Fax (843) 676-8667

Tax Map Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

Total Project Area (acres): \_\_\_\_\_ Disturbed Area (sf): \_\_\_\_\_

Owner/Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Engineer/Designer Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Certification:** I hereby certify that all land disturbing activities, construction or demolition on this site shall be accomplished pursuant to the approved plans and the applicable provisions of the Florence County Drainage and Stormwater Management Ordinance. Also, I grant permission for representatives from Florence County to enter the site to perform inspections.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\$125.00 Application Fee Required. Please make checks payable to Florence County

# Small Commercial Land Disturbance Permit Application

## Site Plan Sheet Requirements

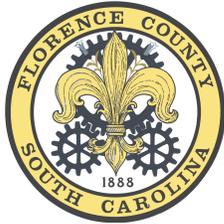
The Stormwater Management and Sediment Control Plan required for land disturbing activities less than one (1) acre which are not part of a larger common plan of development or sale shall contain the following information, as applicable:

1. An anticipated starting and completion date of the various stages of land disturbing activities and the expected date the final stabilization will be completed.
2. A narrative description of the Stormwater Management and Sediment Control Plan to be used during land disturbing activities.
3. A legible copy of the plat specifying the the dimensions, boundaries, and size of the property.
4. General description of topographic and soil conditions of the tract.
5. A general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.
6. A sketch plan (engineers, Tier B surveyors, or landscape architect's seal not required) to accompany the narrative which shall contain:
  - a. A site location drawing of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers;
  - b. The boundary lines of the site on which the work is to be performed;
  - c. A topographic map of the site if required by the County;
  - d. The location of temporary and permanent vegetative and structural stormwater management and sediment control measures; and
  - e. Riparian buffers and setbacks requirements to protect receiving water bodies shall be maintained as required by the Florence County Zoning Ordinance.
7. Stormwater Management and Sediment Control Plans shall contain certification by the person responsible for the land disturbing activity that the land disturbing activity will be accomplished pursuant to the plan.
8. All Stormwater Management and Sediment Control Plans shall contain certification by the person responsible for the land disturbing activity of the right of the County or DHEC to conduct on-site inspections.

The requirements contained above may be indicated on one plan sheet. More detailed hydrologic or soils information may be required on a case by case basis by the implementing agency. Storm water detention/retention may be required if excessive water problems are known to exist in the area.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Project \_\_\_\_\_



## FLORENCE COUNTY MS4

### FINAL INSPECTION FOR LESS THAN 1 ACRE PROJECTS

#### Department of Engineering

**A Final CO Inspection will not be given an “Approval” status until the following items have been submitted and approved:**

- Punch List of inspection items must be approved

Inspection Items may include but are not limited to the following:

- 1) Site is permanently stabilized with a 70% stand of grass as required by DHEC standards (70% stand of grass within a 2’x2’ box placed anywhere on site).
- 2) All inlet and outlet protection in good condition.
- 3) Pond banks sloped to a max. 3:1 slope and properly stabilized.
- 4) Perimeter ditches sloped to a max. 3:1 slope and properly stabilized.
- 5) No berms or large landscaping items placed over drainage pipes.
- 6) Filter fabric under all rip-rap.
- 7) Control structures clean, clear, and within acceptable tolerances of design dimensions.
- 8) All structures and drainage within easements sealed and free of silt.
- 9) All catch basin frame and grates supported under its vertical frame.
- 10) All easements clean, clear, stabilized, and free of any encroachments.
- 11) All drainage complaints addressed.

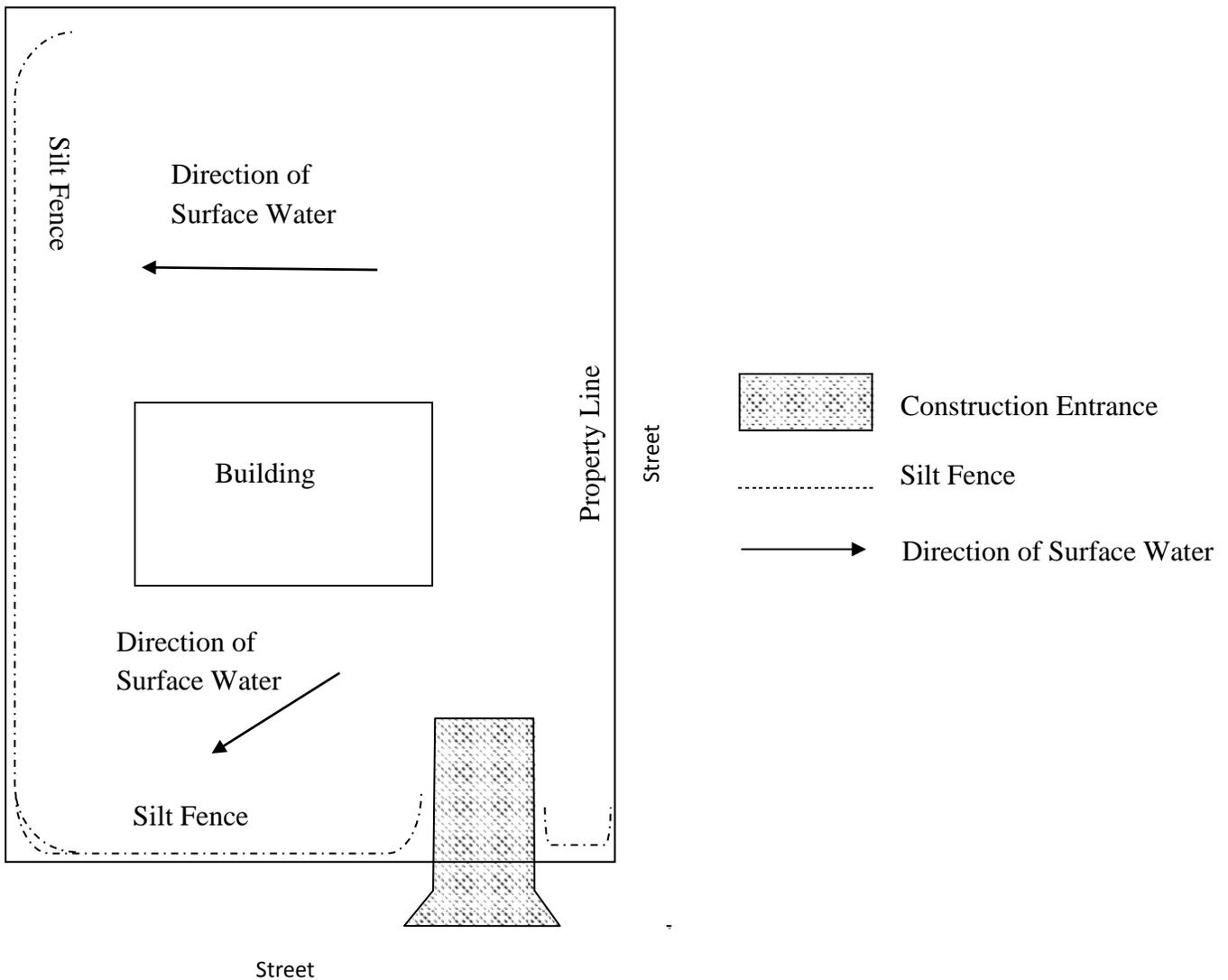
**By signing below, I acknowledge that I have read, understand, and agree to abide by the rules set forth by the SCDHEC and Florence County. Once the Final CO Inspection has been approved, the Department of Engineering will issue a Notice of Termination Approval Letter to the Florence County Building Department.**

**Site Contractor** \_\_\_\_\_ **Contact Info.:** \_\_\_\_\_

**Owner/General Contractor** \_\_\_\_\_ **Contact Info.:** \_\_\_\_\_

# Individual Lot Erosion Control Plan

## Example

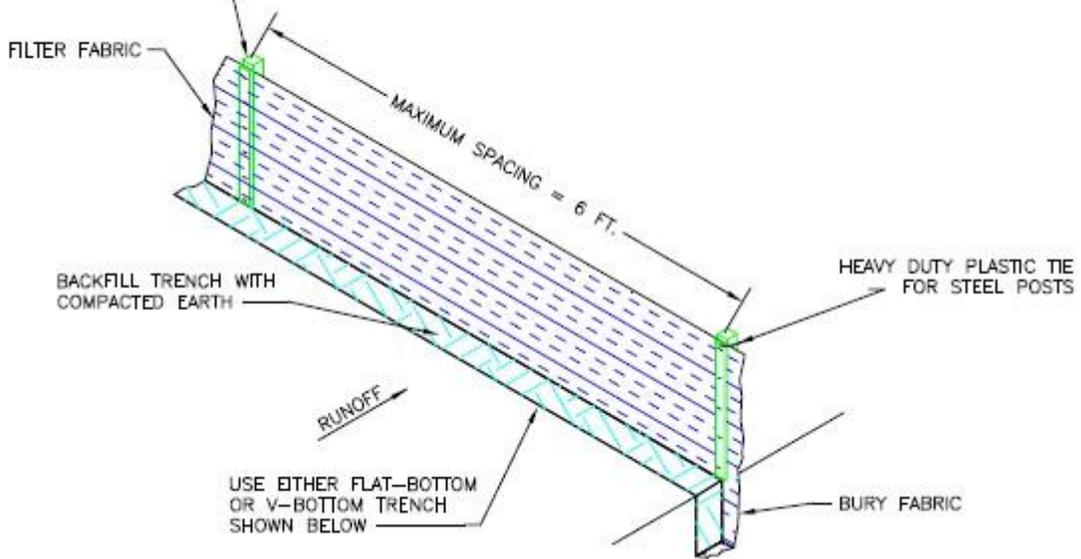


### CONSTRUCTION SEQUENCE FOR INDIVIDUAL LOTS

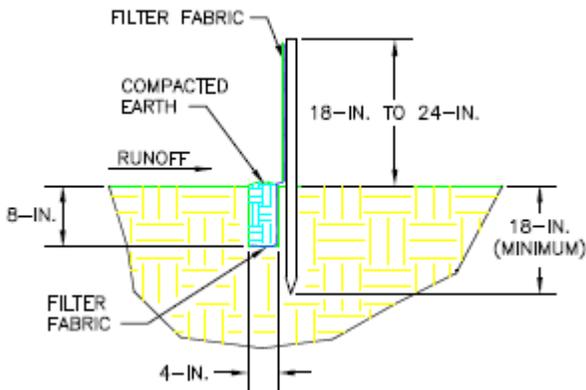
- 1) OBTAIN ZONING COMPLIANCE
- 2) INSTALL TEMPORARY SEDIMENT CONTROL MEASURES WITHIN 24 HOURS OF COMMENCING CONSTRUCTION.
- 3) GRADE SITE (DISTURB MINIMAL AREA FOR BUILDING).
- 4) MAINTAIN ALL CONTROL MEASURES DURING CONSTRUCTION.
- 5) SEED AND FERTILIZE DISTURBED AREAS.
- 6) REMOVE SEDIMENT CONTROL MEASURES ONLY AFTER SITE IS STABILIZED.

# Silt Fence Installation

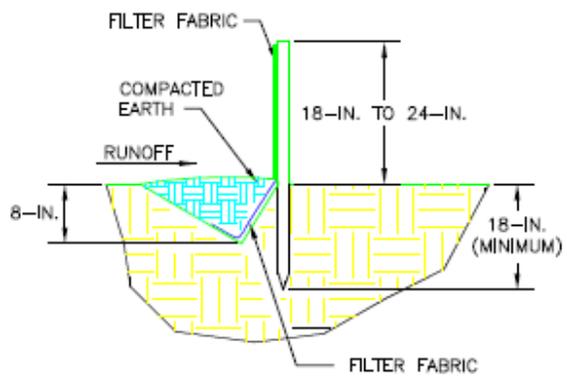
1.25 LB./LINEAR FT. STEEL POSTS



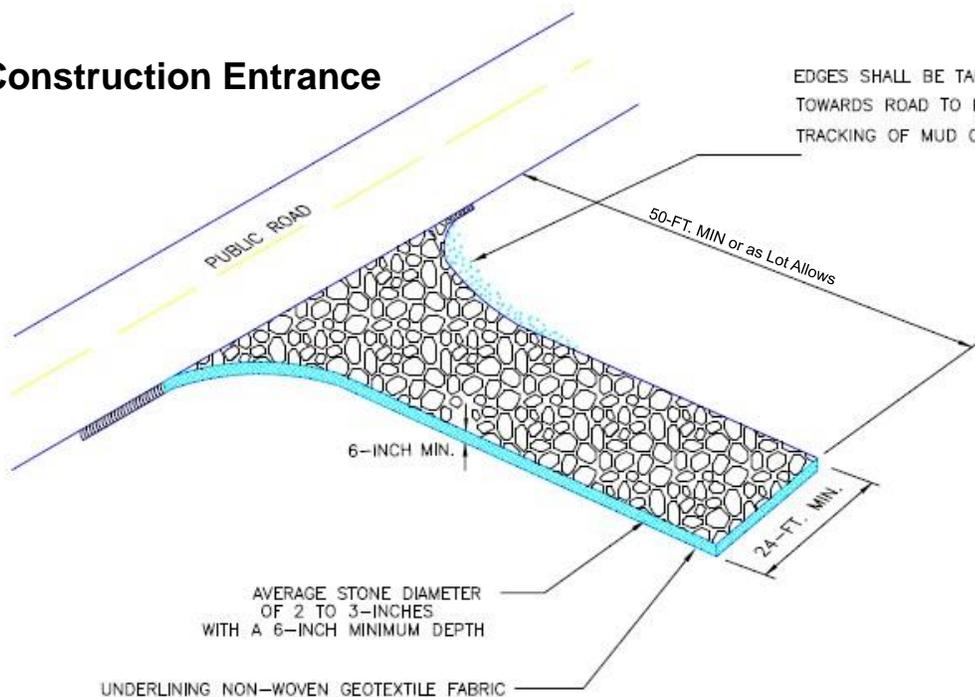
## Flat-Bottom Trench Detail



## V-Shaped Trench Detail



## Construction Entrance



EDGES SHALL BE TAPERED OUT TOWARDS ROAD TO PREVENT TRACKING OF MUD ON THE EDGES

INSTALL A CULVERT PIPE ACROSS THE ENTRANCE WHEN NEEDED TO PROVIDE POSITIVE DRAINAGE.

DIVERT ALL SURFACE RUNOFF AND DRAINAGE FROM THE STONE PAD TO A SEDIMENT TRAP OR BASIN OR OTHER SEDIMENT TRAPPING STRUCTURE.

*APPENDIX “E”*

**RESIDENTIAL LAND DISTURBING PERMIT  
INDIVIDUAL LOT NOTICE OF INTENT (ILNOI)**



**INDIVIDUAL LOT NOTICE OF INTENT (IL-NOI)**  
**For Coverage(s) of Secondary Permittees**  
**(Within Residential Subdivisions)**  
**Under South Carolina NPDES General Permit**  
**For Stormwater Discharges From Construction**  
**Activities SCR100000**  
**(Maintain As Part of On-Site SWPPP)**



**FLORENCE COUNTY**  
**MS4**

<p><u><b>For Official Use Only</b></u>  <b>File Number:</b> _____  <b>Permit Number: SCR10</b> _____  <b>Submittal package complete:</b> _____</p>	
<p><i>Submission of this Individual Lot Notice of Intent (IL-NOI) constitutes notice that the Applicant identified in Section B intends to be authorized as a Secondary Permittee in the state of South Carolina under NPDES General Permit SCR1000000. A fee of \$150 is required for NPDES coverage under this permit.</i></p>	

**Date:** \_\_\_/\_\_\_/\_\_\_

New Secondary Permittee       Change of Information       Other: \_\_\_\_\_

<input type="checkbox"/> Person <input type="checkbox"/> Company	If a Company, are you a <input type="checkbox"/> Lending Institution or <input type="checkbox"/> Government Entity? Company EIN (if applicable): EIN: _____ - _____
--	--

**A. Secondary Permittee (Applicant) Information**

1. Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Company Name (As Applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Contact (ODSA) Name (If different from above): \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**B. Current (Approved) Project/Site Information**

1. Project/Site Name (As Approved by the Department): \_\_\_\_\_ County: \_\_\_\_\_

2. Current Primary Permittee (Owner/Operator) Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Property Owner Name (If different from Owner/Operator): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. Larger Common Plan for Development or Sale (LCP) Name or Subdivision Name: (As previously approved by the Department): \_\_\_\_\_

5. LCP NPDES Coverage No. or State Permit (Tracking) No(s): \_\_\_\_\_

6. If Applicable: MS4 Reviewer: \_\_\_\_\_ MS4 Operator: \_\_\_\_\_

**C. Individual Lot Information**

1. Type of Construction Activity:  Single Lot     Multiple Lots

2. Individual Lot(s) Information (See Note below. If additional space is required, submit as an attachment to this NOI):

a. Lot No(s)	b. Phase No(s) (As Applicable)	c. Disturbed Area (Nearest tenth of an acre)	d. Lot(s) Currently Stabilized?	e. Lot(s) Currently Abandoned, Under Foreclosure or Bankruptcy Proceedings?	f. Will the SWPPP, Individual Lot Controls, or Drainage Provisions be Modified by this project? (If yes, See Note Below)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NOTE:** Attach a Narrative, Copy of the Plat, Site Plans or Maps outlining each lot identified on this NOI. Attach Project Plans demonstrating individual lot grading, sediment and erosion control, and best management practices that will be followed. Clearly define all proposed modifications to the SWPPP in the narrative and identify on the project plans. If centralized controls or BMPs will be impacted, identify the controls or BMPs and proposed plans for continued maintenance in the narrative and on the project plans. Attach a Maintenance Agreement for permanent centralized controls, as applicable. (See Section 2.2.2.B of the CGP)

3. Proposed Start /Completion Dates: Start (MM/DD/YYYY): \_\_\_\_\_ Completion (MM/DD/YYYY): \_\_\_\_\_

4. **Coastal Zone ONLY:** If impacts have not been previously addressed by the Primary Permittee to jurisdictional wetlands, non-jurisdictional wetlands, direct Critical Area, **or coastal resources**, define proposed impacts below. (*Attach additional sheet if necessary*):

**D. Certifications DO NOT SIGN IN BLACK INK! Read the Certification statements below (in entirety).**

**SECONDARY PERMITTEE (APPLICANT) CERTIFICATION**

\_\_\_\_\_ "I or I (on behalf of my company and its contractors and agents), as the case may be, certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. I also hereby certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of the approved plans and SCR100000. I understand that I am solely responsible for the individual lot(s) covered by this NOI and am responsible for installing and maintaining the appropriate sediment and erosion control measures for each lot until the site is stabilized. I further certify that I also understand that SCDHEC is authorized to inspect the lot(s) identified in the notice pursuant to regulations and standards identified in the NPDES General Permit for Stormwater Discharges from Construction Activities (CGP)."

**Select only ONE of the following statements and initial as indication of agreement. Provide your title and date and sign the agreement below. Provide explanation in Narrative.**

\_\_\_\_\_ "As Secondary Permittee, I further certify that I or I (on behalf of my company and its contractors and agents), as the case may be, have read the CGP and approved On-Site Stormwater Pollution Prevention Plan (OS-SWPPP). I will adhere to the provisions of the Primary Permittee's OS-SWPPP while conducting any construction activity at the site and I agree **follow the approved individual lot controls and drainage provisions** developed in the approved OS-SWPPP for the LCP. "

**Or**

\_\_\_\_\_ "As Secondary Permittee, I further certify that I or I (on behalf of my company and its contractors and agents), as the case may be, have read the CGP and approved On-Site Stormwater Pollution Prevention Plan (OS-SWPPP). I will **follow the modified OS-SWPPP, including individual lot controls and/or drainage provisions** developed for the above-referenced lot(s) to be consistent with the provisions of Section 3 of the CGP."

