

**SHREWSBURY TOWNSHIP  
STORMWATER MANAGEMENT PERMIT APPLICATION**

If you, as a property owner, are planning to construct any type of structure or improvement to your property (patio, driveway, etc.) that will impact the stormwater runoff leaving your property, then you must comply with Municipal Stormwater Management Ordinance No. 2011-09. Completion of this form will allow the staff to guide you through the associated regulations.

**Step 1: Complete the Project Information**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_  (preferred)

Email Address: \_\_\_\_\_  (preferred)

Proposed Development (Please provide information regarding size, type, distance from property lines and existing site features, etc. Attach any manufacturer's sheets or other information related to the proposed development):

\_\_\_\_\_

\_\_\_\_\_

Have any other exterior improvements been completed on the property since September 07, 2011 (*Date of adoption of SWM Ordinance*)? If so please list the projects and permit numbers \_\_\_\_\_.

**Step 2: Provide Sketch Plan of Property**

Plan shall include property lines, existing improvements and proposed improvements. Also include any infiltration structures and any impervious surface to be removed. Please indicate which direction the property slopes as well as provide detailed drainage information for proposed improvements (roof breaks, gutters, downspout locations, etc. (Examples included as Attachments A1 and A2 in Small Project's Guide).

Sketch Plan Provided

Stone Infiltration Structures will be used

**Step 3: Summarize Proposed Impervious Area**

- New Pavement (Parking area, driveway) \_\_\_\_\_ ft<sup>2</sup>
- New Building (Shed, Garage, Addition) \_\_\_\_\_ ft<sup>2</sup>
- Sidewalk or Patio (Concrete, Brick) \_\_\_\_\_ ft<sup>2</sup>
- Removal of existing impervious area \_\_\_\_\_ ft<sup>2</sup>
- Changing the ground surface/cover (Clearing a wooded lot, converting a meadow area to yard) \_\_\_\_\_ ft<sup>2</sup> (Municipal Engineer to be contacted by Township)
- Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted from formal submission.
- Timber Activities - If in compliance with Chapter 102, exempted from formal submission.
- Stormwater Improvement - Not associated with a new impervious area (Municipal Engineer to be contacted by Township)

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step 4: Confirm Permit Requirements with Township Staff****Municipal Use Only:**

- A. Existing Uncontrolled Impervious Area Added to the Property Since September 07, 2011 and Impacted by the Proposed Project \_\_\_\_\_ ft<sup>2</sup>
- B. New Regulated Impervious Area To Be Added \_\_\_\_\_ ft<sup>2</sup>
- C. Impervious Area To Be Removed X 80% \_\_\_\_\_ ft<sup>2</sup>

TOTAL REGULATED IMPERVIOUS AREA (A + B - C) \_\_\_\_\_ ft<sup>2</sup>

**Municipal Determination:**

\_\_\_ **Total Regulated Impervious Area is less than 1,000 ft<sup>2</sup>**

Review of this submission will occur at the Township Staff level. Projects in this category are not required to submit a Stormwater Management Site Plan or record a Stormwater Operation and Maintenance and Right-Of-Way Agreement as long as one of the following methods is utilized:

- Project qualifies as a Disconnected Impervious Area (DIA) in accordance with Appendix 25-B of the Stormwater Management Ordinance. Applicant is required to submit a plan detailing the location and characteristics of the DIA and sign the Property Owner/Applicant Certification in Step 7 of this application.
- Applicant to utilize a stormwater facility design outlined in the Shrewsbury Township Small Projects Guide to manage stormwater impacts. Consultation and review by the Township Engineer will occur for proposed facilities not included in the Small Projects Guide or if deemed necessary by Staff. Applicant is required to submit a plan detailing the proposed location and design of stormwater facilities, sign the Property Owner/Applicant Certification in Step 7 of this application, and sign the Operations and Maintenance Plan located in the Small Projects Guide.

