

EAST BRADFORD TOWNSHIP

**EROSION AND SEDIMENT POLLUTION CONTROL
PERMIT
AND
STORMWATER MANAGEMENT PERMIT**

APPLICATION

INSTRUCTIONS AND GUIDELINES

**666 COPELAND SCHOOL ROAD
WEST CHESTER, PENNSYLVANIA 19380
(610) 436-5108
www.eastbradford.org**

LAST REVISED: October 9, 2015

Erosion and Sediment Pollution Control/Stormwater Management Permit Application Instructions and Guidelines

All proposed construction involving earth disturbance and/or construction of impervious surfaces (asphalt pavement, concrete or structures, etc.) requires the property owner proposing the disturbance to obtain an Erosion and Sediment Pollution Control/Stormwater Management Permit from East Bradford Township, with exception to a few instances where a permit is not required to be obtained, but construction must be conducted as if a permit were required. These instances are described as follows:

An Erosion and Sediment Pollution Control Permit is **not** required if **all** of the following are true:

1. The area proposed for earth disturbance is less than 5000 square feet.
2. The proposed alteration to the existing ground surface is less than 6 inches (including areas under any proposed structures or additions or stormwater management temporary excavations).
3. The total volume of earth being disturbed is less than 100 cubic yards.

An Erosion and Sediment Pollution Control Permit also is **not** required for the following:

Minor earth moving not meeting the description of the above 3 instances, but incidental to minor construction, such as the installation, maintenance or replacement of a utility line, septic system construction, maintenance or replacement, construction of a deck, shed (as further described below), filling of a pool or building basement, **construction of a patio, walkway or deck and other similar construction activities where earth moving is considered incidental by the Township Engineer. In such cases, the applicant shall obtain a waiver of permit requirements in writing from the Township Engineer, and also shall install erosion control facilities per the direction of the Township Engineer. The Township Engineer shall calculate the amount of any impervious coverage associated with the project and deduct the amount from the allowable coverage to be added to the lot prior to stormwater management requirements and shall include it in the waiver correspondence to the applicant.**

A stormwater management permit is **not** required if **any** of the following are true:

1. If the construction proposed does not contain impervious surfaces.
2. If the proposed amount of impervious surfaces was included in the stormwater management plan for the originally approved subdivision and land development plan.*
3. If the applicant proposes to remove an equal amount of existing impervious surface in the same drainage area as the proposed impervious surface.
4. The proposed erection of a residential accessory structure without a foundation less than 250 square feet in area (footprint)(shed or similar), where the shed is placed over an excavated area 8 inches deep filled with a bed of 8 inches of stone aggregate, extended 2 feet beyond the drip line of the shed roof (all sides). The stone aggregate must be clean stone (no fines), no smaller than $\frac{3}{4}$ inch (PennDOT 2B or AASHTO #57). **If the shed is not constructed in such a manner, the impervious coverage**

associated with the shed shall be counted toward the 1000 square foot threshold for general projects discussed in Item 6 below.

5. Any single improvement or multiple improvements to a property involving the net addition of 1000 square feet of impervious surfaces or less, measured cumulatively from January 1, 2014. After the 1000 square foot threshold is exceeded, stormwater management must be provided for impervious surfaces added to the property after January 1, 2014, regardless of property ownership or the person(s) responsible for the improvement.*
7. The work involved is solely maintaining an existing impervious area.

After reviewing the above, if you have determined that your project will require a permit, proceed to the following pages for a detailed description of the permit application requirements. If you are unsure, contact the Township Codes Administrative Clerk for further guidance and/or instructions.

* While stormwater management is not required by the Township for this type of project, the applicant and/or their design professional assume all liability and is/are responsible for providing any stormwater management and drainage facilities that may be necessary to prevent deleterious impacts from increased or concentrated stormwater on other properties that may result from the proposed project. East Bradford Township is not liable for any impacts on the subject property or other properties by virtue of approving the proposed project without requiring specific stormwater management provisions. The additional impervious coverage added to a lot is defined as the coverage added to the lot after January 1, 2014 and is accumulated from that time, regardless of lot ownership. After the 1000 square feet threshold is exceeded by a proposed project, stormwater management must be provided for the entire impervious coverage added to the property after January 1, 2014, even if the previous coverage was added by a previous owner or if the improvement is being made by someone other than the property owner. This information must be disclosed to future owners at the time of settlement as required by law.