\_\_\_\_\_  
Name of Secondary Permittee (Printed or Typed)

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Signature of Secondary Permittee

\_\_\_\_\_  
Date Signed

**CURRENT PRIMARY PERMITTEE (OWNER/OPERATOR) CERTIFICATION**

**Provide your name, title, and date and sign the agreement below.**

**If the signature of the current Owner/Operator cannot be obtained, please check this box:**

**(Provide explanation in the project Narrative)**

"I hereby certify that the Secondary Permittee was provided a copy of the Construction General Permit (CGP) and approved On-Site Stormwater Pollution Prevention Plan (OS-SWPPP), or information to readily access these documents. I understand that the Secondary Permittee is solely responsible for the individual lot(s) covered by this NOI and is responsible for installing and maintaining the appropriate sediment and erosion control measures for each lot until the site is stabilized. I further certify that I also understand that SCDHEC is authorized to inspect the lot(s) identified in the notice pursuant to regulations and standards identified in the NPDES General Permit for Stormwater Discharges from Construction Activities (CGP). "

**Select only one of the following statements and initial as indication of agreement.**

\_\_\_\_\_ "I also hereby certify (by my initials) that I understand that the Secondary Permittee has agreed to **follow the approved OS-SWPPP, including individual lot controls and/or drainage provisions** developed in the approved OS-SWPPP for the LCP."

**OR**

\_\_\_\_\_ "I also hereby certify (by my initials) that I understand that the Secondary Permittee has **chosen to follow the modified OS-SWPPP, including individual lot controls and/or drainage provisions** developed for the above-referenced lot(s) to be consistent with the provisions of Section 3 of the CGP."

\_\_\_\_\_  
Name of Primary Permittee (Printed or Typed)

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Signature of Primary Permittee

\_\_\_\_\_  
Date Signed

**E. Fees (Identify ONE method of payment below and please do not send fees directly to the Bureau of Finance.**

**Payment by Check:**

Attach a **signed and dated check payable to Florence County** to the **front** of this Fee Schedule.  
Please note that all checks must be **less than 30 days old** and must be for the **entire required fees**.

**Payment by Credit Card:** (**Check here if you wish to pay via credit card using the on-line payment system**).

The Department will contact you to provide an invoice number and instructions for online payment.  
Please provide an e-mail address where the invoice number may be sent:

**For official use only: Invoice Number QB** \_\_\_\_\_

## Instructions for Completing the Individual Lot Notice or Intent (NOI)

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges From Construction Activities SCR100000 (CGP), if you cannot access the websites listed in these instructions, or if you have any other questions, contact the Stormwater Permitting Section (SWP) at (803) 898-4300 or Coastal Stormwater Permitting Section (CSWP) at (843) 953-0200. Projects located in the S.C. Coastal Zone (**SCCZ**—Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties) are reviewed by **CSWP**. Please see the Bureau of Water, Stormwater Permitting website: <http://www.scdhec.gov/stormwater> for guidance and additional information regarding the CGP.

This NOI form must be completed by an individual lot owner or residential builder assuming coverage (project ownership and responsibility) as a Secondary Permittee for an individual lot or a group of individual lots within a previously permitted residential subdivision. The completed form must be submitted to the Department at least seven (7) business days prior to commencement of construction activities by the new lot owner or residential builder. *For projects located in the Coastal Zone, see Section C below.* **A FEE OF \$125 IS REQUIRED FOR NPDES COVERAGE.**

### What is Expected of Individual Lot Owners or Residential Builders as Secondary Permittees?

As a Secondary Permittee, the new lot owner or residential builder assumes sole responsibility for the building phase of development for the lot(s) identified in Section C of this form, and sole responsibility for installation and maintenance of sediment control measures necessary to comply with the terms and conditions of the Construction General Permit (CGP) and the approved On-Site SWPPP (OS-SWPPP). Secondary Permittees may choose to either follow the Primary Permittee's approved OS-SWPPP or may select to develop a C-SWPPP for their discharges consistent with the provisions of Section 3 of this permit.

When the Secondary Permittee elects to not follow the Primary Permittee's approved SWPPP or proposes to make extensive revisions to the approved individual lot controls and/or drainage provisions, the Primary Permittee, the Department, the Regulated MS4, or entity implementing SC Regulation 72-300 may also require the applicant obtain coverage under this permit as a Primary Permittee. Each individual lot(s) owner or residential builder obtaining coverage under this permit as a Secondary Permittee will be issued a new NPDES permit coverage number and assigned a state file number linked to the residential subdivision as part of a Larger Common Plan (LCP).

### What is Expected of the Primary Permittee?

The Primary Permittee is transferring ownership of a lot or group of lots within a residential subdivision to the person or company or residential builder that will be issued NPDES coverage as the new Owner/Operator. The Primary Permittee must make the Individual Lot Notice of Intent form, the approved On-Site SWPPP, and a copy of the CGP available or accessible to the applicant seeking individual lot(s) coverage under this permit. *One application form may be submitted to the Department for coverage of multiple lots within a single residential subdivision.*

### Where To File the NOI:

SC Department of Health & Environmental Control  
Bureau of Water

#### Non-Coastal Counties

Stormwater Permitting Section  
2600 Bull Street  
Columbia, SC 29201-1708

#### Coastal Counties

Coastal Stormwater Section  
1362 McMillan Avenue  
Suite 400  
Charleston, SC 29405

### Completing the Form

Complete both sides of the form. Abbreviate if necessary to stay within the space allowed for each item. Submit a completed form to the SCDHEC-Bureau of Water or the appropriate Municipal Separate Storm Sewer System as necessary.

#### Section A - Secondary Permittee (Applicant) Information

Identify whether your application is for a new application or a change to previous information. List the complete legal name of the new lot owner and the title/position. If a company, provide the company name and the Employer Identification Number (EIN) as established by the U.S. Internal Revenue Service. Provide complete mailing addresses, telephone numbers, fax and e-mail addresses.

#### Section B - Current (Approved) Project/Site Information

Provide the project/site name, Primary Permittee name, and property owner name. Provide the contact information for each. Identify the name and NPDES or File (tracking) number of the approved LCP. This information should be the same as in the approved C-SWPPP. If this project is in a MS4 area, identify the entity designated as the MS4 Reviewer and Operator (i.e., Lexington County, Lexington County Department of Public Works, City of Greer, etc.)

#### Section C - Individual Lot Information

Complete this section in its entirety. Identify whether this notice is for a single lot or multiple lots. Identify the specific project phase, as applicable; the total disturbed area for each lot; and whether the lot is stabilized. If abandoned or under pending foreclosure or bankruptcy proceedings, indicate so, as applicable. If your project will modify the approved On-Site SWPPP, individual lot controls, or drainage provisions, see the NOTE below this table and provide all requested documentation. Identify proposed start and completion dates. *For lots located in the Coastal Zone, identify proposed impacts to jurisdictional wetlands, non-jurisdictional wetlands, direct Critical Area, and coastal resources. **If not previously addressed in the approved OS-SWPPP by the Primary Permittee, consult DHEC's Office of Ocean and Coastal Resource Management regarding any potential coastal zone consistency submittal requirements. Additional time may be necessary for this review. See <http://www.scdhec.gov/environment/ocrm/czc.htm> for additional information.***

#### Section D - Certifications

Read the certification statements (in entirety). Provide your printed name, title/position, date, and signature. Initial the applicable OS-SWPPP certification agreement. *Only one certification agreement may be initialed. **DO NOT SIGN IN BLACK INK.***

#### Section E - Fees

Submit application fee of \$125 by check payable to S.C. DHEC and attach to the front of the IL-NOI or indicate in Section E if you wish to pay via credit card using DHEC's online payment system.

*APPENDIX “F”*

**FORM A – PRIMARY PERMITTEE TRANSFER OF OWNERSHIP**



**FORM A  
PRIMARY PERMITTEE TRANSFER  
OF OWNERSHIP**



**(New Owner/Operator Notifications)  
Under South Carolina  
NPDES Construction Stormwater General Permit  
SCR100000**

**FLORENCE COUNTY  
MS4**

Section 2.4.3 of the Construction General Permit (CGP) requires that New Owner/Operators of prior approved Ongoing Projects notify the Department in writing within fourteen (14) calendar days of the change in ownership. Lending or other institutions taking operational control of a prior approved construction site (due to foreclosure, bankruptcy, abandonment, etc.) must also contact the Department within fourteen (14) business days of taking title to the property. Transfer of Ownership Notifications and information defining the stabilization and construction activity status of the site must also be provided as defined in Section 2.4.3 of the Construction General Permit (CGP).

A new NOI must be submitted and NPDES coverage granted by the Department prior to any new Owner/Operator performing any construction activities at the site. Transferred sites must also be properly stabilized prior to issuance of new coverage. **Sites that are properly stabilized are not required to submit a new NOI immediately and may submit this form as initial notification to the Department Only.** *New Owner/Operators that agree to comply or not comply with an existing Comprehensive SWPPP, must initial the appropriate SWPPP Acceptance and Compliance Statement in Section E. If your site is properly stabilized, and you are simply making a notification, a pdf of this form may be submitted electronically to the Department at [swtransfer@dhec.sc.gov](mailto:swtransfer@dhec.sc.gov), or, the original signed document may be mailed as defined in the instructions to this form. Attach a copy of this form to the new C-SWPPP and NOI to apply for new coverage under this permit. NPDES coverage fee of \$125 is required when the NOI application is submitted for NPDES coverage. No fee is required for Transfer of Ownership Notifications.*

Date: \_\_\_/\_\_\_/\_\_\_ County: \_\_\_\_\_

**A.  NOTIFICATION ONLY  NPDES COVERAGE**

- Project/Site Name (As Approved by the Department): \_\_\_\_\_
- NPDES Coverage No. or State Permit (File Tracking) No: \_\_\_\_\_
- Larger Common Plan (LCP) Name: (If Applicable, As Approved by the Department): \_\_\_\_\_
- If Applicable: MS4 Reviewer: \_\_\_\_\_ MS4 Operator: \_\_\_\_\_

**B. Current Primary Permittee (Owner/Operator) Information**

- Current Primary Permittee (Owner/Operator) Name: \_\_\_\_\_  
Company Name (As Applicable): \_\_\_\_\_ EIN: \_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Property Owner Name: \_\_\_\_\_  
Company Name (As Applicable): \_\_\_\_\_ EIN: \_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

**C. New Primary Permittee (Owner/Operator) Information**

<input type="checkbox"/> Person <input type="checkbox"/> Company	If a Company, are you a <input type="checkbox"/> Lending Institution or <input type="checkbox"/> Government Entity? Company EIN (If applicable): EIN: ___ - _____
--	--

- Primary Permittee Name:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Contact /ODSA Name (If different from above OR if owner is a company):** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**D. Transfer of Ownership Information**

- Title Date or Effective Date of Transfer of Ownership to New Owner: \_\_\_\_\_
- Lending/ Government Institution/Other Entity Only (Select the appropriate option of intent below):**  
 Purchasing this project/site WITH THE INTENT FOR RESALE ONLY (without operational control of site development)  
 Purchasing this project/site WITH THE INTENT OF CONTINUING CONSTRUCTION ACTIVITIES (for site development)  
 (Provide a summary of planned proceedings below. Attach additional sheets if necessary).  
 \_\_\_\_\_
- Any Active Warning or Compliance Notice issued by the Department for the current approved project or site?  Yes  No  
If yes, Date Issued: \_\_\_\_\_
- Select As applicable:  Entire Permit or Site being transferred to the New Owner/Operator, or  
 A Portion of the Entire Permit or Site being transferred to the New Owner/Operator?
- Complete both tables A and B below for each site or portion of the site being transferred.

**Table A: Site Transfer Information & Status**

a. Site Name(s) or Portion of Site Being Transferred Name	b. Total Number of Acres Being Transferred (Nearest tenth of an acre)	c. Current Total Number of Disturbed Acres (Nearest tenth of an acre)	d. Identify if Site(s) or Lot(s) are Currently <b>Abandoned or Subject to Pending Foreclosure or Bankruptcy Proceedings?</b>
			<input type="checkbox"/> Abandoned <input type="checkbox"/> Foreclosure <input type="checkbox"/> Bankruptcy <input type="checkbox"/> N/A
	Total: _____	Total: _____	<input type="checkbox"/> Abandoned <input type="checkbox"/> Foreclosure <input type="checkbox"/> Bankruptcy <input type="checkbox"/> N/A

**Table B: Project/Site Stabilization & Construction Activity Status**

If the site under the control of the new Owner is inactive and all areas disturbed have not *reached stabilization*, the new Owner must obtain permit coverage and provide stabilization as defined in this permit.

a. Site Name(s) or Portion of Site Being Transferred Name	b. Is your Site(s) Currently:  <b>Active or Inactive or Under Delayed Recommencement of Construction Activities?</b>	c. If <b>Inactive or Under Delayed Recommencement of Construction Activities</b>	
		Is the Transferred Site or Transferred Portion Currently Stabilized? (If No, provide stabilization completion date below)	Identify Proposed Date for Recommencement of Construction Activities?
	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Under Delayed Recommencement	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, date for completion: _____	
	<input type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Under Delayed Recommencement	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, date for completion: _____	

**E. Signatures & Certifications** (Read the Certification statements below (in entirety). Initial the applicable C-SWPPP Compliance Statement below. Sign and date the certification agreement. Initial the applicable C-SWPPP Compliance Certification Statement. **DO NOT SIGN IN BLACK INK!**

**Current Owner/Operator Certification**

If the signature of the current Owner/Operator cannot be obtained, please check this box:   
Provide explanation in the project Narrative.

"As the Current Owner/Operator for this project, I hereby certify that the site or portion of the site described above is covered under the Construction General Permit which has now transferred ownership/responsibility as indicated above. The new owner or operator, has been made aware of the importance of site stabilization in an effort to control pollutant runoff and/or sedimentation. I hereby relinquish the responsibility and ownership of the NPDES Permit or portion of the NPDES permit listed in Section A. I realize that sediment and erosion control compliance responsibilities for the site or portions of the site listed in Section D now belong solely to the new Owner/Operator

Signature of Current Owner/Operator/ or Duly Authorized Representative \_\_\_\_\_

Date Signed \_\_\_\_\_

**New Owner/Operator Certifications/Compliance Statement**

"As the New Owner/ Operator for this project, I certify that I or, I on behalf of my company and its contractors and agents, as the case may be, am responsible (per this transfer of ownership) for all of the land-disturbing activities, stormwater discharges, and related maintenance thereof for this construction project or construction site.

(Initial the applicable C-SWPPP Compliance statement below)

\_\_\_\_\_ "I agree to comply with the existing Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) and will follow (construct in accordance to) the previous approved C-SWPP, including Grading & Drainage Provisions and Best Management Practices (BMPs) as identified in the previous NPDES approval."

OR

\_\_\_\_\_ "I will provide a new Notice of Intent (NOI) and new Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) and will follow (construct in accordance to) the new approved C-SWPP, including Grading & Drainage Provisions, and Best Management Practices (BMPs) as identified in the new C-SWPPP approved by the Department."

"As the New Owner, I also hereby certify that I or I (on behalf of my company and its contractors and agents), as the case may be, am responsible for installing and maintaining the appropriate sediment and erosion control measures to provide continued stabilization for the project or site identified in Section A. I understand that stabilization measures shall be implemented as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than fourteen (14) calendar days after work has ceased, except where stabilization by the 14<sup>th</sup> day is precluded by snow cover or frozen ground. Where construction activity on a portion of the Site is temporarily ceased, and earth-disturbing activities will be resumed within 14 calendar days, temporary stabilization measures do not have to be initiated on that portion of the Site. I further certify that I also understand that SCDHEC is authorized to inspect the transferred site pursuant to regulations and standards identified in the NPDES General Permit for Stormwater Discharges from Construction Activities (CGP). " Having understood the above information, I am signing this agreement as the New Owner of the aforementioned property covered under the NPDES general permit."

Signature of New Owner/Operator or Duly Authorized Representative \_\_\_\_\_

Date Signed \_\_\_\_\_

## Instructions for Completing the Transfer of Ownership form

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges From Construction Activities SCR100000 (CGP), if you cannot access the websites listed in these instructions, or if you have any other questions, contact the Bureau of Water Stormwater Permitting Section (BOW) at (803) 898-4300. Please see the Bureau of Water, Stormwater Permitting website (<http://www.scdhec.gov/stormwater>) for guidance and additional information.

This Transfer of Ownership form must be completed by a new Property Owner taking title to or ownership of a previously approved NPDES construction site as the new Primary Permittee. This form must be submitted to the Department or respective Municipal Separate Storm Sewer System (MS4) as notification of changes in ownership. **If your project is located within a Municipal Separate Storm Sewer System (MS4), you must contact the applicable MS4 to determine their requirements and fees for ownership transfers. NO FEE IS REQUIRED FOR SUBMITTING A TRANSFER OF OWNERSHIP NOTIFICATION TO THE DEPARTMENT. A \$125 NPDES COVERAGE FEE IS REQUIRED WHEN THE NOI IS SUBMITTED FOR NPDES COVERAGE OF A NEW OWNER/OPERATOR AS THE PRIMARY PERMITEE.**

### When Do I Need to Complete This Form?

The CGP requires that the Department receive notification within fourteen (14) calendar days of a new Owner taking title to the property or within 14 business days of a Lending or other type institution taking over operational control of a construction site due to abandonment, foreclosure proceedings, or permittee filing for bankruptcy. **If your project or site is being transferred to a new Owner/Operator as the Primary Permittee, you must complete this form and/or the Notice of Intent as defined in Section 2 of the CGP** to make such notifications. This Transfer of Ownership form also identifies the current construction activity status for the property or site being transferred (i.e., active, inactive, under delayed recommencement of construction activity, temporarily stabilized, permanently stabilized, etc.).

### What Are the New Owners Responsibilities?

All new Property Owners and lending and other types of institutions taking ownership of a prior approved NPDES construction site become responsible for stormwater discharges from the property. New Owners must ensure that if construction activities have temporarily or permanently ceased, *all disturbed areas are properly stabilized as soon as practicable and within fourteen (14) calendar days of taking title to a property.* New Owners of sites not properly stabilized may be issued a compliance agreement.

Some institutions, such as lending institutions, taking over a construction site, may do so with only the intent for property resale, therefore may not intend to obtain NPDES coverage as a Primary Permittee with the intent to complete construction activities at a site. In such cases, commencement or recommencement of construction activities may be delayed for longer unplanned periods of time. Institutions taking ownership of such sites must ensure that they are properly stabilized to minimize the potential for erosion. *Each new Owner and subsequent owner must provide notification to the Department or respective MS4 within fourteen (14) calendar days of taking ownership. Each new Owner completing this form becomes responsible for stabilization of the site and stormwater discharges from the site until NPDES coverage is granted to a subsequent Owner/Operator as Primary Permittee for the site.*

Prior to initiating construction activity at the site as the new Owner/Operator, a new Notice of Intent (NOI) and a SWPPP Compliance Agreement or, if applicable, a new or modified SWPPP must be submitted to and approved by the Department. **The NOI must be submitted at a later date if the site is properly stabilized. If your site is INACTIVE & NOT stabilized or properly stabilized, a complete NOI and this form must be submitted to the Department as defined in the CGP.**

### Completing the Form

Complete the entire form. Abbreviate if necessary to stay within the space allowed for each item. Submit a completed form to the applicable SCDHEC office at

<u>Coastal Counties</u>	<u>Non-Coastal Counties</u>
<b>Coastal Stormwater Section</b> 1362 McMillan Avenue Suite 400 Charleston, SC 29405	<b>Stormwater Permitting Section,</b> 2600 Bull Street, Columbia, SC 29201-1708

or the appropriate MS4 or local entity responsible for plan reviews. Provide the date and county and identify if this form is submitted as a Notification ONLY or for new NPDES coverage. If submitted as notification, complete the entire form. Complete sections B, D, and E if submitted with a NOI for NPDES coverage.