\_\_\_ **Total Regulated Impervious Area 1,000 ft<sup>2</sup> or greater**

Stormwater Management Site Plan is required to be submitted by a qualified professional. Applicant is required to sign and record a Stormwater Operation and Maintenance and Right-Of-Way Agreement as contained in Appendix A of the Stormwater Management Ordinance. This plan will require an engineering, ordinance review, and inspection by the Township Engineer.

Regulated impervious areas totaling between 1,000 ft<sup>2</sup> and 5,000 ft<sup>2</sup> may still qualify for the use of Disconnected Impervious Area credit if the criteria of Appendix 25-B of the Stormwater Management Ordinance is met.

\_\_\_ **Project Requires Submission of a Land Development Plan**

Stormwater management approval will be covered under the approval of a Land Development Plan. Approval of stormwater management will follow Township Land Development processes and timelines. This application is not to be used.

\_\_\_\_\_  
Municipal Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Step 5: Staff Consultation**

Review of this form will allow Township Staff to determine what requirements of the Stormwater Management Ordinance apply to your project. The Township will contact you at the phone number or email address indicated above once the internal review has been completed. You will be asked to come back to the Township Building to discuss the requirements and finalize the application.

**Step 6: Approval (Municipal Use Only)**

- Approved Disconnected Impervious Area
- Approved Use of Small Project's Guide
- Approved Stormwater Management Site Plan (Township Engineer approval received)

**Step 7: Property Owner/Applicant Certification**

Please read, sign and date the application below to acknowledge and accept the requirements (including construction requirements and associated administrative items) outlined and reviewed with Township Staff.

I understand and agree to the following:

1. I will be required to construct all improvements and associated stormwater management facilities in accordance with the approved plans and details.
2. Additional stormwater planning and permitting applications are required for any future impervious areas not represented and accounted for in this application.
3. Any exemption, permit, or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by a board, agency or employee of the Municipality purporting to validate such a violation.
4. Upon presentation of proper credentials, the Township may enter at reasonable times upon any property to inspect the condition of the stormwater structures and facilities in regard to any aspect regulated by this Ordinance.
5. Proper management of stormwater runoff associated with this permit is the responsibility of the property owner.

\_\_\_\_\_  
Applicant Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Small Projects Guide - Sample Operation & Maintenance Plan****Construction:**

1. Install erosion and sedimentation control facilities.
2. Stormwater Management Facility (ies) shall be installed before impervious areas are completed. If earthwork is involved during the construction of the impervious area, then extreme caution shall be taken so that sediment does not wash into the SWM Facility (ies).
3. Mark the locations of the SWM facility (ies).
4. Excavate the SWM Facility to the required depth. Contact municipality for inspection prior to filling. If standing water is encountered, a SWM Site Plan may need to be submitted; contact Municipal Engineer. All excavated materials shall be removed from the site or stabilized.

**For Stone Infiltration Structures**

5. Line excavation with Geotextile.
6. Backfill SWM Facility with required stone. If required: Install piping, cleanouts and associated facilities as detailed.
7. If required: Close geotextile material over stone bedding.
8. If required: Place topsoil over trench.
9. Stabilize and seed all disturbed areas.

**For Rain Gardens**

5. Place topsoil over excavated area.
6. Install plantings as shown on the plan.
7. Stabilize and seed all disturbed areas.

**Maintenance:**

1. The SWM Facility shall be checked regularly to ensure that no standing water exists in the facility 3 days after a rain event. If water is encountered, the facility may need to be modified. Notification of the municipality is required if facility is not functioning before any modifications are made.
2. Monitor the SWM facility to ensure that no sediment, grass clippings, leaves, and other similar accumulations occur on top of, and/or within, the SWM Facility.
3. Homeowner to submit an inspection report to the Township one year after construction and every 3<sup>rd</sup> year thereafter.

I have read and agree to the above Operation and Maintenance Plan. I, as the property owner, am responsible for the proper construction and operation and maintenance for the SWM Facilities. If I fail to adhere to any of these tasks, the Township may perform the services required and charge the appropriate fees. Nonpayment of the fees may result in a lien against my property.

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 Applicant Name (Printed)

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 Signature

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 Date