#### Section A –Project/Site Information

Provide the name of the approved project or site, as approved by the Department on the previous approved NOI. Provide the NPDES or State Permit (File Tracking) number. If part of a Larger Common Plan (LCP), identify the LCP name. If this project is in a MS4 area, identify the entity designated as the MS4 Reviewer and Operator (i.e., Lexington County, City of Greer, etc.).

#### Section B – Current Primary Permittee (Owner/Operator) Information

List the complete legal name of the current Owner/Operator and Property Owner, as applicable. If a company, provide the company name and requested information. Provide complete mail and e-mail information.

#### Section C – New Primary Permittee (Owner/Operator) Information

List the complete legal name of the new Owner/Operator.

If a person, provide the name. If a company, identify if you are a Lending Institution or Government Entity. Provide the company name and the Employer Identification Number (EIN) as established by the U.S. Internal Revenue Service. Provide the complete mailing address, telephone number, fax and e-mail address. Provide the Contact (ODSA) information.

#### Section D – Transfer of Ownership Information

Complete this entire section. Complete all tables and information requested to identify the stabilization status and plans for continued construction activities for the site or portions(s) of the site being transferred. Attach additional sheets as necessary.

#### Section E – Signatures & Certifications

Read the certification statements (in entirety). Provide your signature and the date and initial the applicable Compliance Statement. **DO NOT SIGN IN BLACK INK.**

If the signature of the current Owner/Operator cannot be obtained, please check the box provided in this section.

*APPENDIX “G”*

**FORM B – MAJOR MODIFICATIONS FORM**



**FORM B**  
**MAJOR MODIFICATIONS**  
**Under South Carolina NPDES General Permit**  
**For Stormwater Discharges From Construction**  
**Activities SCR100000**  
(Maintain As Part of On-Site SWPPP)



**FLORENCE COUNTY**  
**MS4**

Date: \_\_\_/\_\_\_/\_\_\_

Project/Site Name: (as identified on prior approved NOI): \_\_\_\_\_ County: \_\_\_\_\_

File Number or NPDES Permit (Coverage) Number: (as identified on prior approved NOI): \_\_\_\_\_

Major Modifications allowed by the Department are listed in Section 3.1.7 of the Construction General Permit. Complete this Form, Fee Schedule C, and applicable sections of Form 2617 (Notice of Intent for Coverage(s) of Primary Permittees) as defined below. Please note that each modification request requires review of Section V (Waterbody Information) of the prior approved NOI to determine and identify if information in this section has changed. Fee Schedule C (page 2), a Narrative describing proposed modifications, and revised SWPPP documentation must also be provided with the major modification request.

**Check (✓) each item (A-D) included in this modification package for your project or site**

**A. REVIEW OF PRIOR APPROVED WATERBODY INFORMATION & DISTURBED AREA (Sections V and IV.F)**

• **SECTION V (WATERBODY INFORMATION REVIEW):** Review Section V (Waterbody Information) of your most recent approved Notice of Intent (NOI) application. Identify if the waterbody information has changed since the last approval and initial the applicable certification statement below.

**Has any of this information changed since the prior approval?**  Yes  No

If the information in this section has changed, you are required to complete Sections I.A, I.B (if MS4), III (as applicable), IV.F, V, and VI of the Notice of Intent (Form 2617) and attach it to this form with the other modification request documents. Identify Section V as "Change of Information" on the new form and initial the applicable certification below. If no change is required to this section, initial the applicable certification below.

**Section V Certification (Please initial applicable statement)**

\_\_\_\_\_ "I hereby certify that I have reviewed the prior approved Waterbody Information (Section V) for this project/site and no changes are required."

\_\_\_\_\_ "I hereby certify that I have reviewed the prior approved Waterbody Information (Section V) for this project/site and changes are as identified on the attached NOI (Form 2617)."

• **SECTION IV.F (MODIFICATION TO DISTURBED AREA):** (nearest tenth of an acre): Review the change to disturbed area as a result of this modification. **If the disturbed area decreases or remains the same,** a copy of the most recent prior approved NOI may be submitted with this Form. **If the disturbed area increases changes,** complete Sections I.A, I.B (if MS4), III (as applicable), IV.F, V, and VI of NOI Form 2617 and attach it to this form.

**B. FEE SCHEDULE C:** Complete the fee schedule on page 2 of this form.

**C. NARRATIVE:** Attach a detailed Narrative description of proposed Major Modifications.

**D. C-SWPPP REVISIONS:** Attach revised Stormwater Pollution Prevention Plan documentation supporting the proposed modification(s) (i.e., project plans, calculations, justification for disturbed area increases, etc.).

**E. SIGNATURES AND CERTIFICATIONS: DO NOT SIGN IN BLACK INK! Read the Certifications below (in entirety). Provide date, printed name, and signatures below.**

**MODIFIED C-SWPPP PREPARER:** "One copy of the modified C-SWPPP, all specifications and supporting calculations, forms, and reports are herewith submitted and made a part of this application. I have placed my signature and seal on the design documents submitted signifying that I accept responsibility for the design of the system. Further, I certify to the best of my knowledge and belief that the design is consistent with the requirements of Title 48, Chapter 14 of the Code of Laws of SC, 1976 as amended, pursuant to Regulation 72-300 et seq. (if applicable), and in accordance with the terms and conditions of SCR100000." (This should be the person identified in Section III of the NOI).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**PRIMARY PERMITTEE:** "I or I (on behalf of my company and its contractors and agents), as the case may be, certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that DHEC enforcement actions may be taken if the terms and conditions of the C-SWPPP are not met and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

### NPDES CGP FEE SCHEDULE C

(This schedule should ONLY be used Major Modification Reviews and may be used for ALL counties)

This schedule should not be used for projects reviewed by a delegated entity or MS4 operator.

See Section 3.1.7 (Modifications) of the Construction General Permit (CGP) for additional information and guidance. Modification requests are approved by the Department on a case-by-case basis. The BOW reserves the right to require a modification request be treated as a new project, where appropriate. You may consult the SCDHEC Stormwater Division at 803-898-4300 prior to submittal to determine if your proposed changes may be processed as a modification or will require a new project submittal.

If you are completing the fillable version of this form and if the **County** and **Disturbed Area** fields are correctly filled out on page 2 of this form, the fees in the right hand column will be automatically entered based on your answers to the questions below. The schedule should be attached to DHEC Form 2617. Do not send payment in window envelope. **DO NOT MAIL CASH.** DHEC will notify the Project Owner/Operator if the submitted check or credit card payment cannot be processed or if fee requirements are different than indicated on this schedule. **A \$100 NPDES plan review fee and \$100 per disturbed acre increase fee (not to exceed \$2000 for the entire project/site) is required with each modification request for projects NOT exempt from this fee per 72-300 et. seq.**

<b>1. Identify the Major Modification(s) and Required Modification Fee</b> See Section 3.1.7 of the CGP and page 3 of this form for additional information and a list of Department allowed major modifications.	Permit Modification Fee
If the modification is allowed under SCR100000, enter \$200.00 in the right-hand column). <a href="#">Proceed to Item 2.</a>	\$ _____.00

<b>2. Determine the Additional Project Review Fees</b> <a href="#">(Review fees cannot exceed \$2000 for a project).</a> (Identify any additional disturbed area (nearest tenth of an acre) required for this modification in the center column and review fees (based on \$100/ <u>disturbed</u> acre) in the right-hand column). <a href="#">Proceed to Item 2.a</a> below.		
<b>a. Prior (Current) Disturbed Area</b> = _____ (nearest tenth of an acre) 1. Enter the current total disturbed area for this project ( <b>prior to this modification</b> ). <a href="#">Proceed to Item 2.a.2.</a> 2. If the total entered in Item 2.a is <b>equal to or greater than 20.0 acres</b> , no Review Fees are required. <a href="#">Proceed to Item 2.d.</a> If the total is <b>less than 20.0 acres</b> , proceed to Item 2.b.		
<b>b. Increase in Disturbed Area</b> = _____ (nearest tenth of an acre) 1. If the disturbed area for this project will increase with this modification application, enter the additional or increase in disturbed area (Item IV.F). If no increase, enter 0.0 acres. <a href="#">Proceed to Item 2.c.</a> (NOTE: Additional disturbed area should typically be no greater than 1-2 acres. Requests for more than this amount must be accompanied with a detailed justification for the proposed increase amount)		
<b>c. Total Disturbed Area</b> = _____ (nearest tenth of an acre) Add the disturbed areas in Items 2.a. and 2.b. Complete either 2.c.1 below <u>or</u> 2.c.2 below.	Disturbed Area (Nearest tenth of an acre)	Additional Disturbed Area Fees
1. If the <b>Total (Item 2.c)</b> is less than or equal to 20.0 acres, enter the <b>increase</b> in disturbed area (Item 2.b) in the center column. <b>Multiply the increase</b> by \$100/disturbed area and enter this fee in the right-hand column). <a href="#">Proceed to Item 2.d.</a>	_____ (Increase) (2.b)	\$ _____.00
2. If the <b>Total (Item 2.c)</b> is greater than 20.0 acres, subtract the current disturbed area entered in Item 2.a from 20.0 acres and <b>enter ONLY the (absolute numeric) difference</b> in the center column. <b>Difference:</b> (20.0 acres - _____ (Item 2.a) acres = _____ (nearest tenth of an acre) <b>Multiply this difference</b> by \$100/disturbed area and enter this fee in the right-hand column. <a href="#">Proceed to Item 2.d.</a>	_____ (Difference) (2.b.2)	\$ _____.00
<b>d. Total Required Fees (Modification Project)</b> If Item 2.a is equal to or greater than 20.0 acres, enter fee from Item 1 in the right-hand column. Otherwise, add the values in the right-hand columns of Items 1 and Item 2.c.1 or 2.c.2 and enter this sum in the right-hand column. (The Department will not review this project until all required fees are received). <a href="#">Proceed to Item 3.</a>		\$ _____.00

**3. Identify the Method of Payment:**

**Payment by Check:**

Attach a **signed and dated check payable to Florence County** to the **front** of this Fee Schedule.

Please note that all checks must be **less than 30 days old** and must be for the **entire required fees**.

**Payment by Credit Card:** [\(Check here if you wish to pay via credit card using the on-line payment system\).](#)

The Department will contact you to obtain the credit card's information.

Please provide an e-mail address where the invoice number may be sent: \_\_\_\_\_

**For official use only: Invoice Number** \_\_\_\_\_

*APPENDIX “H”*

**PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM**



PRE-CONSTRUCTION  
CONFERENCE CERTIFICATION FORM  
For Coverage(s) Under South Carolina  
NPDES General Permit For  
Stormwater Discharges From Construction  
Activities SCR100000  
(Maintain As Part of On-Site SWPPP)



FLORENCE COUNTY  
MS4

A Pre-Construction Conference must be held for each project with an approved Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) and must be attended by all contractors, subcontractors, Blanket Utility Providers, etc. prior to their performing any construction-related or land-disturbing activities at the site. Documentation of attendance must be included in the On-Site SWPPP (OS-SWPPP). In some instances, the Department or the respective MS4 may require a pre-construction conference normally conducted off-site, be held on-site or, when justified, the Department may allow a conference normally conducted on-site, be held off-site by the Owner/Operator. An Owner/Operator may also choose, at their discretion, to hold a conference normally held off-site, at the construction site (on-site). (See Sections 2.2.3 and 4.1 of the CGP for additional information).

**A. Pre-Construction Conference Information:** (This section must be completed by person(s) conducting the conference ONLY)

**1. Pre-Construction Conference Information:**

Date of Pre-Construction Conference: \_\_\_\_\_ Time: \_\_\_\_\_

Project/Site Name (As Approved by Department): \_\_\_\_\_

NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_

Owner/Operator Name: \_\_\_\_\_

**2. Person(s) Conducting Pre-Construction Conference:**

C-SWPPP Preparer or  Registration Equivalent:  Engineer  Land Surveyor  Landscape Architect

Printed Name: \_\_\_\_\_

S.C. Registration#: \_\_\_\_\_

Signature: \_\_\_\_\_

Primary Permittee or  Secondary Permittee or  Duly Authorized Representative (Per Section 122.22(b) of SC Reg. 61-9):

Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Other

Printed Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Signature: \_\_\_\_\_

**3. Construction/Project Type & Conference Location:**

Non-Linear (≥10 Disturbed Acres)  Non-Linear (<10 Disturbed Acres)  Linear ( Not Part of LCP)  Linear Activity (LCP)

Conference Location (See Notes below):  On-Site  Off-Site  Approved Alternate Location

(If offsite or Department or MS4-approved alternate location, identify or describe the specific location below):

**Notes:** Unless specifically required in writing or as a condition of the approved SWPPP by the Department or by the respective MS4 to be conducted otherwise, pre-construction conferences for:

(a) Non-linear projects/sites that disturb 10 acres or more must be held on-site

(b) Non-linear projects/sites that disturb less than 10 acres may be held off-site

(c) Linear construction projects/sites (not part of a LCP) may be held off-site

(d) Linear construction activities (within a LCP) must be held in accordance with disturbed area (<10 acres or ≥ 10 acres) criterion established for non-linear projects/sites

## PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM

Date: \_\_\_\_\_  
NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_  
Project/Site Name: \_\_\_\_\_

### B. Pre-Construction Conference Certification Statements:

All contractors, subcontractors, Annual Blanket Utility Providers, etc. performing any construction-related (land-disturbing) activity at the above-listed construction project/site must attend a Pre-Construction Conference for that construction project/site and complete a Pre-Construction Conference Certification prior to their starting to work at the above-listed construction project/site. *Read the Certification statements below (in entirety) and provide date and signature of agreement below.*

"I certify by my signature below that:

- (a) I or I on behalf of my company, as the case may be, participated in a pre-construction conference for the above-listed project in accordance with the requirements of the Construction General Permit (CGP) with the individual who is responsible for the operational control of the Stormwater Pollution Prevention Plan (SWPPP) or the duly authorized representative, and/or the preparer of the SWPPP or person with registration equivalent to that of the preparer of the SWPPP, and
- (b) I or I on behalf of my company accept the terms and conditions of the SWPPP as it pertains to the portion or portions of the plan I or my company am responsible for, and as required by the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges From Construction Activities SCR100000 issued to the Owner/Operator of the construction activity for which I or my company have been contracted to perform construction-related professional services."
- (c) Annual Blanket Utility Providers ONLY: "I also certify by my signature below that as a Blanket Utility Provider, I will only perform construction-related (land-disturbing) activities for this project that are covered in the approved SWPPP or approved subsequent modifications to the approved SWPPP."

**PRE-CONSTRUCTION CONFERENCE CERTIFICATION FORM**  
**(Sheet 1)**

Date: \_\_\_\_\_  
NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_  
Project/Site Name: \_\_\_\_\_

**C. Pre-Construction Conference Certification Agreements:**

Please print legibly and complete all spaces on the form. *Annual Blanket Utility providers must also provide their annual blanket registration number and expiration date.* Abbreviate if necessary and submit the completed form to the person(s) conducting the pre-construction conference. **Additional certification agreement pages may be attached as necessary. DO NOT SIGN IN BLACK INK!**

**Contractor Information**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Company Name (As Applicable) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
**Signature of Agreement**

\_\_\_\_\_  
**Date Signed**

**Contractor Information**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Company Name (As Applicable) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
**Signature of Agreement**

\_\_\_\_\_  
**Date Signed**

**Contractor Information**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Company Name (As Applicable) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
**Signature of Agreement**

\_\_\_\_\_  
**Date Signed**

**Contractor Information:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
Company Name (As Applicable) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_  
**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
**Signature of Agreement**

\_\_\_\_\_  
**Date Signed**

**C. PRE-CONSTRUCTION CONFERENCE CERTIFICATION AGREEMENTS**  
**(Company Certification Agreements)**  
**(Sheet 2)**

Use this sheet for certification agreements of contractors, subcontractors, annual blanket utility providers, etc. employed by the Contracting Company identified on this sheet ONLY. **If you do not work for the company listed on this sheet, do not sign this sheet.** Please print legibly and complete all spaces on the form. *Blanket utility providers must complete this agreement and provide their annual blanket registration number and expiration date.*

Date: \_\_\_\_\_

NPDES Coverage No.: SCR \_\_\_\_\_

State Permit (Tracking) No.: \_\_\_\_\_

Project/Site Name: \_\_\_\_\_

**Contracting Company Information:**

Company Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor Information:**

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
Signature of Agreement

\_\_\_\_\_  
Date Signed

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
Signature of Agreement

\_\_\_\_\_  
Date Signed

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
Signature of Agreement

\_\_\_\_\_  
Date Signed

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

**(Blanket Utility Only):** Annual Blanket Registration Number: \_\_\_\_\_ Blanket Expiration Date: \_\_\_\_\_

**Pre-Construction Conference Certification (Signature of Agreement):** Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
Signature of Agreement

\_\_\_\_\_  
Date Signed

## Instructions for Completing the Pre-Construction Conference Certification Agreement

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges From Construction Activities.SCR100000 (CGP), if you cannot access the websites listed in these instructions, or if you have any questions, contact the Bureau of Water Stormwater Permitting Section at (803) 898-4300 or Coastal Stormwater Permitting Section at (843) 953-0200. Please see the Bureau of Water, Stormwater Permitting website (<http://www.scdhec.gov/stormwater>) for guidance and additional information.

### Who Must Sign a Pre-Construction Conference Certification Agreement

All contractors, subcontractors, annual blanket utility providers, etc, who will work for an Owner/Operator at a construction site with an approved C-SWPPP, must attend a Pre-Construction Conference (in person) before performing any construction-related or land-disturbing activities that may affect the implementation of the approved SWPPP. This conference may be held simultaneously with all contractors and builders or may be conducted separately with one or more contractors or builders present. See Section 4.1 (Pre-Construction Conferences) of the Construction General Permit (CGP) for additional information.

#### General Guidance for This Form

##### Why Must I Attend a Pre-Construction Conference?

A Pre-Construction Conference must be held for each project or construction site with an approved Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP). Each contractor, subcontractor, blanket utility provider, etc., who will work at a site must attend this conference. The primary purpose of this conference is for the preparer of the SWPPP, or someone with a registration equivalent to that of the preparer of the SWPPP, and/or the person with operational control of the plans and specifications (the Primary or Secondary Permittee or their duly authorized representative (as defined in Section 122.22(b) of SC Regulation 61-9)) to review and explain the On-Site SWPPP (OS-SWPPP) so that all contractors, subcontractors, etc. are aware of the requirements before they start performing construction-related (land disturbing) activities that may affect the implementation of the approved SWPPP. *Pre-Construction Conference attendance must also be documented and maintained within the On-Site SWPPP (OS-SWPPP).*

##### Where Should I Hold the Pre-Construction Conference?

Unless specifically required by the Department or the respective MS4 (in writing or as a condition of the approved SWPPP to be held otherwise), Pre-Construction Conferences must be conducted as follows:

- Non-linear projects or sites that disturb 10 acres or more must be held on-site;
- Non-linear projects or sites that disturb less than 10 acres may be held off-site;
- Linear construction projects or sites (not part of a Larger Common Plan, subdivision or development) may be conducted off-site
- Linear construction within a Larger Common Plan, subdivision, etc. are considered to be linear construction activities under the Construction General Permit (CGP) and are not defined as linear construction projects or sites. Conferences for linear construction activities must be conducted in accordance with disturbed area (<10 acres or  $\geq$  10 acres) criterion listed above for non-linear sites under the CGP. **See Appendix A, Definitions, for additional information.**

In addition, person(s) conducting the conference (Owner/Operator) may choose, at their discretion, to hold a conference normally held off-site, on-site.

#### Instructions for Completing This Form

Please print legibly and complete all spaces on the form. Abbreviate if necessary to stay within the space allowed for each item. Submit the completed form to the person(s) conducting the Pre-Construction Conference.

##### Section A - Pre-Construction Conference Information

Persons conducting the conference may complete this section before the conference. Provide all requested information, including the date, time, project, and Owner/Operator identification information. Enter the official or legal name of the project or site as approved by the Department. Identify the person or persons conducting the conference. Identify the construction project type and conference location (on-site, off-site, or an alternate location approved by the Department or the respective MS4.) If your conference will be held off-site or at an alternate location, list or identify the specific location.

##### Section B - Pre-Construction Conference Certification Statements

Read the certification statements in entirety. If you are an Annual Blanket Utility, read the blanket utility statement also.

##### Section C - Pre-Construction Conference Certification Agreements

Sign Sheet 1 or 2 as applicable. Sheets 1 and 2 are formatted for multiple contractor certifications. Sheet 1 provides individual (person) certifications. Sheet 2 is ONLY for signatures within a specific company. If you use Sheet 1, provide your legal name, title or position, the name of your company, your mailing address, telephone and email address. If you use Sheet 2, provide the name, mailing address telephone, and email address of your company in Contracting Company Information. If you are an approved Annual Blanket Utility Provider, you must also provide your approved Annual Blanket Utility registration number and expiration date.

Sign and date the Pre-Construction Conference Certification (Signature of Agreement). **DO NOT SIGN IN BLACK INK.**

Return the signed and dated form to the Owner/Operator for record retention as a part of the On-Site SWPPP (OS-SWPPP)

*APPENDIX “I”*

**CONTRACTOR CERTIFICATION FORM**



**CONTRACTOR CERTIFICATION FORM**

For Coverage(s) under South Carolina  
NPDES General Permit for  
Stormwater Discharges from  
Construction Activities SCR100000  
(Maintain as Part of On-Site SWPPP)



FLORENCE COUNTY  
MS4

Date: \_\_\_\_\_

**A. Project Information**

- 1. NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_
- 2. Project/Site Name (As Approved by Department): \_\_\_\_\_
- 3. Owner/Operator Name: \_\_\_\_\_

**B. Contractor Information**

- 1. Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Company Name (As Applicable): \_\_\_\_\_
- Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_
- 2. Describe Construction-Related Responsibilities & Activities (Home construction, site grading, utility line installation, etc.):  
\_\_\_\_\_

**C. Contractor Certification Statements & Agreement:** *(Read the Contractor Certification statements below (in entirety) and provide date and signature of agreement below).* See Section 122.22 of S.C. Reg. 61-9 for signatory authority requirements. **DO NOT SIGN IN BLACK INK!**

*"I certify by my signature below that I or I (on behalf of my company and its contractors and agents), as the case may be,*

- (a) *Understand, accept, and will adhere to the provisions of the Stormwater Pollution Prevention Plan (SWPPP) as it pertains to the portion of the project I am or my company is responsible for, and as required by the coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges From Construction Activities SCR100000 issued to the Owner/Operator of the construction activity with whom I am or my company is under contract to perform construction related professional services;*
- (b) *Am legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the Clean Water Act and the SC Pollution Control Act, to ensure compliance with the terms and conditions of the SWPPP applicable to my or my company's portion of the project;*
- (c) *Must comply with the terms and conditions of the Construction General Permit (CGP), will adhere to applicable standards and stormwater erosion control practices established in the SWPPP and in the Best Management Practices (BMP) manual at all times while performing work at the project site, and agree to implement corrective actions identified by the qualified inspector during a site inspection; and*
- (d) *Understand that DHEC enforcement actions may be taken against any specific or combination of permittees and contractors if the terms and conditions of the SWPPP are not met.*

*Therefore, having understood the above information, I am signing this certification as contractor to the aforementioned NPDES general permit."*

\_\_\_\_\_  
Printed Name of Contractor

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date Signed

**Termination of Contractor Certification Agreement: DO NOT SIGN IN BLACK INK!**

**(When your land-disturbing activities at this site have been completed, sign and date below).** After this date, you may *not* perform any land-disturbing activities at this site unless you sign a new contractor certification agreement).

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date Signed

**CONTRACTOR CERTIFICATION FORM**

NPDES Coverage No.: SCR \_\_\_\_\_

State Permit (Tracking) No.: \_\_\_\_\_

Project/Site Name: \_\_\_\_\_

**C. Contractor Certification Statements:**

All contractors performing any land disturbing activity at a construction site must be certified and listed in the On-Site SWPPP (OS-SWPPP) in order to work on the site. [Read the Certification statements below \(in entirety\) and provide date and signature of agreement below.](#)

*"I certify by my signature below that I or I (on behalf of my company and its contractors and agents), as the case may be,*

- (a) Understand, accept, and will adhere to the provisions of the Stormwater Pollution Prevention Plan (SWPPP) as it pertains to the portion of the project I am or my company is responsible for, and as required by the coverage under the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges From Construction Activities SCR100000 issued to the Owner/Operator of the construction activity with whom I am or my company is under contract to perform construction related professional services;*
- (b) Am legally accountable to the SC Department of Health and Environmental Control (DHEC), under the authorities of the Clean Water Act and the SC Pollution Control Act, to ensure compliance with the terms and conditions of the SWPPP applicable to my or my company's portion of the project;*
- (c) Must comply with the terms and conditions of the Construction General Permit (CGP), will adhere to applicable standards and stormwater erosion control practices established in the SWPPP and in the Best Management Practices (BMP) manual at all times while performing work at the project site, and agree to implement corrective actions identified by the qualified inspector during a site inspection; and*
- (d) Understand that DHEC enforcement actions may be taken against any specific or combination of permittees and contractors if the terms and conditions of the SWPPP are not met.*

*Therefore, having understood the above information, I am signing this certification as contractor to the aforementioned NPDES general permit."*

**C. CONTRACTOR CERTIFICATION AGREEMENTS**

(Sheet 1)

NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_  
 Project/Site Name: \_\_\_\_\_

Please print legibly and complete all spaces on the form. ***If you are an approved Blanket Utility Provider, you do not need to sign this form, but you must submit a copy of your Annual Blanket NOI registration information to the Owner/Operator.*** Abbreviate if necessary and submit the completed form to the Owner/Operator. (When your land-disturbing activities at this site are complete, sign and date the termination agreement below. After this date, you may *not* perform any land-disturbing activities at this site unless you sign a new contractor certification agreement). **Additional certification agreement pages may be attached as necessary.** [DO NOT SIGN IN BLACK INK!](#)

**Contractor Information:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Company Name (As Applicable) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor Certification (Signature of Agreement):** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed

**Termination of Contractor Certification Agreement:** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed**Contractor Information:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Company Name (As Applicable) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor Certification (Signature of Agreement):** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed

**Termination of Contractor Certification Agreement:** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed**Contractor Information:**

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_  
 Company Name (As Applicable) \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor Certification (Signature of Agreement):** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed

**Termination of Contractor Certification Agreement:** Provide date and signature. [DO NOT SIGN IN BLACK INK!](#)

\_\_\_\_\_  
Signature of Contractor\_\_\_\_\_  
Date Signed

**C. CONTRACTOR CERTIFICATION AGREEMENTS**  
**(Company Certifications)**  
 (Sheet 2)

**Use this sheet for certification agreements of contractors, subcontractors, etc. employed by the Contracting Company identified below ONLY. If you do not work for the company listed below, do not sign this sheet. If you are an approved Blanket Utility Provider, you do not need to sign this form, but you must submit a copy of your Annual Blanket NOI registration information to the Owner/Operator.** Abbreviate if necessary and submit the completed form to the Owner/Operator. (When your land-disturbing activities at this site are complete, sign and date the termination agreement below. After this date, you may *not* perform any land-disturbing activities at this site unless you sign a new contractor certification agreement). **Additional certification agreement pages may be attached as necessary.** Please print legibly and complete all spaces on the form. **DO NOT SIGN IN BLACK INK!**

NPDES Coverage No.: SCR \_\_\_\_\_ State Permit (Tracking) No.: \_\_\_\_\_  
 Project/Site Name: \_\_\_\_\_

**Contracting Company Information:**

Company Name \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor Information:**

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Contractor Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

Termination of Contractor Certification Agreement: Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Contractor Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

Termination of Contractor Certification Agreement: Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

Contractor Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Contractor Certification (Signature of Agreement): Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

Termination of Contractor Certification Agreement: Provide date and signature. **DO NOT SIGN IN BLACK INK!**

\_\_\_\_\_  
 Signature of Contractor Date Signed

## Instructions for Completing the Contractor Certification Form

If you are uncertain whether you need to obtain coverage under the NPDES General Permit for Stormwater Discharges From Construction Activities SCR100000 (CGP), if you cannot access the websites listed in these instructions, or if you have any questions, contact the Bureau of Water Stormwater Permitting Section at (803) 898-4300 or the Coastal Stormwater Permitting Section at (843) 953-0200. Please see the Bureau of Water, Stormwater Permitting website (<http://www.scdhec.gov/stormwater>) for guidance and additional information.

### Who Must Complete a Contractor Certification Form

*Contractors (who are not Permittees or Annual Blanket Utility providers), employed by a Primary or Secondary Permittee of a construction project or site, must complete a Contractor Certification Form before performing any land-disturbing activities at the construction site. Contractor Certification Forms do not require Department approval, however, this form must be signed, dated, and submitted by each contractor to the Owner/Operator prior to commencement of *land-disturbing* activities by the contractor.*

#### General Guidance for this Form

##### **Are there Other Requirements for Contractors Completing this form?**

Contractors completing this form must also attend a pre-construction conference, and sign and date a Pre-Construction Conference Certification Agreement for each project or construction site where they will be performing construction activities. Contractors *cannot work at a construction site until they sign this certification form and document attendance at the Pre-Construction Conference held for the project or construction site. See Section 4.1 of the 2012 CGP for additional information.*

##### **What Does This Certification Mean?**

Upon *signing* this certification, the contractor is accountable to DHEC to ensure the terms and conditions of the approved Stormwater Pollution Prevention Plan (developed for the respective construction project or site) and the Construction General Permit (CGP) are implemented and adhered to in the respective area(s) of the plan where each contractor and/or company signing this form will be performing work. Each contractor becomes subject to DHEC enforcement actions if permit conditions are not met. *See Sections 2.2.3 and 2.3.2 of the 2012 CGP for additional information.*

##### **Should the Owner/Operator Retain This Form?**

The Owner/Operator of the construction site must retain completed Contractor Certification Forms with the approved On-Site SWPPP. This form must be retained for at least three years from the date permit coverage expires or is terminated.

#### Instructions for Completing this Form

Please print legibly and complete all spaces on the form. Abbreviate if necessary to stay within the space allowed for each item and submit the completed form to the Owner/Operator for the specific project or construction site listed in Section A.

##### **Section A - Project Information**

Provide all requested information. Enter the date, NPDES coverage number, and Tracking No. provided by the Department for the approved SWPPP. Enter the official or legal name of the project or site, as approved by the Department. If this project is for an individual lot or group of lots, provide the lot number(s). Provide the name of the Owner/Operator.

##### **Section B –Contractor Information**

Provide your legal name and title/position. As applicable, provide the legal (formal) name of the company, firm, public organization, or any other entity (you are employed by or represent) on whose behalf you will be performing contractor construction activities. Provide **your** mailing address, telephone and e-mail address. Briefly describe construction-related duties and responsibilities you or your company will perform for this project at the construction site.

##### **Section C – Contractor Certification Statements & Agreement**

Read the certification statements (in entirety). Provide your printed name and title or position. Date and sign the certification agreement. Return the signed and dated form to the Owner/Operator. **DO NOT SIGN IN BLACK INK.** Sheets 1 and 2 are formatted for multiple contractor signatures. Sheet 2 is **ONLY** for signatures within a specific company. Each may be copied as necessary. Sign and date the Termination of Contractor Certification Agreement when the services you provide for this project are complete. Return the signed and dated form to the Owner/Operator for record retention as a part of the On-Site SWPPP (OS-SWPPP).

*APPENDIX “J”*

**CONSTRUCTION INSPECTION FORM**



**Florence County**  
**NPDES Storm Water Construction**  
**Compliance Inspection Report**  
**(For Sites Covered Under CGP SCR10000)**

## Permittee Inspection Report

Primary

Secondary

<b>Project Name:</b>  <b>NPDES Coverage #: SCR10</b>  <b>Permittee Name:</b>  <b>Permittee Address:</b>  <b>Inspection Date/Time:</b>	<b>Inspector Name and Title:</b>  <b>Qualifications:</b>  <b>Contact #:</b>  <b>Last Inspection Date:</b>  <b>Weather during inspection:</b>
---	--

### Section 1:

For each question below, mark the corresponding box: Yes, No, N/A. For all items marked "No", note Ref letter, and provide the Corrective action and Location of the deficiency, the original date noted, and the date it was corrected. For all items marked N/A, provide an explanation as to why this question is not applicable to your project.

NOTE: Reference letters may be used multiple times for different corrective actions and locations.

Ref	Storm Water Plans and Related Documents	Yes	No	N/A
<b>A</b>	Are coverage letter, NOI, approvals, certifications, and a copy of the NPDES Construction General Permit (CGP) on site? 3.1.1.H.V.			
<b>B</b>	Is the OS-SWPPP available on site or is its location posted as required? 3.1.6.			
<b>C</b>	Is there a rain gauge on site (or appropriate alternative) and are results being logged as required? 3.1.1.H.V.h. & 4.2.D.			
<b>D</b>	Are previous inspection reports on site and being conducted once every calendar week? 3.1.1.H.H. & 4.2.B.			
<b>E</b>	Does the OS-SWPPP match the current site conditions and are all BMPs identified? 3.1.1.H.III.			
<b>F</b>	Have all areas of the site that are disturbed or used for storage of materials exposed to precipitation been inspected? 4.2.A.I.			
<b>G</b>	Is the construction sequence being followed? 3.1.1.E. & 3.2.3.			
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected	

<b>Stormwater Pollutant Controls</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>H</b>	Have erosion and sediment controls that are identified in the OS-SWPPP been installed, maintained, and operating as designed? 3.1.1.E., 3.2.6., & 4.2.F			
<b>I</b>	Have stormwater controls that are identified in the OS-SWPPP been installed, maintained, and operating as designed? 4.2.F			
<b>J</b>	Do all BMPs provided operate as designed and prove to be adequate for the location they are installed? 4.2.F.			
<b>K</b>	Do all areas have the necessary BMPs to control pollutants? 4.2.F			
<b>L</b>	Are the BMPs required by the OS-SWPPP appropriate for the existing Site conditions? 3.2.6 & 4.2.F.			
<b>M</b>	Soil Stabilization: Implemented and maintained as required? 3.1.1.E.			
<b>N</b>	Vehicle Tracking: Installed and maintained as shown on the OS-SWPPP? 3.1.1.E.			
<b>O</b>	Have all stormwater conveyance systems been inspected for evidence of, or potential for, pollutants entering these systems? 4.2.A.II.			
<b>Ref</b>	<b>Corrective Actions and Locations 4.2.F.</b>	<b>Date Inspected</b>	<b>Date Corrected</b>	

<b>Non-storm Water Pollutant Controls</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>P</b>	Concrete, Stucco, Paint (etc) Washouts: Located, installed and maintained? 3.1.1.E. & 3.2.10.D			
<b>Q</b>	Solid & Hazardous Wastes: Are trash, debris and hazardous materials properly managed? 3.1.1.E., 3.2.5 & 3.2.10 E.			
<b>R</b>	Sanitary Waste: Are portable toilets properly located and maintained? 3.1.1.E. & 3.2.10.D.			
<b>Ref</b>	<b>Corrective Actions and Locations 4.2.F.</b>	<b>Date Inspected</b>	<b>Date Corrected</b>	

**For any items listed in this section, a full description of the off site sedimentation is required. This includes, but may not be limited to: Location, estimated amount of sediment that has left the site, apparent cause of the sedimentation, and what corrective actions need to be taken to prevent this from recurring.**

Off Site Sedimentation		Yes	No	N/A
<b>S</b>	Are sediment and/or other pollutants controlled from leaving the site? 3.1.1.E & 4.2.F.			
<b>T</b>	Have BMP's kept sediment and other pollutants out of Waters of the State and US? 4.2.F.			
<b>U</b>	Is tracking of sediment onto adjacent streets controlled? 4.2.A.V.			
Ref	Corrective Actions and Locations 4.2.F.	Date Inspected	Date Corrected	

**Section 2:**

Complete the following sections as necessary to comply with the permit. If weather information is kept on a separate log, it is not necessary to place on inspection report. If there are no discharges during inspection, state "No Discharges" in this section. **ALL INSPECTION REPORTS ARE TO BE SIGNED BY INSPECTOR.**

Comments:
Weather information since last inspection including: date and time of event, duration, and amount of precipitation 4.2.D:
Description of discharges occurring during inspection 4.2.F:

Inspector Signature:
<i>I certify that the information contained in this report is true and accurate to the best of my ability. I understand that providing false information may result in loss of certification and/or penalties.</i>

*APPENDIX “K”*

**PERMANENT STORMWATER SYSTEM MAINTANENCE AND  
RESPONSIBILITY AGREEMENT**

## **Permanent Stormwater System Maintenance and Responsibility Agreement**

Under the South Carolina Stormwater Management and Sediment Reduction Act of 1991 (48-14-10, et. seq.), Regulation 72-308 requires the Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management/Best Management Practices (BMP) facilities. 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.

The Department of Health and Control (DHEC)/Office of Ocean and Coastal Resource Management (OCRM) recommends that The Landowner, its successors and assigns, shall inspect the stormwater management/BMP facility regularly. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc.

The Landowner, its successors and assigns, hereby grant permission to the DHEC/OCRM, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management/BMP facilities whenever DHEC/OCRM deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. DHEC/OCRM shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.

The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management/BMP facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.

This Agreement imposes no liability of any kind whatsoever on DHEC/OCRM and the Landowner agrees to hold DHEC/OCRM harmless from any liability in the event the stormwater management/BMP facilities fail to operate properly.

**I accept responsibility for ownership and proper maintenance of the stormwater system (pond, swales, etc.) on the \_\_\_\_\_ site per the approved maintenance plan. I will complete any necessary repairs and/or preventive maintenance procedures in a timely manner to ensure proper functioning as a stormwater management device(s).**

**It is my understanding that the maintenance plan may be amended/revised at any time by DHEC/OCRM, and I will abide by any prescribed changes.**

**I will continue to own and maintain the pond until DHEC/OCRM is notified in writing of a transfer in ownership and maintenance responsibility. The notification will include a date for the transfer of responsibility and a letter of acceptance from the new owner.**

**I understand that failure to adhere to the signed maintenance agreement may result in fines of up to \$1,000.00 per day, per violation and /or the institution of a court action.**

\_\_\_\_\_  
**Signature of Owner/Agent**

\_\_\_\_\_  
**Printed Name of Owner/Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City/State/Zip**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Notary Stamp/Signature/Date**

*APPENDIX “L”*

**NOTICE OF TERMINATION**

**SCDHEC NOT FORM 2610**



Notice of Termination (NOT) of Coverage
Under an NPDES General Permit for Stormwater Discharges
Associated with Construction Activity

(Authorization to discharge terminates at midnight of the day the NOT is signed)

If an NOT has been submitted and the construction site does not meet the criteria for termination, then the construction site remains subject to the provisions of the 2012 Construction General Permit.

I. Permit Information

- A. Project/ Site Name:
B. NPDES Coverage Number: SCR10 State File Number:
C. MS4 Operator (N/A if none):
D. Is MS4 certification statement attached? Yes No N/A
E. Reason for Termination (select only one):
Final stabilization has been achieved on all portions of the site.
Another operator has assumed control according to §122.41(l)(3) of SC Regulation 61-9, over all areas of the construction site that have not reached final stabilization.
New Owner/ Operator (Company or person):
Mailing Address:
Coverage under an individual or alternative general NPDES permit has been obtained:
New NPDES: SCR10 State File Number:
For residential developments only, final stabilization has been achieved on all portions of the site, except for areas where a Secondary Permittee has obtained permit coverage for the individual lot(s) in accordance with Section 2.2.2 of the Construction General Permit
For residential lots only, either (1) final stabilization has been achieved on all portions of a residential lot(s), or (2) temporary stabilization including perimeter controls for a residential lot(s) have been achieved prior to occupation of the home by the homeowner and that the homeowner has been informed, by the Primary/Secondary Permittee, about the need for, and benefits of, final stabilization.
For construction activities on land used for agricultural purposes (e.g., pipelines across crop or range land, staging areas for highway construction, etc.), either (1) final stabilization has been accomplished by returning the disturbed land to its preconstruction agricultural use, or (2) for any areas disturbed that were not previously used for agricultural activities and areas which are not being returned to their preconstruction agricultural use have achieved final stabilization, as defined by this permit.
Land disturbance activities were never initiated on the construction site and the construction site remains permanently stabilized.

II. Site Information

- A. Site Location:
Address:
B. Property Owner (If not the Permittee):
Mailing Address:
Phone: (Day) Email Address:

**III. Permittee Information**

**A.** Project Owner/ Operator (Company or person): \_\_\_\_\_  
Company EIN: \_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_

**B.** Permit Contact (If Owner Is a Company): \_\_\_\_\_  
Phone: \_\_\_\_\_ Email address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**IV. Permittee Signature and Certification**

“In the case that the site associated with this project is located within an Urbanized Area (UA) or MS4, I certify that the respective UA or MS4 has been informed about the scope of all land-disturbing construction and associated activity pertaining to this site, and that all additional requirements mandated by the UA or MS4 has been addressed.”

“I also certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

\_\_\_\_\_  
**Printed Name of Permittee**

\_\_\_\_\_  
**Title/Position**

\_\_\_\_\_  
**Signature of Permittee**

\_\_\_\_\_  
**Date**

**V. SWPPP Preparer/Engineer Signature and Certification**

“I, the preparer of the C-SWPPP or other person with a registration equivalent to that of the preparer of the C-SWPPP, certify that, based on the inspections performed in accordance with section 4.2 of the 2012 Construction General Permit (CGP), all work was conducted and completed in accordance with the approved SWPPP and the CGP, and that all deficiencies, as noted by the inspections performed, have been corrected.”

\_\_\_\_\_  
**Printed Name of C-SWPPP Preparer**

\_\_\_\_\_  
**S.C. Registration #**

\_\_\_\_\_  
**Signature of C-SWPPP Preparer**

\_\_\_\_\_  
**Date**

**PLEASE DO NOT INCLUDE THE APPLICATION INSTRUCTIONS WITH YOUR SUBMITTAL**

**Notice of Termination (NOT) of Coverage  
Application Instructions**

This form is for the use on all projects where an NPDES permit has been obtained under the South Carolina Construction General Permit. The form must be completed by the permittee.

**Completing the Application:**

You must type or print legibly. You must include the original, signed notification form and only the first two pages of this document.

**I. Permit Information**

- A. Project/ Site Name:** The Project/Site Name should match the name on the NPDES approval letter issued by SC DHEC.
- B. NPDES Coverage Number and State File Number:** Enter the existing NPDES Stormwater General Permit tracking number and State file number listed on the approval letter.
- C. MS4 Operator:** Provide the MS4 entity governing the project area. If none exists, list N/A.
- D. MS4 Certification Statement:** Provide the certification from the MS4 that the project is complete and meets the requirements for termination of coverage. If no MS4 exists, select N/A.
- E. Reason for Termination:** Indicate the reason for submitting this Notice of Termination by checking the appropriate box. **Select only one.**

**II. Site Information**

- A. Site Location:** Provide the street address for the physical location of the site. If the project or site lacks a street address, indicate the general location of the site (e.g., Intersection of State Highways 61 and 34).
- B. Property Owner:** If the Project Operator does not own the project site, then list the official or legal name of the current Property Owner of the site.

**III. Permittee Information**

- A. Project Owner/ Operator:** Provide the official or legal name of the Project Owner/Operator (PO/O). The Company EIN is the Employer Identification Number as established by the U.S. Internal Revenue Service; the EIN is commonly referred to as the taxpayer ID. If the PO/O is not a company, then do not list a Company EIN. Please provide the phone number, completed mailing address, and email address.
- B. Permit Contact:** If the Project Owner/ Operator is a company, then a Permit Contact person must be listed under section B. This can be someone other than the person that has signatory authority for the company. Please provide all requested information including email addresses.

**IV. Permittee Signature and Certification**

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows:

*For a corporation:* by a responsible corporate officer, which means: (i) president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions, or (ii) the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures:

*For a partnership or sole proprietorship:* by a general partner or the proprietor; or

*For a municipality, State, Federal, or other public facility:* by either a principal executive officer or ranking elective official.

**V. SWPPP Preparer/Engineer Signature and Certification**

If the project disturbs 2 or more acres, the preparer of the C-SWPPP or a person with the registration equivalent to that of the preparer of the C-SWPPP must certify that, to the best of his or her knowledge and belief, all work was conducted and completed in accordance with the approved OS-SWPPP and the 2012 SC Construction General Permit.

**Where to File:**

<b>Projects in the 8 coastal counties:</b>	<b>Projects located in all other counties:</b>
S.C. DHEC - Coastal Stormwater Permitting Section 1362 McMillan Avenue, Suite 3400 Charleston, SC 29405	S.C.DHEC—Stormwater Permitting Section 2600 Bull Street Columbia, SC 29201-1708

*APPENDIX “M”*

**SC REGULATIONS 61-9, SECTION 122.2 – SIGNATORIES TO  
PERMIT APPLICATIONS AND REPORTS**

## **122.22 Signatories to permit applications and reports.**

(a) Applications. All permit applications shall be signed as follows:

(1) For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:

(i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or

(ii) The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

(3) For a municipality, State, Federal, or other public agency or public facility: By either a principal executive officer, mayor, or other duly authorized employee or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes:

(i) The chief executive officer of the agency, or

(ii) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator, Region IV, EPA).

(b) All reports required by permits, and other information requested by the Department, shall be signed by a person described in paragraph (a) of this section, or by a duly authorized representative of that person. A person is a duly authorized representative only if:

(1) The authorization is made in writing by a person described in paragraph (a) of this section;

(2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.) and,

(3) The written authorization is submitted to the Department.

(c) Changes to authorization. If an authorization under paragraph (b) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph (b) of this section must be submitted to the Department prior to or together with any reports, information, or applications to be signed by an authorized representative.

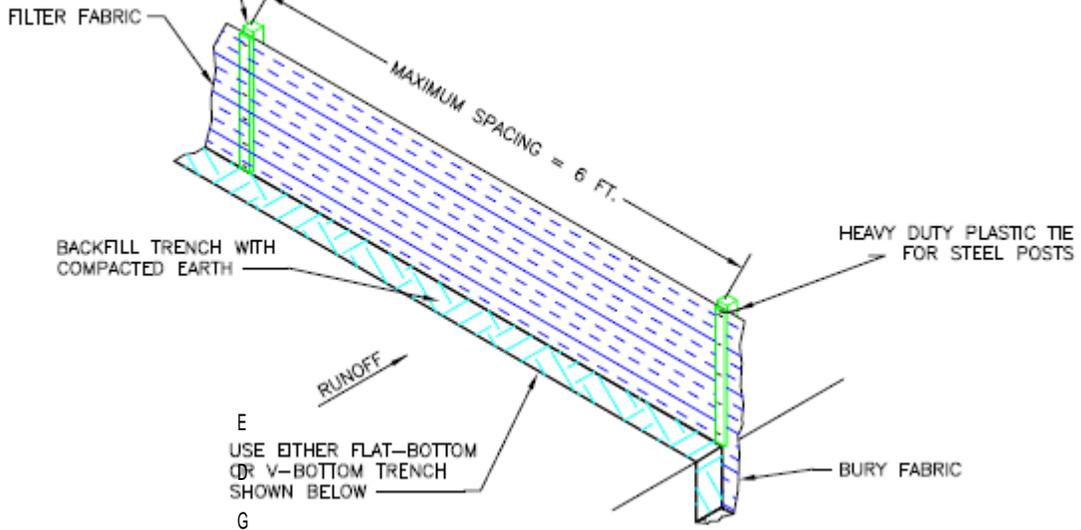
(d) Certification. Any person signing a document under paragraph (a) or (b) of this section shall make the following certification: "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

*APPENDIX “N”*

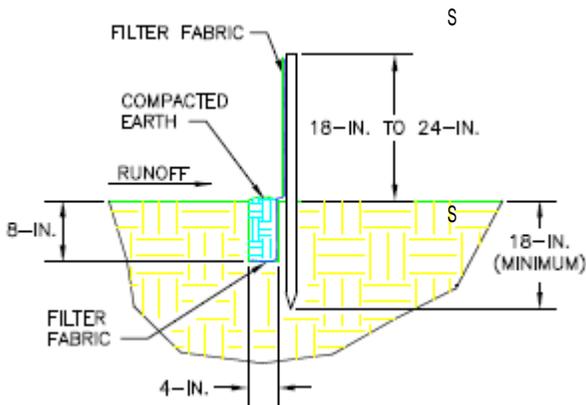
**STANDARD SPECIFICATIONS AND DETAILS**

# Silt Fence Installation

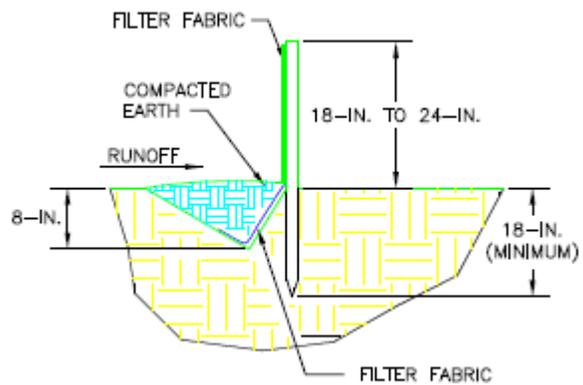
1.25 LB./LINEAR FT. STEEL POSTS



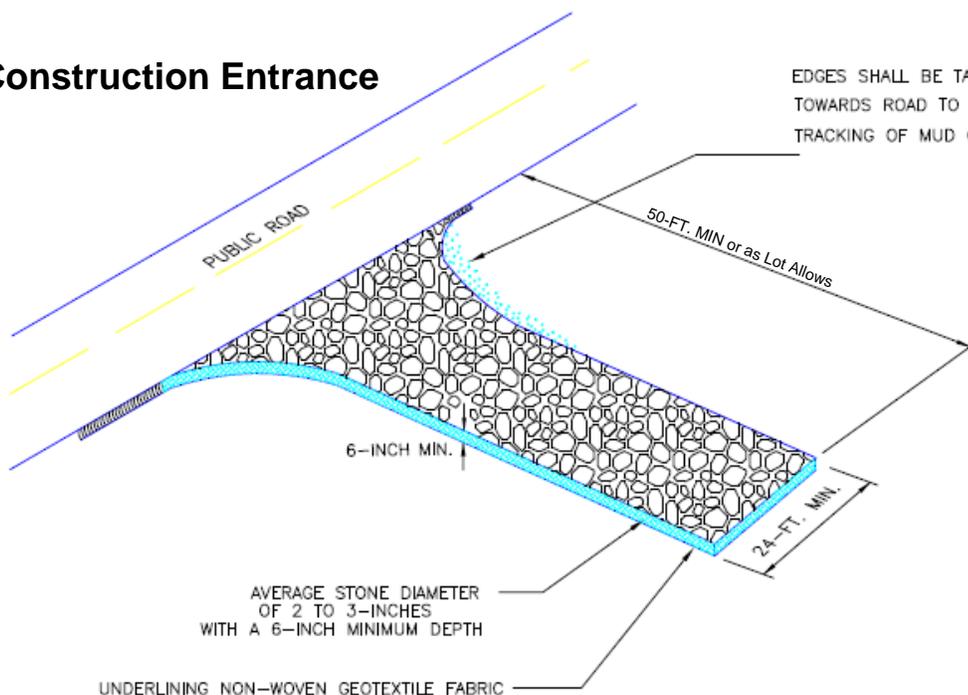
## Flat-Bottom Trench Detail



## V-Shaped Trench Detail



# Construction Entrance



EDGES SHALL BE TAPERED OUT  
TOWARDS ROAD TO PREVENT  
TRACKING OF MUD ON THE EDGES

INSTALL A CULVERT PIPE ACROSS  
THE ENTRANCE WHEN NEEDED TO  
PROVIDE POSITIVE DRAINAGE.

DIVERT ALL SURFACE RUNOFF AND  
DRAINAGE FROM THE STONE PAD  
TO A SEDIMENT TRAP OR BASIN  
OR OTHER SEDIMENT TRAPPING  
STRUCTURE.

*APPENDIX “O”*

**STORMWATER MANAGEMENT AND SEDIMENT CONTROL  
PERMIT APPLICATIONS FEES**

**FLORENCE COUNTY ENGINEERING DIVISION  
FEE SCHEDULE  
(2013)**

<b>ACTIVITY</b> (For All Land Disturbance Activity in Florence County)	<b>AMOUNT OF FEE</b>
<b>RESIDENTIAL</b>	
<b>Residential Land Disturbing Permit - Individual Lot Notice of Intent</b> (For coverage of secondary permittees within an approved subdivision)	\$150.00
<b>COMMERCIAL</b>	
<b>Small Commercial Land Disturbing Permit</b> (For all commercial projects that disturb less than 1 acre of land which is not part of a Larger Common Plan)	\$125.00
<b>Large Commercial Land Disturbing Permit - Notice of Intent (NOI)</b> (For coverage of primary permittees under SC NPDES General Permit for stormwater discharges from construction activities SCR100000 - Over 1 acre of land disturbance)	\$250 + \$100/Acre (Max. \$2,250.00)
<b>Major Modifications to NOI for Coverages of Primary Permittees</b> (For modifications to the approved SWPPP due to changes in design, construction, operation or maintenance) \$2,250.00 shall be the maximum review fee for the total project acreage. The \$200.00 administrative fee will still be required.	\$200 + \$100/Acre Per Each Additional Acre

*APPENDIX “P”*

**CONSTRUCTION GENERAL SWPPP TEMPLATE**

# SC DHEC's Stormwater Pollution Prevention Plan (SWPPP) Template

## *Overview*

To aid in the development of a site-specific Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) and an On-site Stormwater Pollution Prevention Plan (OS-SWPPP) for construction sites seeking coverage under the South Carolina's NPDES General Permit for Stormwater Discharges from Construction (CGP), the following template has been provided as guidance. It is recommended that this template be use in conjunction with the [NPDES General Permit for Stormwater Discharges from Construction Activities \(CGP\)](#) and the latest editions of the [SC DHEC's Plan Review Checklist for Design Professionals](#) and [Stormwater BMP Handbook](#). All are available for download on SC DHEC's Stormwater website, <http://www.scdhec.gov/stormwater>.

This template covers the majority of the requirements that may need to be addressed to obtain coverage under the CGP for most construction sites located within South Carolina. However, additional provisions may need to be included within the C-SWPPP or OS-SWPPP to address site-specific conditions. Please review the current edition of the [CGP](#) to ensure all requirements have been met before submitting your C-SWPPP for review and approval.

As noted above, this template has been designed to create both the C-SWPPP and the OS-SWPPP. Sections 1 through 3 should be the same for each document, with the bulk of the differences between the C-SWPPP and OS-SWPPP will be within the appendices.

## *Using this Template to Create the C-SWPPP*

This template includes an example of a site-specific [Comprehensive SWPPP](#) as a Microsoft Word document. A set of instruction has been provided for each section and some sections have been provided with sample language. The SWPPP preparer can easily add tables, diagrams, text and other sources of information to address the needs for a specific construction site. The C-SWPPP derived from this template can then be sent in for review and approval.

## *Using this Template to Create the OS-SWPPP*

After approval, this template may also be used to generate the required [On-Site SWPPP](#). Simply rename the approved C-SWPPP document to the OS-SWPPP and remove the Engineering Report Appendix. Be sure that Appendix E, F, G and H are included. If they were not included with the C-SWPPP, please add them prior to implementation of the approved C-SWPPP at the construction site.

***Disclaimer***

*The information and guidance presented within this document represent design templates that are recommended, however their effectiveness is dependent on the proper identification of stormwater management BMPs to address site-specific conditions. No guarantee of permit coverage is implied upon inclusion or acceptance of the use of this template within a Permittee's application package for coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000).*

# **Comprehensive Stormwater Pollution Prevention Plan (C-SWPPP) For Construction Activities:**

## **Project/Site Name:**

Insert Company or Organization Name

## **Primary Permittee:**

Insert Company or Organization Name

### **Project Address/Location:**

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

### **Permittee/Owner Contact:**

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

## **SWPPP Preparer:**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

## **Day-to-Day Operator:**

Insert Company or Organization Name

Insert Name

Insert Address

Insert City, State, Zip Code

Insert Telephone Number

Insert Fax/Email

(Leave Blank if not known.)

## **C-SWPPP Preparation Date:**

\_\_\_/\_\_\_/\_\_\_\_\_

*Modification Dates:*

**Modification I:** \_\_\_/\_\_\_/\_\_\_\_\_

**Modification II:** \_\_\_/\_\_\_/\_\_\_\_\_

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*\*C-SWPPP is acronym for Comprehensive Storm Water Pollution Prevention Plan*

*\*\*OS-SWPPP is acronym for On-Site Storm Water Pollution Prevention Plan*

# Section 1

## PROJECT OVERVIEW

### 1.1 Narrative (CGP Section 3.2.1)

#### Construction Activities and BMP Summary

**Instructions:** *Include a brief summary of the proposed construction activities and the BMPs that will be implemented to manage stormwater and to provide sediment and erosion control. Identify if the construction activities are required to be implemented through phased plans as specified in Section 3.2.9.B. Also, identify any proposed permanent water quality/quantity BMPs.*

#### - Sample Language - Project Summary -

This construction site includes the clearing and grubbing of existing agricultural land, grading of the existing contours, and the construction of two commercial buildings and a large parking lot.

Perimeter Control BMPs and a sediment basin will be installed prior to the initiation of the mass clearing/grubbing and grading of the site, and the sediment basin will be the primary sediment control BMP used during the lifespan of all construction activities, until final stabilization is reached. Once final stabilization is reached the sediment basin will be converted into a wet detention pond to treat post-development water quality and quantity.

The construction activities at this site will be implemented in 3 distinct Erosion Prevention and Sediment Control Phases. The first phase includes the initial installation of perimeter controls, sediment control BMPs, and the construction entrance. The second phase includes the bulk of the construction activities and the implementation of internal stormwater management BMPs. The final phase, Phase 3, includes the final stabilization of the site and conversion of the sediment basin into a permanent water quality and quantity control structure.

#### Pre-Development Conditions

**Instructions:** *Include a brief summary of the pre-development drainage conditions. Identify the number of outfall locations and any pre-existing stormwater management structures. Reference the Site Maps, Drainage Maps, and Engineering Reports that may provide more details on these conditions.*

#### Post-Development Conditions

**Instructions:** *Include a brief summary of the post-development drainage conditions. Identify the number of outfall locations and any changes from pre-development stormwater drainage. Reference the Site Maps, Drainage Maps, and Engineering Reports that may provide more details on these conditions. Include a pre/post peak discharge table summarizes these flows.*

**- Sample Language - Peak Discharges -**

As shown in **Table 1.1-A**, the post-development peak discharges are less than or equal to the pre-development peak discharges for each of the **4** identified outfalls.

**Table 1.1-A: Pre/Post Peak Discharges**

Summary of Pre/Post Peak Discharges					
Outfall A			Outfall B		
	Pre	Post		Pre	Post
2-YR			2-YR		
10-YR			10-YR		
100-YR			100-YR		
Outfall C			Outfall D		
	Pre	Post		Pre	Post
2-YR			2-YR		
10-YR			10-YR		
100-YR			100-YR		

**Flooding Issues**

**Instructions:** *Include a description of existing and potential flooding problems at the site due to pre-construction drainage conditions, and any potential flooding problems within the surrounding area that may be a direct result of current site conditions or the proposed site development. Identify if the site is located within a floodplain. Reference any appendix that contains additional information.*

**Residential Subdivision Information (As Applicable)**

**Instructions:** *Identify if this C-SWPPP was developed for a Primary or a Secondary Permittee. If for a Primary Permittee, identify whether this C-SWPPP may be used by Secondary Permittees to obtain coverage or if Secondary Permittees are required to develop their own C-SWPPP for permit coverage.*

*Identify if the subdivision is to be mass-graded or not. If the subdivision is not to be mass graded include the disturbed area calculations and the subsequent note identified in Item 4 of the [Stormwater Management and Sediment and Erosion Control Plan Checklist for Design Professionals](#).*

## **1.2 Stormwater Management and Sediment Control (CGP Section 3.2.2)**

**Instructions:** *This section may be used to address all applicable requirements identified in Section 3.2.2 of the Construction General Permit. This includes identification of stormwater discharges from industrial activities regulated by the NPDES Industrial Stormwater Program (batch concrete plants, asphalt plants, etc), various types of BMPs, stockpile management, construction entrances, dust control, and pollutant identification. These sections should contain very general information and might be able to be used for most sites.*

*Sample Language has been provided for the majority of the items identified in the CGP. **Bolded text** is language that will differ from site to site.*

### **- Sample Language -**

#### **Erosion Prevention BMPs**

As the existing site is cleared, grubbed and graded to the proposed contours shown on the construction site plans, erosion prevention BMPs shall be placed throughout the construction site to aid in the prevention of sediment-laden stormwater runoff. These BMPs shall be focused in areas with high potential of erosion, areas preceding infiltration practices, and shall be applied to all steep slopes. That is slopes equal to or greater than **3H:1V**.

Each erosion prevention measure shall be selected on a site-specific basis and details have been provided on the construction site plans. The plans identify all proposed Erosion Prevention BMPs and the recommended installation, maintenance, and inspection procedures.

Examples of Erosion Prevention BMPs are, but are not limited to, surface roughening, temporary seeding, erosion control blankets, turf reinforcement mats, sodding, riprap, outlet protection, dust control, and polyacrylamide (PAM). Information on the design and proper use of Erosion Prevention BMPs can be located in the [SC DHEC's BMP Handbook](#).

#### **Sediment Control BMPs**

Sediment Control BMPs are designed to remove some of the sediment accumulated within stormwater runoff, to the best extent practicable. These BMPs help prevent sediment impacts to adjacent properties and water bodies from stormwater discharges originating from construction sites.

Typically these BMPs are placed near each of the site's outfalls and are installed prior to clearing and grubbing of the site (before large areas of soil are exposed). However, these BMPs can also be located throughout the construction site and, in these circumstances, are installed after mass grading has occurred. Placement, sizing and modifications of Sediment Control BMPs should be left to the SWPPP preparer and/or the Site Engineer. **Contractors must consult the SWPPP Preparer as listed at the front of this SWPPP before making any significant changes to these BMPs.**

Each sediment control BMP shall be selected on a site-specific basis. Examples of Sediment Control BMPs are, but are not limited to sediment traps, sediment basins, silt fence, rock check dams, rock sediment dikes, sediment tubes, and inlet protection. Please consult [SC DHEC's BMP Handbook](#) for more information on Sediment Control BMPs.

### Structural Control BMPs and Floodplain Placement

This site-specific SWPPP utilizes the following structural control BMPs: **retention pond, detention pond, Bioretention areas, perimeter earthen berms, permanent vegetated swales, and storm sewer systems**. These practices have been designed to either divert flows from exposed soils, to retain/detain flows, and to otherwise limit the runoff and the discharge of pollutants from disturbed areas of the construction site.

Throughout the lifespan of the construction project these BMPs will be installed and maintained, as required by the SWPPP and the construction site plans, until final stabilization has been achieved for the areas draining to each BMP. Upon final stabilization, each structural control BMP must be modified to the post-construction conditions shown within the approved construction site plans or removed, if the structural BMP was a temporary structure.

Any Structural Control BMPs that are being proposed within the 100-yr floodplains will require approval from the local regulating agency, since SC DHEC does not have the authority to regulate within the associated flood plains. Approvals from the local agency will be located in **Appendix C, Additional Approvals/Certifications** of this SWPPP. If the required approval is not located in this SWPPP, please contact the Primary Permittee listed on the title sheet of this SWPPP before performing work within the floodplain.

### Construction Entrances and Dust Control

All access areas into and out of the limits of disturbance, as shown on the construction site plans, are required to be equipped with a construction entrance. The use of this BMP will limit the amount of sediment being transported by construction vehicles onto existing roadways or other impervious areas. Any tracked sediment, along with any attached pollutants, deposited on impervious areas could be washed downstream during the next rain event. Each construction entrance must be installed as shown in the details section of the construction site plans.

If a new entrance or exit is required, that is not shown on the plans, install the construction entrance as noted by the construction entrance detail, mark the location on the plans and make a record of this minor modification in the SWPPP's modification log, which is located within one of the appendices of the On-site SWPPP.

Each stabilized construction entrance should be used in conjunction with Street Sweeping measures if it becomes apparent that sediment is still being tracked onto adjacent impervious areas, even with the use of the construction entrance.

During extremely dry conditions, drought, and/or excessive winds, the construction site

should be treated for dust control to prevent the suspension of fine sediment particles into the air, being carried offsite, and deposited on adjacent properties or surface waters. This practice may not be directly called out for on the construction site plans. A water tanker used to spray the soil down may be an effective way to prevent excessive dust at a construction site.

### **Water Quality BMPs During Construction**

Site-specific water quality BMPs (e.g., sediment basins, sediment traps, rock check dams, and rock sediment dikes) must be installed prior to the mass clearing, grubbing and grading of the site, and must be kept in functioning order throughout the lifespan of all construction activities. Each of these BMPs must be maintained and inspected until all areas draining to these BMPs have reached final stabilization, approved by the construction site inspector or the SWPPP Preparer, and recorded within the stabilization log located as an appendix of the On-site SWPPP.

The location, installation procedures, and maintenance procedures for each water quality BMP can be found within the approved construction site plans.

### **Post-Construction Water Quality**

All construction sites disturbing 5 acres or more, including construction activities associated with Larger Common Plans disturbing 5 acres or more (for sites located within an MS4 this may be 1 acre or more), must be designed to treat water quality post-construction. These water quality controls must be installed and stabilized prior to terminating coverage under the CGP. These controls will require routine maintenance to remain functional; this is to be conducted by the Primary Permittee or the entity that accepts responsibility for these structures once construction has been completed. Additional information, including permanent maintenance and inspection procedures, can be found in **Appendix C** of the OS-SWPPP or within the construction site plans.

Upon final stabilization, each construction site will have to make the transition from temporary BMPs to permanent BMPs. This transition may include the conversion of a sediment basin to a detention basin, a sediment trap to a bioretention area, or diversion swales to permanently vegetated swales. All post-construction (permanent) water quality and water quantity BMPs are identified in the final phase of the Erosion and Sediment Control located within the construction site plans.

### **Other Stormwater Management Procedures**

Based on the nature, conditions, and/or procedures associated with this construction site, the following items must be followed and adopted by all those conducting land disturbing activities at this site:

- All construction debris must be stockpiled in designated areas, which have been provided with the proper BMPs to prevent the discharge of pollutants through stormwater runoff from building or other similar materials off-site or into surface waters.

- Any additional waste material or stockpile material (i.e., soil and mulch) must also be stored in the designated areas as shown on the Construction Site Plans or as the contractor, responsible for day-day activities at this site, deems appropriate. Silt fence or an approved equal shall surround all stockpiled materials.
- All parties conducting work at this construction site must be informed of and make note of pollutant sources, both industrial and construction, at this site, and be informed of all controls and measures that will be implemented to prevent the discharge of these pollutants in stormwater runoff.
- Any additional non-stormwater discharges, as referenced in the CGP, should be eliminated or reduced to the maximum extent feasible. All unpreventable non-stormwater discharges shall be treated through the approved stormwater management system before release off-site. Following is a list of allowable non-stormwater discharges:
  - Fire hydrant flushing
  - Wash water without detergents
  - Water used for dust control
  - Potable water
  - Building wash down water without detergents
  - Uncontaminated pavement wash water
  - Uncontaminated condensation from mechanical equipment
  - Uncontaminated ground or spring water
  - Water from foundation of footing drains
  - Uncontaminated excavation dewatering
  - Landscape irrigation.
- **(Additional notes specific to your construction site may be inserted here and below in list format or however you see fit. The regulatory agency may request additional notes here after initial review of the submitted SWPPP.)**

### ***1.3 Sequence of Construction***

**Instructions:** *This section is provided to ensure that a construction sequence has been provided for the proposed activities. For most sites, this section can simply reference the construction sequence located within the construction site plans. In certain situations more detail on each step identified within the construction sequence may be desired or may be necessary to be provided.*

*Additional tables or lists may be provided in addition to the sample language provided below. Any additional information will be beneficial to those implementing the proposed construction activities and associated BMPs.*

#### **- Sample Language -**

The construction sequence for this project has been provided on **sheet EPSC-1** of the construction site plans. Each item/step of that construction sequence has been listed in the sequence that they should be implemented.

For additional information or questions on the sequencing please contact the SWPPP Preparer or the Permittee referenced on the cover of this SWPPP.

#### ***1.4 Non-Numeric Effluent Limits***

**Instructions:** *This section may be used to address applicable Non-Numeric Effluent Limits identified in Section 3.2.10 of the Construction General Permit. Some of these requirements can be addressed solely on the Construction Site Plans, but some may be better addressed within the SWPPP document.*

*Sample Language has been provided for the Non-Numeric Effluent Limits that are required to be addressed within the SWPPP Document. Portions of the sample language may need to be revised to meet site-specific conditions.*

##### **- Sample Language -**

#### **Stormwater Volume and Velocity Control**

During the implementation of construction activities, all parties performing work at this construction site whose work may affect the implementation of the SWPPP must be informed of and directed on how to comply with this Non-Numeric Effluent Limit, which requires the management of stormwater runoff **within** the construction site and at **each outfall**. The purpose of this requirement is to control the stormwater volume and velocity at these locations to minimize erosion.

Specifically, each responsible party should be made aware of the practices that have been or should be implemented at the construction site to accomplish these particular stormwater management practices. Below is a list of practices that may be utilized within the disturbed area and at each outfall at construction sites to control stormwater volume and velocity:

#### **Volume Control**

- Limiting the amount of disturbed area and exposed soils
- Staging and/or Phasing of the Construction Sequence;
- Sediment Basins and Sediment Traps
- Diverting off-site flow around the construction site;
- Controlling the Drainage Patterns within the Construction Site;
- Temporary Stabilization of Disturbed Areas.

#### **Velocity Control**

- Surface Roughening and/or other Slope Stabilization Practices;
- Level Spreaders, Riprap Plunge Pools and/or other Velocity Dissipation BMPS located at the Construction Site's and Sediment Basin Outfalls.
- Use of Rock Checks, Sediment Tubes, Etc. in Temporary Diversions Swales and Ditches.
- Use of Erosion Control Blankets, Turf Reinforcement Mats, and other Non-Vegetative BMPs that can be used to Quickly Stabilize Disturbed Areas.

The SWPPP Preparer/Engineer should approve any modifications (Additional BMPs or Changes to Existing BMPs) to address the management of stormwater volume and velocity prior to implementation. All approved SWPPPs that were issued coverage under the CGP should include ample BMPs and other control measures to address this specific Non-Numeric Effluent Limit.

### **Soil Exposure, Compaction and Preservation**

Throughout construction activities, **the amount of soil exposed during construction should be kept to a minimum**. This may be accomplished by minimizing the amount the disturbed area within the permitted Limits of Disturbance (shown on the approved construction site plans) to only that which is necessary to complete the proposed work. For areas that have already been disturbed and where construction activities will not begin for a period of 14 days or more, temporary stabilization techniques must be implemented.

Prior to implementation of any major grading activities, **topsoil is to be preserved** by placing it in areas designated for stockpiling until final grades are reached. Each stockpile must be equipped with proper sediment and erosion controls to preserve the topsoil and protect adjacent areas from impacts. Once final grades have been reached, the preserved topsoil should be utilized to apply to areas identified for stabilization. Topsoil contains nutrients and organisms that aid in the growth of vegetation.

The **Compaction of Soil** should also be minimized to the degree practicable during grading activities. This is especially important during the replacement of topsoil to aid in a quick establishment of vegetative cover. Compaction of soil may also reduce rainfall's ability to infiltrate into the soil, increasing the amount of stormwater runoff.

### **Soil Stabilization**

Throughout construction activities, soil stabilization techniques are to be initiated as soon as practicable whenever any clearing, grading, excavating, or other land-disturbing activities have permanently or temporarily ceased on any portion of the construction site and will not resume for a period exceeding 14 calendar days. For areas where initiating stabilization measures is infeasible, (e.g., where snow cover, frozen ground, or drought conditions preclude stabilization), initiate vegetative or non-vegetative stabilization measures as soon as practicable.

### **Steep Slopes (Slopes of 30% grade or greater)**

All disturbed steep slopes (30% grade, ~3H:1V, or greater), and steep slopes to be created through grading activities must be managed in a fashion that limits the potential of erosion along the slopes. All parties whose work is/was responsible for the creation/disturbance of steep slopes must comply with the following items:

- **Minimize the Disturbance** of all steep slopes, when possible.
- **Divert Concentrated or Channelized Flows** of stormwater away from and

around steep slope disturbances.

- **Use Specialized BMP Controls** including temporary and permanent seeding with soil binders, erosion control blankets, surface roughening, reducing continuous slope length with terracing or diversions, gradient terraces, interceptor dikes and swales, grass-lined channels, pipe slope drains, subsurface drains, level spreaders, check dams, seep berms, and triangular silt dikes to minimize erosion.
- **Initiate Stabilization Measures** as soon as practicable on any disturbed steep slope areas where construction activities have permanently or temporarily ceased, and will not resume for a period exceeding 7 calendar days.
- **A Vegetative and/or Non-Vegetative Cover** must be established within 3 working days from the time that stabilization measures were initiated.

Stabilization of steep slopes should be a priority for those performing work at the construction site. At the very least, runoff control BMPs should be implemented to transport stormwater runoff from the top of the slope to the toe of the slope. An example of this is to install diversion swales along the top of slope and direct the runoff towards pipe slopes drains to transports the runoff to the toe of the slope. All pipe slope drain outlets are to be equipped proper outlet protection.

### Sediment Discharge Minimization

Permittees, Contractors, and all other parties responsible for conducting land-disturbing activities are required to install and maintain all erosion and sediment BMPs that are identified on the approved construction site plans. These BMPs have been designed and approved to address such factors as the amount, frequency, intensity and duration of precipitation, the nature of resulting stormwater runoff, and soil characteristics, including the range of soils particle sizes expected to be present on the construction site. **Proper installation, inspection, and maintenance will allow these BMPs to operate at maximum efficiencies in order to minimize sediment discharges to the maximum extent practical.**

### Pollutant Discharge Minimization

Permittees, Contractors, and all other parties responsible for conducting land-disturbing activities are required to install, implement, and maintain effective pollution prevention measures to minimize the discharge of pollutants. At a minimum, the following items must be implemented:

- **Minimize the discharge of pollutants from dewatering trenches and excavations** by managing runoff with the appropriate controls. Otherwise these discharges are prohibited;
- **Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters.** Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
- **Minimize the exposure of building materials, building products, construction wastes, trash,** landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to

precipitation and to stormwater; and

- **Minimize the discharge of pollutants from spills and leaks** and implement chemical spill and leak prevention and response procedures.

### **Prohibited Discharges**

Permittees, Contractors, and all other responsible parties for conducting land-disturbing activities are prohibited to discharges, from the construction site, the following items:

- **Wastewater from washout of concrete**, unless managed by an appropriate control;
- **Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials**;
- **Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance**; and
- **Soaps or solvents used in vehicle and equipment washing**.

## ***1.5 Buffer Zone Management***

***Instructions:*** *This section may be used to address applicable Buffer Zone Management Requirements identified in Section 3.2.4.C of the Construction General Permit. A Buffer Zone Narrative is required to be provided within the SWPPP Document.*

*Sample Language has been provided below for the Buffer Zone Narrative for each Compliance Option listed in the CGP. Additional language has been provided as a "General Information" section on the Buffer Zone Management Requirements. Portions of the sample language may need to be revised to meet site-specific conditions.*

### **- Sample Language -**

#### **Buffer Zone Narrative (Compliance Option A)**

Per Section 3.2.4.C of the CGP, a buffer zone has been proposed along the **unnamed tributary of the Catawba River** as shown on **sheet EC-1** of the construction site plans. A buffer zone width of **30-ft** will be maintained along this surface water, as directed by **Compliance Option A** from the CGP.

This **30-ft** buffer zone is to be identified on the site by flagging, installation of tree protection fence or other practices to make it readily identifiable prior to the implementation of other perimeter BMPs and commencement of construction activities. All perimeter BMPs and sediment control BMPs, as shown on **sheet EC-1** of the construction site plans, are to be installed prior to the discharge of stormwater runoff into the buffer zone from disturbed areas.

Inspection and maintenance of the buffer zone is to be conducted until final stabilization is reached, or as otherwise approved. All maintenance procedures and inspection requirements for the provided buffer zones can be found on plan **sheet EC-1**.

### **Buffer Zone Narrative (Compliance Option B)**

Per Section 3.2.4.C of the CGP, a buffer zone has been proposed along an **unnamed tributary of the Catawba River** as shown on **sheet EC-1** of the construction site plans. A buffer zone width of **20-ft** will be maintained along this surface water, as directed by **Compliance Option B** from the CGP.

**Compliance Option B** was selected due to **existing clearing within 30-ft of the unnamed tributary of the Catawba River**. **The current state of the project area was an agricultural field reaching to within 20-ft of the surface water**. For this reason, a buffer zone width less than the required minimum width as listed in Section 3.2.4.C of the CGP will be provided. **Pre-Existing Development** is one of the Exceptions listed in Section 3.2.4.C of the CGP that allows for the selection of Compliance Option B.

This **20-ft** buffer zone is to be identified on the site by flagging, installation of tree protection fence or other practices to make it readily identifiable prior to the implementation of other perimeter BMPs and commencement of construction activities. All perimeter BMPs and sediment control BMPs, as shown on **sheet EC-1** of the construction site plans, are to be installed prior to the discharge of stormwater runoff into the buffer zone from disturbed areas.

Inspection and maintenance of the buffer zone is to be conducted until final stabilization is reached, or as otherwise approved. All maintenance procedures and inspection requirements for the provided buffer zones can be found on plan **sheet EC-1**.

Additionally, a **Surface Water Protection Plan**, which outlines a list of procedures to protect the **Tributary of the Catawba River** has been provided on plan sheet **EC-1**.

### **Buffer Zone Narrative (Compliance Option C)**

Per Section 3.2.4.C of the CGP, a buffer zone is required to be provided along the **unnamed tributary of the Catawba River**; however, an undisturbed buffer zone is not capable of being provided due to **pre-existing development that has disturbed** the majority of the required buffer zone area. For this reason, **Compliance Option C** was selected for this project.

**Compliance Option C** was selected since **the pre-existing development** has stripped the buffer zone area from natural strands of vegetation. **The pre-existing state of the project area was a parking area and grassed area that extended to within a few feet of the surface waters**. For this reason, a buffer zone will not be provided as allowed through Compliance Option C listed in Section 3.2.4.C of the CGP.

In lieu of a buffer zone, all sediment control BMPs discharging to **this tributary** have been designed to meet an 80% trapping efficiency to prevent impacts to this

surface water. Supporting Calculations demonstrating these trapping efficiencies can be found in **Appendix D** of this SWPPP.

All perimeter BMPs and sediment control BMPs, as shown on **sheet EC-1** of the construction site plans, are to be installed prior to the discharge of stormwater runoff into the adjacent surface water from disturbed areas. Inspection and maintenance of these BMPs are to be conducted until final stabilization is reached. All maintenance procedures and inspection requirements for these BMPs can be found on plan **sheet EC-1**.

Additionally, a **Surface Water Protection Plan**, which outlines a list of procedures to protect the **Tributary of the Catawba River** has been provided on plan sheet **EC-1**.

#### **Additional Buffer Zone Information**

All construction sites that contain or are adjacent to surface waters must provide a vegetated buffer of at least 30 linear feet, or 45 linear feet when the surface water is classified as a Sensitive Waters (Section 3.2.4.C of South Carolina's CGP). This requirement is only applicable during construction. Work may be conducted within the buffer area once all disturbed areas discharging towards the buffer zone have had final stabilization measures implemented. This work must have been included within the SWPPP at the time of coverage approval.

Buffer Zones Requirements should be explained in detail during the Pre-Construction Conference. These details should include the outlining of the exact location of where the buffer starts and ends, the sediment and erosion controls precluding the buffer and all other general information pertinent to maintaining the buffer zone area during construction.

All contractors and sub-contractors shall be made aware of the buffer zones and establish a work procedure that preserves and protects these areas. The buffer zones should be flagged prior to any perimeter control placement and, most importantly, before mass clearing and grubbing. These areas must also be inspected during construction for areas of excessive sediment impacts, which may need to be removed if sediment impacts are evident within the buffer zone.

In the event that a portion of a buffer is accidentally disturbed, the contractor shall temporarily stabilize the area as soon as possible and consult with the construction site's inspector, permittee, and/or engineer on the installation of any additional sediment control or erosion prevention measure to protect the portion of the buffer still undisturbed.

## 1.6 Certification Statement

**Instructions:** *This section is used by the SWPPP Preparer to certify that all sections of the SWPPP have been prepared or approved by the SWPPP Preparer. This statement should also be included on the site plans.*

*Sample Language has been provided as the recommended certification statements for this section. Portions of the sample language may need to be revised to meet site-specific conditions.*

### - Sample Language -

*"I have placed my signature and seal on the design documents submitted signifying that I accept responsibility for the design of the system. Further, I certify to the best of my knowledge and belief that the design is consistent with the requirements of Title 48, Chapter 14 of the Code of Laws of SC, 1976 as amended, pursuant to Regulation 72-300 et seq. (if applicable), and in accordance with the terms and conditions of SCR100000."*

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*(Signature and Seal)*

## Section 2

### SITE FEATURES AND SENSITIVE AREAS

#### 2.1 Sources of Pollution

**Instructions:** *This section can be used to address section 3.2.5 of the CGP. Identify any potential sources of pollution, including sediment and fertilizers, which are likely to affect the quality of stormwater discharges from the construction site.*

*Sample Language has been provided below. Portions of the sample language may need to be revised to meet site-specific conditions. Additionally, a sample table has been provided to list these potential sources of pollution.*

#### - Sample Language -

Throughout construction activities, each permittee, contractor, and person responsible for conducting work will need to ensure that sources of pollution are managed to prevent their discharge from the construction site. Expected pollution sources during construction have been identified in **Table 2.1-A**, but due to the nature of construction activities, it is often tough to predict all pollution sources that may appear throughout the life of a construction project. For that reason, the following table has also been provided to help all those performing work at this construction site identify possible sources of pollution

Stormwater runoff subjected to the identified pollution sources must be treated by the appropriate BMPs as directed by this SWPPP.

In the event that any additional sources of pollution are identified during construction, the person(s) with day-to-day operational control at the site is to add the new source(s) to **Table 2.1-A** and consult with the SWPPP Preparer to properly address this source and to prevent the discharge of it's pollutant through stormwater runoff.

**Table 2.1-A: Potential Sources of Pollution**

Source	Material or Chemical	Location*	Appropriate Control Measures
Loose soil exposed/disturbed during clearing, grubbing and grading activities	Sediment	All areas within the Limits of Disturbance	As directed by the construction Plans. This includes Silt Fence, sediment tubes, sediment basins, and sediment traps.
Areas where construction equipment are cleaned, a.k.a. concrete washout	Heavy Metals & pH	Located adjacent to each construction entrance	Concrete Washout Basin as shown on sheet C-8 of the plans.
Water encountered during trenching	Nutrients & Sediment	In and around any trenching activities.	Direct water into impoundments such as basins or traps to allow for the sedimentation of the listed pollutants.
Paving Operations	Sediment & Trash	All areas to be paved.	Inlet protection.

Material Delivery and Storage Areas	Nutrients, pH, Sediment, Heavy Metals, oils & grease	All areas used as storage areas	Silt fence and/or sediment dikes
Equipment fueling and maintenance areas	Metals, hydrocarbons, oils and greases	Areas surrounding fuel tanks	Provide secondary containments, locate in upland areas. Repair leaking and broken hoses.
Paints	Metal oxides, stoddard solvent, talc, calcium-carbonate, arsenic	Throughout site, primarily in areas of building construction	Washwater should be contained and is prohibited from being discharged

**\*Area where material/chemical is used on site.**

## 2.2 Surface Waters

**Instructions:** *This section can be used to address requirements found in Section 3.2.4.A of the CGP. This includes the identification of all Waters of the State (WoS) located on the project site in which the construction site has been proposed, any receiving waters accepting stormwater discharges from construction activities, and any impacts to Waters of the State/ Waters of the United States. For each impact to Waters of the State explain applicable permits and certifications that have been obtained, or are in the process of being obtained, from the U.S. Army Corps of Engineers and DHEC 401 Water Quality Section. When a construction site includes proposed impacts to Water of the U.S. or a Critical Area Permit is required in the Coastal Zone, the ability of DHEC to grant coverage under the CGP is governed based on criteria outlined in Section 2.6.2 and 2.6.3 of the CGP.*

*Sample Language has been provided below. Sample language should be revised to address site-specific conditions. Reference construction site plan sheets and the Notice of Intent that may contain additional information pertinent to this section. Maps and other visual aids are often helpful.*

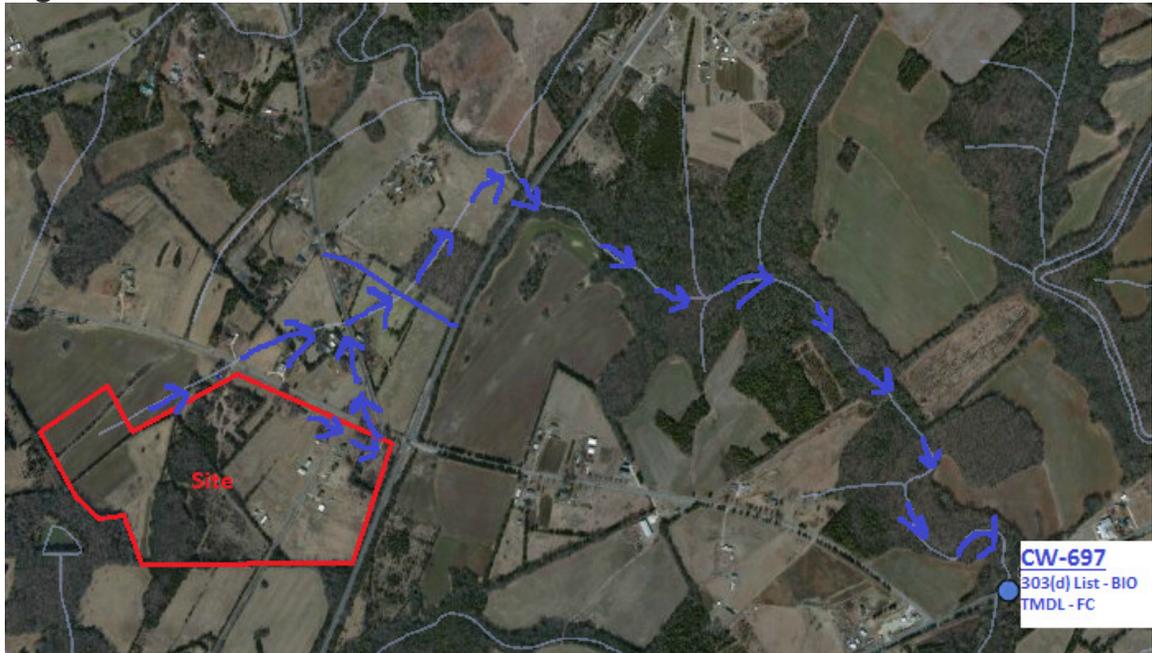
### - Sample Language -

Stormwater runoff from the proposed construction sites discharges from **2** locations as outlined in **Figure 2.2** to an **unnamed tributary of Stony Fork Creek**, which lies along the northwest boundary of the site. One outfall is located in the northwest corner. The

second outfall is located in the northeast corner of the site where it discharges through a proposed detention pond into an existing ditch located in SCDOT Right-of-Way along State Road. From the unnamed tributary, the stormwater runoff from this site will enter Stony Fork Creek. Stony Fork Creek discharges into Fishing Creek.

96 LF of the unnamed tributary of Stony Fork Creek, outlined on the construction plans has been identified as a jurisdictional stream. This area is proposed for grading for the construction of a building and proposed detention pond. A 404 permit has been obtained from the USACOE and a DHEC 401 Water Quality Certification has been issued and are included in **Appendix L**.

**Figure 2.2: Stormwater Runoff Route**



### ***2.3 Impairments and TMDLs***

**Instructions:** *This section can be used to address section 3.2.12 of the CGP. Identify any impairments or TMDLs cited for any of the receiving waters listed in Section 2.2 of this SWPPP template.*

*Sample Language has been provided below. This language gives a detailed overview of impaired waters and TMDLs, common pollutants that may be found in construction stormwater discharges. The SWPPP for any site discharging to one of these waterbodies must include appropriate BMPs to ensure that the site's construction stormwater discharges will not contribute to the impairment identified. Sample language should be revised to address site-specific conditions.*

**- Sample Language -**

Some Waters of the State (WoS) have been identified as not meeting the State's water quality standards for recreational swimming, fish consumption, aquatic life use, and/or shellfish harvesting for one or more pollutants even after controls for point and nonpoint source pollution have been put in place. These waterbodies have been classified as "impaired." Once these waterbodies have been identified they are listed on the State's 303(d) List of Impaired Waterbodies. South Carolina lists impairments as "stations" where samples were taken along a waterbody.

The most recently-approved 303(d) list can be found at the following link:

<http://www.scdhec.gov/environment/water/tmdl/index.htm#4>

After a pre-determined period of time, DHEC is obliged to develop a Total Maximum Daily Load (TMDL) for the pollutant of concern for each impaired station listed on the 303(d) List. A TMDL is the amount of a single pollutant (such as bacteria, nutrients, metals) that can enter a waterbody on daily basis and that waterbody still meet water quality standards. "TMDL" refers to both a calculation of a pollutant entering a waterbody as well as the document containing this calculation along with source assessments, watershed and land use information, reductions and allocations information, implementation and other relevant information, maps, figures, and pictures.

Once a TMDL has been developed and approved by the EPA, the impaired WoS is removed from the 303(d) list. A separate list is maintained for WoS with approved TMDLs.

Any construction site whose discharges are released into a WoS listed on the 303(d) List or for which an EPA-approved TMDL has been developed must address the specific pollutant set forth in the TMDL and/or potential pollutants for the impairment. The SWPPP must include a description of BMPs to address these pollutants.

The primary permittee and/or contractor must ensure that the construction site discharges remain in compliance with the State's water quality standards. To do so, these parties will have to ensure the function of all approved BMPs to handle the specific pollutant.

Construction Stormwater Discharges are expected to contain pollutants that contribute and/or can cause the following impairments to receiving water bodies: BIO (Macroinvertebrate Community), Turbidity, TP (Total Phosphorus), TN (Total Nitrogen), CHLA (Chlorophyll-a), and Fecal Coliform in waters classified for Shellfish Harvesting in the coastal zone. The presence of any of these impairments in receiving waters will require approval control of the site's construction stormwater discharges. Information on each of these impairments and how to treat stormwater runoff for these impairments has been provided below.

### Impairments Effected by Construction Site Discharges and Methods to Control Potential Pollutants Causing or Contributing to the Impairments

- 1. BIO (Macroinvertebrate Community):** A balanced and varied group of Macroinvertebrate organisms is an indicator of a healthy stream that supports aquatic life. A balanced community can be defined as a natural, diverse group of organisms (including Macroinvertebrate) characterized by the ability to sustain itself through season changes, presence of food chain species and a lack of domination by pollutant tolerant or invasive species. If these conditions do not exist, then the site may be considered impaired due to the presence of an undesirable or non-existent Macroinvertebrate community. Sediment from construction sites may further threaten the propagation of these organisms.

**Address by:** Examples include limiting the amount of disturbed area, designing sediment control BMPs to remove the maximum amount of sediment possible, immediate stabilization of disturbed areas, and other practices may be utilized to control the discharge of sediment from construction sites.

- 2. Turbidity:** Turbidity can be generally defined as the “cloudiness” of a waterbody and may be caused by the growth of aquatic phytoplankton and the presence of suspended solids in the water column. In SC, a water quality standard for turbidity is applicable to all waters of the State (see R. 61-68 D. 11. for numeric targets by waterbody classification). Turbidity levels that exceed the water quality standard may reduce light penetration, thereby inhibiting aquatic flora growth, and may reduce the ability of fauna, such as fish, to absorb oxygen across their gills.

**Address by:** Examples include limiting the amount of disturbed area, designing sediment control BMPs to remove the maximum amount of sediment possible, immediate stabilization of disturbed areas, and other practices may be utilized to control the discharge of sediment from construction sites.

- 3. TP (Total Phosphorus):** Similar to total nitrogen, TP is an essential nutrient for the propagation of aquatic life. In SC, a water quality standard for TP is applicable to lakes greater than 40 acres (see R. 61-68 D. 11. for numeric and narrative targets). At acceptable levels, TP is assimilated by aquatic flora ensures the propagation of an overall balanced, indigenous aquatic community. TP levels that exceed the water quality standard are considered impaired and may cause negative impacts to the overall health of the aquatic community by promoting excessive algal growth in lakes. Phosphorous may enter a site’s stormwater when excess amounts of the nutrient are applied to the site during temporary or final stabilization.

**Address by:** To prevent this soil should be tested to determine the quantity of the nutrient present in the soil and the correct amount that needs to be added so that it is absorbed by the vegetation.

- 4. TN (Total Nitrogen):** Similar to total phosphorus, TN is an essential nutrient for the propagation of aquatic life. In SC, a water quality standard for TN is applicable to lakes greater than 40 acres (see R. 61-68 D. 11. for numeric and narrative targets). At acceptable levels, TN is assimilated by aquatic flora and ensures the propagation of an overall balanced, indigenous aquatic community. TN levels that exceed the water quality standard are considered impaired and may cause negative impacts to the overall health of the aquatic community by promoting excessive algal growth in lakes. Nitrogen may enter a site's stormwater when excess amounts of the nutrient are applied to the site during temporary or final stabilization

**Address by:** Examples include that the soil should be tested to determine the quantity of the nutrient present in the soil and the correct amount that needs to be added so that it is absorbed by the vegetation.

- 5. Chlorophyll-a (CHLA):** CHLA is a pigment present in the cells of photosynthetic flora and some algal species. The presence of CHLA in an aquatic environment is a water quality indicator of the overall productivity in the aquatic system. CHLA is linked to the levels of TP, TN and light penetration in the water column. In SC, a water quality standard for CHLA is applicable to lakes greater than 40 acres (see R. 61-68 D. 11. for numeric and narrative targets). CHLA levels that exceed the water quality standard may suggest that other undesirable water quality impacts are present as the aquatic system may be too productive to support the propagation of an overall balanced, indigenous aquatic community. Excess nutrients may discharge from a construction site during temporary and final stabilization. Limiting the amount of phosphorus and nitrogen applied while establishing vegetation will prevent excessive levels of CHLA in receiving waters.

**Address by:** Examples include that the soil should be tested to determine the quantity of the nutrients present in the soil and the correct amount that needs to be added so that it is absorbed by the vegetation.

- 6. Fecal Coliform (FC) in Shellfish Harvesting waters:** Fecal Coliform is an indicator bacteria for other pathogens which may be present in a waterbody. Shellfish Harvesting Waters are tidal salt waters protected for shellfish harvesting and must be protected to a higher standard than other waters because of the risk to human health posed by ingesting shellfish from areas with high levels of bacteria. Bacteria levels increase following rain events. Potential sources of bacteria on construction sites include improperly located porta-johns and litter that may attract rodents and other animals.

**Address by:** Porta-johns should be placed away from WoS and not placed on catch basins and other drainage structures. Litter and construction debris should be placed in identified areas and emptied on a routine basis.

### Impairment Sources and Prevention

Construction sites can contribute to these impairments directly through the release of excess soil and/or nutrients within stormwater runoff. For this reason, proper sediment and erosion control BMPs should be implemented and the design of the stormwater management systems, during both construction and post-construction, should address the control of stormwater runoff. A reduction in the volume released or the rate at which this volume is released can significantly improve the quality of stormwater runoff and limit the amount of the pollutants that contribute to the above listed impairments.

As an example, sediment basins and/or traps should be used during construction to allow for sedimentation of soils/nutrients, and to control the release of stormwater into the impaired water body. Vegetated Detention and Infiltration structures should be implemented as post-construction BMPs to control stormwater volumes. Caution is advised when using fertilizers to reach Final Stabilization; excess fertilizer can contribute to each of the above listed impairments.

### Site-Specific Requirements

This construction site's discharges drain into WoS that is either Impaired or has an established TMDL for the following impairment(s): **BIO (macroinvertebrate), turbidity, Total Phosphorus, Total Nitrogen, Chlorophyll-a, and Fecal Coliform**. Due to the possibility of pollutants in construction stormwater discharges from this site that may contribute to any of these impairments, the following must be conducted throughout the lifespan of all land-disturbing activities at this site:

- **Monthly monitoring of the construction site's outfalls;**
- **Biweekly inspections of all the primary sediment control BMPs;**
- **Employee training/acknowledgement during the Pre-Construction Meeting;**
- **Installation of additional BMPs to meet the water quality standards (as directed by the SWPPP preparer and as approved by the regulating agency); and**
- **All sediment control BMPs have been designed to meet or exceed an 80% trapping efficiency.**

Additionally post-construction BMPs may be required to be installed, once final stabilization is reached, to address any established TMDL or Impairment once construction operations have been completed.

## 2.4 Critical Areas (CZC only)

**Instructions:** *This section can be used to address section 3.2.4.B of the CGP. Identify all Critical Areas located within and/or directly adjacent to the proposed disturbed areas. Identify all impacts to any Critical Areas, which includes coastal waters, tidelands, beaches, and beach/dune systems.*

## ***Section 3***

### *Compliance Requirements*

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#### ***3.1 SWPPP Availability***

***Instructions:*** *This section can be used to address section 3.1.6 of the CGP. Identify where the copy of the On-Site SWPPP (OS-SWPPP) is being retained, either on-site or off-site, as allowed by the CGP. List any other applicable requirements from the CGP that will be beneficial to determine where to retain the OS-SWPPP and when and to whom it will need to be made available.*

#### ***3.2 Pre-Construction Conferences***

***Instructions:*** *This section can be used to address section 4.1 of the CGP. Include information on when a Pre-Construction Conference is required and who is responsible to relay the requirements of the approved OS-SWPPP to all those responsible for performing construction activities at the site. Identify where the Pre-Construction Conference is to be held and site the documentation that was used to record the attendance of this meeting (See Appendix G).*

#### ***3.3 Inspection Requirements***

***Instructions:*** *This section can be used to address section 4.2 of the CGP. Identify the scope and frequency of all site inspections. List the inspector qualifications for the proposed construction site and identify where the inspection reports are to be stored (See Appendix E). Reference the use of rain gauges and a rainfall log (See appendix F).*

#### ***3.4 Maintenance Requirements***

***Instructions:*** *This section can be used to address section 4.3 of the CGP. Include references of the maintenance of all proposed BMPs, whether this information is provided within the SWPPP document or within the Construction Site Plans.*

*Include Information on any required maintenance for permanent BMPs and reference the submitted maintenance agreement and permanent maintenance plans.*

#### ***3.5 Record Keeping***

***Instructions:*** *This section can be used to address section 3.1.1.H.V.(h). Identify all required logs used to track the progress, the compliance, the modifications, and those associated for performing work at the construction site. Reference the location of these logs within the OS-SWPPP Appendices.*

### **3.6 Final Stabilization**

**Instructions:** *This section can be used to address how the site is to reach final stabilization, through the use of permanent seeding, impervious areas, and other permanent BMPs. It should also note that once final stabilization has been reached on all disturbed areas, the Notice of Termination is to be submitted.*

# *Appendix A*

## *Site Maps*

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To develop a site-specific SWPPP for a construction map, an assortment of site maps must be used in addition to an on-site assessment to develop an effective stormwater sediment and erosion control plan. The maps located in this appendix have been obtained from various sources, or have been developed by the SWPPP Preparer. Listed below is standard information on a few of the type of maps that may be found within this Appendix.

### **Locations Maps**

A general location map is helpful to identify nearby water bodies in proximity to other properties, and can be a useful tool used to locate the site when on the road. This map should include the outlined project locations, labeled roadways, a North arrow and a scale. SWPPP Preparers may opt to locate this map on the first sheet of the construction site plans in lieu of including it in this appendix.

### **Site Maps**

Site maps tend to go a step beyond a typically location map by adding zooming in on the limits of disturbance and identifying a number of features at the construction site related to land-disturbing activities and stormwater management practices. Each site map should include the following: Stormwater flow directions and discharge locations, Areas and features to be protected, Outline of disturbed areas, Locations of all major BMPs, Areas to remain stabilized, and Adjacent features (e.g., road and water bodies).

### **Topographic Maps**

Topographic Maps can be very useful when determining the existing contours at a construction site, not to mention the existing drainage patterns. These maps must include the project boundary outline, route of runoff from site to nearest waterbody shown, and adjacent road names. These maps are readily available on the Internet (e.g., [www.terraserver.com](http://www.terraserver.com)) or by contacting the US Geological Survey Store (<http://store.usgs.gov>).

### **Soils Maps**

Soils Maps are helpful tools used to determine the soil types and other soil characteristics that are located at a construction site. Each soils map must contain the project boundary outline and the predominate soil types found at the site. Soils Maps can be readily obtain online from the NRCS (<http://soils.usda.gov>).

### **Floodway Maps**

Floodway Maps are used to determine the location of the 100-yr Flood Plain and other related flooding issues at or adjacent to the construction site. Each Floodway Map must contain the project boundary outline and a legend. These maps can be readily obtain online from FEMA ([www.fema.gov](http://www.fema.gov)).

## *Appendix B*

### *Drainage Maps*

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Drainage maps become an essential tool when both developing and reviewing hydrology models of a construction site during the various phases of developing such a site (i.e. pre-development conditions, construction conditions, and post-development conditions). Typically these maps are enhanced site maps that add the features of drainage basins outlines and their respective outfall markers. Each SWPPP must contain, at a minimum, a pre-development and a post-development drainage map for the entire on-site area and adjacent off-site areas that contribute runoff to any of the marked outfall locations.

Additional drainage maps should also be included for any sediment control BMP in which sediment trapping efficiency calculations are required to be submitted. A drainage map for “During Construction” conditions should also be included if the basin and subbasin drainage patterns differ from both the pre-development and post-development patterns.

All provided drainage maps must clearly correspond to any calculations submitted for review, the outfall locations chosen for comparing runoff rates and the total drainage area analyzed (from pre- to post-development conditions) may not change. However, the immediate drainage areas contributing to each outfall location may shift.

Each Drainage Map should be provide on an 11x17 sheet and must show the contours for the specific stage of construction each map represents.

## *Appendix C*

### *Additional Approvals/Certifications*

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This appendix has been provided as a catchall to store any additional correspondences that may be required to either obtain coverage under the current CGP or to implement land-disturbing activities at a construction.

Examples and descriptions of such correspondences have been listed below. All associated correspondences and approval for this site-specific SWPPP can be located on the following pages.

### **Coastal Zone Consistency Certification**

A **Coastal Zone Consistency** (CZC) Certification needs to be obtained for all land disturbing activities located within any of the eight coastal counties (**Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper**) before applying coverage under the NPDES Permit Program. These certifications establish that all land and water uses within these critical areas are consistent with both the State's Coastal Zone Management Plan (SCCZMP) and the Federal Coastal Zone Management Act.

CZC Certifications ensures that any land disturbance activities will be conducted in a manner in which they preserve, protect, develop, and where possible, restore and enhance the resources located within South Carolina's coastal zone.

Please contact the DHEC-OCRM office nearest you for all information on the types of permits or certifications needed for your particular project. More information on 401 Certifications can be found on DHEC's website via the following link:

<http://www.scdhec.gov/environment/water/401.htm>

### **USACE's Jurisdictional Determinations**

The procedure of identifying and locating jurisdictional waters of the US regulated by the Corps under Section 404 of the Clean Water Act and Section 10 of the Rivers & Harbors Act of 1899 is commonly referred to as the "**Jurisdictional Determination Process**", a "wetland determination" or a "delineation". In general, these determinations are good for five years from the date the Corps notifies you in writing that you have accurately delineated the jurisdictional features on your property.

This survey procedure establishes a line that identifies and separates the Corps regulated areas from non-regulated areas. Regulated (i.e., jurisdictional) areas can include wetlands, stream channels, rivers, lakes, ponds and coastal and offshore waters.

The JD process is essential when investigating, planning, designing, or submitting an application for a permit from the Corps to determine if the proposed work will occur in wetlands or waters of the US. More information on Jurisdictional Determinations can be found on USACE's website via the following link, <http://www.sac.usace.army.mil/>.

### **USACE's Section 404 Permits**

Section 404 of the Clean Water Act regulates the discharge of dredged, excavated, or fill material in wetlands, streams, rivers, and other U.S. waters. The U.S. Army Corps of Engineers is the federal agency authorized to issue Section 404 Permits for certain activities conducted in wetlands or other U.S. waters.

Depending on the scope of the project and method of construction, certain farming activities may require this permit. Examples include ponds, embankments, and stream

channelization. More information on Section 404 Permits can be found on USACE's website via the following link, <http://www.sac.usace.army.mil/>.

### **SC DHEC 401 Water Quality Certification**

All activities requiring a Federal 404 permit (a U.S. Army Corps of Engineers permit for the discharge of dredged or fill material) result in a discharge to waters or wetlands, so SCDHEC must take certification action on all 404 permit applications. U.S. Coast Guard Permits and Federal Energy Regulatory Commission Permits also require states to take Water Quality Certification action.

During review of applications for Water Quality Certification, the Department looks at whether or not there are feasible alternatives to the activity, if the activity is water dependent, and the intended purpose of the activity. Certification is denied if the activity will adversely affect existing or designated uses. The Federal permit cannot be issued if certification is denied. Regulation 61-101 entitled Water Quality Certification directs the Department in processing applications for certification.

More information on 401 Certifications can be found on DHEC's website via the following link, <http://www.scdhec.gov/environment/water/401.htm>.

### **Jurisdictional Floodplain Management Certifications**

South Carolina's Department of Health and Environmental Control does not regulate the placement of fill and/or fill materials within a floodplain. This approval needs to be granted by local authorities, either county or city engineers.

Contact your local regulating authorities to obtain information on how to obtain the proper approvals for the placement of fill in floodplains.

### **Other Local Ordinance Certifications and Approvals**

Any additional documentation certifying that you meet any local, state, or federal ordinances should be included in this appendix. If you have any questions on what should be kept in this appendix, please contact SC DHEC's Bureau of Water, 803-898-4300, and ask to speak to someone in the Stormwater Permitting Section.

## *Appendix D*

*Engineering Reports*

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### Hydrologic Analysis

Each hydrologic analysis was performed in a manner consistent with SC Regulations 72-300 and the SC DHEC Stormwater Management BMP Handbook. Each analysis, at a minimum, meets the following requirements or guidelines:

- Analysis Points (Outfalls) for comparing runoff rates and the total drainage area analyzed do not change from pre- to post-development conditions (although the immediate drainage areas contributing to each analysis point may shift);
- Post-development and Construction runoff peak discharges for the 2-yr and 10-yr storm events are less than Pre-Development peak discharges at **each** outfall; and
- Each analysis was performed using a SCS 24-hour storm event.

### Detention Analysis

Each detention structure analysis was performed using a volume-based hydrograph for the 2-, 10-, 25-, and 100-yr SCS 24-hour storm event. (TR-55 does not perform a full pond routing, and the rational method cannot be used to provide a full pond routing.) Also, for each detention structure a Stage-Storage-Discharge Relationship for the outlet structure has been provided/generate by the modeling software.

If a rating curve for the outlet structure had to be generated externally from the modeling software, the data and equations used to rate the outlet structure must also be included in this appendix.

Each of the detention ponds/basins have been modeled/designed to meet the following requirements:

- Maximum Water Surface Elevation (WSE) within the detention pond/basin for the 10-year storm event is below the emergency spillway with 0.5-ft of freeboard between maximum WSE for the 10-year storm and the emergency spillway;
- Maximum Water Surface Elevation (WSE) within the detention pond/basin for the 100-year storm event is below the emergency spillway with 0.5-ft of freeboard between maximum WSE for the 100-year storm and the embankment; and
- The detention structure completely dewater within 72 hours.

# *Appendix E*

*Inspection Log and Reports*

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<b>SWPPP Inspection Log</b>			
Name of Construction Site	Location of Construction Site		
Date of Inspection	Inspector Name	Does Inspection Report require maintenance of installed BMPs?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>SWPPP Inspection Log (Continued)</b>			
Date of Inspection	Inspector Name	Does Inspection Report require maintenance of installed BMPs?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

# *Appendix F*

*Rainfall Log and Reports*

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SWPPP Rainfall Records (January - June)										Year:	
January	Rainfall	February	Rainfall	March	Rainfall	April	Rainfall	May	Rainfall	June	Rainfall
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30				30		30		30		30	
31				31				31			

SWPPP Rainfall Records (July - December)							Year:				
July	Rainfall	August	Rainfall	September	Rainfall	October	Rainfall	November	Rainfall	December	Rainfall
1		1		1		1		1		1	
2		2		2		2		2		2	
3		3		3		3		3		3	
4		4		4		4		4		4	
5		5		5		5		5		5	
6		6		6		6		6		6	
7		7		7		7		7		7	
8		8		8		8		8		8	
9		9		9		9		9		9	
10		10		10		10		10		10	
11		11		11		11		11		11	
12		12		12		12		12		12	
13		13		13		13		13		13	
14		14		14		14		14		14	
15		15		15		15		15		15	
16		16		16		16		16		16	
17		17		17		17		17		17	
18		18		18		18		18		18	
19		19		19		19		19		19	
20		20		20		20		20		20	
21		21		21		21		21		21	
22		22		22		22		22		22	
23		23		23		23		23		23	
24		24		24		24		24		24	
25		25		25		25		25		25	
26		26		26		26		26		26	
27		27		27		27		27		27	
28		28		28		28		28		28	
29		29		29		29		29		29	
30		30		30		30		30		30	
31		31				31				31	

# *Appendix G*

*Additional Site Logs and Records*

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<b>SWPPP Contractor &amp; Sub-Contractor Log</b>		
Name of Construction Site	Location of Construction Site	
Company/Individual Name	Work Responsibilities	
1.)		
Start Date:		
Completion Date:		
2.)		
Start Date:		
Completion Date:		
3.)		
Start Date:		
Completion Date:		
4.)		
Start Date:		
Completion Date:		
5.)		
Start Date:		
Completion Date:		
6.)		
Start Date:		
Completion Date:		
7.)		
Start Date:		
Completion Date:		
8.)		
Start Date:		
Completion Date:		
9.)		
Start Date:		
Completion Date:		
10.)		
Start Date:		
Completion Date:		

<b>SWPPP Contractor &amp; Sub-Contractor Log (Continued)</b>	
<b>11.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>12.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>13.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>14.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>15.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>16.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>17.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>18.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>19.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>20.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	
<b>21.)</b>	
<b>Start Date:</b>	
<b>Completion Date:</b>	

<b>SWPPP Modification Log</b>		
Name of Construction Site	Location of Construction Site	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	

<b>SWPPP Modification Log (Continued)</b>		
Name of Construction Site	Location of Construction Site	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	
<b>Type of Modification</b>	<b>Description of Modification</b>	<b>Location of Modification</b>
<input type="checkbox"/> <b>Major</b> <input type="checkbox"/> <b>Minor</b>		
Start Date:		
Completion Date:		
Reason for Modifications:	Approved/Implemented By:	

<b>SWPPP Soil Stabilization Log</b>		
Name of Construction Site	Location of Construction Site	
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	<b>Location of Stabilization</b>
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:	Inspection Frequency for Stabilized Area:	
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	<b>Location of Stabilization</b>
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:	Inspection Frequency for Stabilized Area:	
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	<b>Location of Stabilization</b>
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:	Inspection Frequency for Stabilized Area:	
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	<b>Location of Stabilization</b>
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:	Inspection Frequency for Stabilized Area:	
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	<b>Location of Stabilization</b>
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:	Inspection Frequency for Stabilized Area:	

<b>SWPPP Modification Log (Continued)</b>		
Name of Construction Site		Location of Construction Site
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:		Inspection Frequency for Stabilized Area:
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:		Inspection Frequency for Stabilized Area:
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:		Inspection Frequency for Stabilized Area:
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:		Inspection Frequency for Stabilized Area:
<b>Type of Stabilization</b>	<b>Description of Stabilization</b>	
<input type="checkbox"/> Final <input type="checkbox"/> Temporary		
Initiate Date:		
Completion Date:		
Additional work proposed for this area:		Inspection Frequency for Stabilized Area:

## *Appendix H*

*Construction General Permit SCR100000*

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*A copy of the NPDES General Permit for Stormwater Discharges from Construction Activities (SCR100000) can be found at the following address:*

<http://www.scdhec.gov/environment/water/swater/docs/CGP-permit.pdf>

*APPENDIX “Q”*

**TEMPORARY AND PERMANENT SEEDING RATES**

## Fertilizer

Apply a minimum of 1000 pounds per acre of a complete 10-10-10 fertilizer (23 pounds per 1000 square feet) or equivalent during permanent seeding of grasses unless a soil test indicates a different requirement. Incorporate fertilizer and lime (if used) into the top 4-6 inches of the soil by disking or other means where conditions allow. Do not mix the lime and the fertilizer prior to the field application.

## Seeding

Loosen the surface of the soil just before broadcasting the seed. Evenly apply seed by the most convenient method available for the type of seed applied and the location of the seeding. Typical application methods include but are not limited to cyclone seeders, rotary spreaders, drop spreaders, broadcast spreaders, hand spreaders, cultipacker seeder, and hydro-seeders. Cover applied seed by raking or dragging a chain or brush mat, and then lightly firm the area with a roller or cultipacker. Do not roll seed that is applied with a hydro-seeder and hydro-mulch.

## Mulching

Cover all permanent seeded areas with mulch immediately upon completion of the seeding application to retain soil moisture and reduce erosion during establishment of vegetation. Apply the mulch evenly in such a manner that it provides a minimum of 75% coverage. Typical mulch applications include straw, wood fiber, hydromulches, BFM and FGM. Use hydromulches with a minimum blend of 70% wood fibers.

The most commonly accepted mulch used in conjunction with permanent seeding is small grain straw. Select straw that is dry and free from mold damage and noxious weeds. The straw may need to be anchored with netting or asphalt emulsions to prevent it from being blown or washed away. Apply straw mulch by hand or machine at the rate 2 tons per acre (90 pounds per 1000 square feet). Frequent inspections are necessary to check that conditions for growth are good.

## Temporary Seeding

Species	Lbs./Ac	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Sandy, Droughty Sites</b>													
Browntop Millet	40 lbs./ac.												
Rye, Grain	56 lbs./ac.												
Ryegrass	50 lbs./ac.												
<b>Well drained, clayey/loamey Sites</b>													
Browntop Millet or Japanese Millet	40 lbs./ac.												
Rye, Grain or Oats	56 lbs./ac. 75 lbs./ac.												
Ryegrass	50 lbs./ac.												