Permit Application Requirements

All E&SPC and SWM permit applications for existing, unimproved lot construction or existing improved lot redevelopment projects (complete demolition of the existing structure and construction of a new structure), swimming pools and all non-residential projects require the following components:

1. Three copies of a properly completed and signed permit application form signed by the property owner. This form consists primarily of general contact and property location/project information. The form also contains a checklist that must be completed in an effort to ensure each submission contains the required information. This application should be completed only after the entire permit package is reviewed and understood by the applicant. The applicant should contact the Township with any questions on general information.
2. Three sets of site work construction plans containing the following information:
 - A. Name, address, telephone number and email address of the owner
 - B. Name, address, telephone number and email address of the applicant's design professional.
 - C. An accurate, surveyed topographic plan (at contour intervals of 2 feet or less) drawn at a scale no smaller than 1 inch equals 50 feet showing the property proposed for construction and all of its above and below ground existing features, and all of the construction proposed on the property. Existing features shall include steep slopes as defined by the Township Code, structures and other existing above ground improvements, historic structures, water bodies, flood plains, wetlands, individual trees greater than 6 inches dbh, woodlands, hedgerows, riparian buffer areas and any other environmentally sensitive areas as defined by the Township Code.
 - D. The general soil types on the property and their limitations, as listed in the Soil Survey for Chester and Delaware Counties.
 - E. A location map indicating the general location of the property in the Township at a scale no smaller than 1 inch equals 800 feet, with north aligned to the top of the map.
 - F. Date, scale and north arrow.
 - G. The location of all properties bordering the lot proposed for construction, including Township roadways, noting adjacent owners and tax parcel numbers.
 - H. The proposed improvements to the property, accurately drawn in conformance with the architectural plans that will be submitted with any eventual building permit applications, including all utilities, etc.
 - I. The proposed change in the surface of the earth necessary to complete the project, depicted in changes to the contour intervals in 2.C above and necessary spot elevations at high and low points and any other locations between where necessary to insure proper drainage. The limits of disturbance also must be identified on the plan, along with the area of disturbance calculated in acres.
 - J. The proposed erosion and sediment pollution control and stormwater management facilities proposed to accommodate the construction prepared in accordance with the Township Code requirements and generally accepted engineering practices.

K. All necessary details of all items proposed for the construction and the control of sediment pollution and stormwater management and all applicable maintenance notes.

L. Typical general notes required on all erosion and sediment pollution control/stormwater management plans in East Bradford Township (included in this application package).

M. The signature and seal of the design professional preparing the plan and a certification that the plan was prepared in accordance with all applicable Commonwealth, County and Township ordinances.

N. A sequence of the proposed construction.

O. The zoning applicable to the property and a table of existing and proposed zoning "area and bulk" requirements.

P. Any existing easements on the property, existing paths or trails and any historic properties within 300 feet of the tract boundary of historical significance as defined by the Township Code and any covenants on the lot. A title report may need to be completed to obtain this information.

Q. All building setback lines with distances from property lines.

You most likely will need to hire a professional engineer and/or land surveyor to complete this plan. The Township may have plans on file that can be used by you or your design professional. This information can be obtained by filing a "Right to Know" request with the Township.

3. One set of calculations supporting the proposed plan. Calculations must be provided for all proposed stormwater management and erosion control facilities. All facilities must be proposed and designed in accordance with Commonwealth, County and Township standards, as well as utilize generally accepted engineering practices. All calculations must be accurate and must accurately represent the facilities proposed on the plan. All calculations also must be accompanied by any necessary drainage area mapping.

4. One signed copy of the Township Escrow Agreement for Review and Inspection Fees. This document is included herein and must be signed by the owner and included in the permit application submission in order to begin the permit review process. This document is required to guarantee the funding of the permit review and inspection process.

5. One signed check by the owner made payable to "East Bradford Township" in the amount of \$100.00 (One Hundred Dollars and Zero Cents) for application filing and other administrative costs associated with filing the application and coordination with Township professional staff and other professional consultants working indirectly for the Township.

6. One signed check by the owner made payable to "East Bradford Township" in the amount of \$1,000.00 (One Thousand Dollars and Zero Cents). This check is required to fund the initial Township review process and construction inspections required after the start of construction, assuming the permit application is approved. The check is used to start an escrow account for the engineering review and inspection of the project. If at any time during the process the amount of the account contains less than \$500.00, the applicant must deposit an additional amount to the Township to increase the account to the original amount of \$1,000.00 to continue the review and inspection process. Any unused portion of this amount will be returned to the applicant after completion of the construction.

7. One signed copy of the Stormwater Management Maintenance Agreement, if a stormwater management permit is required for the project. This agreement is required in an effort to ensure

proper maintenance of the stormwater management facilities proposed for your project, in perpetuity.

All E&SPC and SWM permit applications for existing residential dwelling additions or residential accessory structures with foundations require the following components:

1. Three copies of a properly completed and signed permit application form, signed by the property owner. This form consists primarily of general contact and property location/project information. The form also contains a checklist that must be completed in an effort to ensure each submission contains the required information. This application should be completed only after the entire permit package is reviewed and understood by the applicant. The applicant should contact the Township with any questions on general information.
2. Three sets of site work construction plans containing the following information:
 - A. Name, address, telephone number and email address of the property owner
 - B. Name, address, telephone number and email address of the applicant's design Professional (if applicable).
 - C. A site plan drawn at a scale no smaller than 1 inch equals 50 feet showing the property proposed for construction and all of its above and below ground existing features, and all of the construction proposed on the property. Existing features shall include topography at contour intervals of 5 feet, steep slopes as defined by the Township Code, structures and other existing above ground improvements, historic structures, water bodies, flood plains, wetlands, woodlands, hedgerows, riparian buffer areas and any other environmentally sensitive areas as defined by the Township Code. This plan may be generated by the use of existing tax map data, aerial photography, existing site plans and/or the Chester County Geographic Information System (GIS) data.**
 - D. Date, scale and north arrow.
 - E. The proposed improvements to the property, accurately drawn in conformance with the architectural plans that will be submitted with any eventual building permit applications, including all utilities, etc.
 - F. The proposed change in the surface of the earth necessary to complete the project, depicted in changes to the contour intervals in 2.C above and necessary spot elevations at high and low points and any other locations between where necessary to insure proper drainage.
 - G. The proposed erosion and sediment pollution control and stormwater management facilities proposed to accommodate the construction prepared in accordance with the Township Code requirements and generally accepted engineering practices for all projects requiring stormwater management as outlined above.
 - H. All necessary details of all items proposed for the construction and the control of sediment pollution and stormwater management and all applicable maintenance notes.
 - I. Typical general notes required on all erosion and sediment pollution control/stormwater management plans in East Bradford Township (included in this application package).

J. The signature and seal of the design professional preparing the plan and a certification that the plan was prepared in accordance with all applicable Commonwealth, County and Township ordinances.

K. A sequence of the proposed construction.

L. The zoning applicable to the property and a table of existing and proposed zoning “area and bulk” requirements.

M. All building setback lines with distances from property lines.

You may need to hire a design professional to complete this plan. The Township may have plans on file that can be used by you or your design professional. This information can be obtained by filing a “Right to Know” request with the Township.

3. One set of calculations supporting the proposed plan. Calculations must be provided for all proposed stormwater management and erosion control facilities for projects requiring stormwater management as outlined above. All facilities must be proposed and designed in accordance with Commonwealth, County and Township standards, as well as utilize generally accepted engineering practices. All calculations must be accurate and must accurately represent the facilities proposed on the plan. All calculations also must be accompanied by any necessary drainage area mapping.

4. One signed copy of the Township Escrow Agreement for Review and Inspection Fees. This document is included herein and must be signed by the owner and included in the permit application submission in order to begin the permit review process. This document is required to guarantee the funding of the permit review and inspection process.

5. One signed check by the owner made payable to “East Bradford Township” in the amount of \$100.00 (One Hundred Dollars and Zero Cents) for application filing and other administrative costs associated with filing the application and coordination with Township professional staff and other professional consultants working indirectly for the Township.

6. One signed check by the owner made payable to “East Bradford Township” in the amount of \$1,000.00 (One Thousand Dollars and Zero Cents). This check is required to fund the initial Township review process and construction inspections required after the start of construction, assuming the permit application is approved. The check is used to start an escrow account for the engineering review and inspection of the project. If at any time during the process the amount of the account contains less than \$500.00, the applicant must deposit an additional amount to the Township to increase the account to the original amount of \$1,000.00 to continue the review and inspection process. Any unused portion of this amount will be returned to the applicant after completion of the construction.

7. One signed copy of the Stormwater Management Maintenance Agreement, if a stormwater management permit is required for the project. This agreement is required in an effort to ensure proper maintenance of the stormwater management facilities proposed for your project, in perpetuity.

**The applicant and/or their design professionals is/are responsible for plan accuracy and shall provide accurate field surveys if necessary for proper construction of all aspects of the project and compliance with the Township Codes. East Bradford Township is not liable for faulty construction for any aspect of the project due to plan inaccuracies.

**East Bradford Township
Erosion and Sediment Pollution Control/Stormwater Management Permit
Application**

Note: Complete This Application Only After Thoroughly Reviewing The Enclosed Permit Application Information!!!

Applicant Contact Information (The applicant must be the property owner – please include name, address, all applicable telephone numbers and email addresses):

Address of the Property Proposed for Alteration (if different from above):

Tax Parcel Number (or UPI#) of the Property Proposed for Alteration:

Professional Consultant Contact Information (please provide company name, address and telephone number and the name and email address of the individual at the company in responsible charge of the project):

Provide a Brief Description of the Proposed Construction (very brief, do not add pages):

Complete the Checklist Below Prior to Submitting Your Permit Application To Ensure Completeness:

- _____ 3 Copies of a Properly Completed and Signed Permit Application (sign below)

- _____ 3 Sets of Site Work Construction Plans

- _____ 1 Set of Calculations Enclosed

- _____ 1 Signed Copy of the Township Escrow Agreement for Review and Inspection Fees

- _____ 1 Signed Check Made Payable to "East Bradford Township" in the Amount of \$100.00 (Administrative/Filing fee)

- _____ 1 Signed Check Made Payable to "East Bradford Township" in the Amount of \$1,000.00 (One Thousand Dollars and Zero Cents)

- _____ 1 Signed Copy of the Stormwater Management Maintenance Agreement (if applicable - indicate N/A in this space if not)

Certification:

I (we), the undersigned, am/are the owners of the property proposed for construction and hereby certify we have read and fully understand the application requirements and process and to the best of our knowledge, the information contained in this application is true and correct:

Applicant and Owner

Date

Co-Applicant and Owner

Date

**East Bradford Township
Cash Escrow Agreement for Site Plan Review**

THIS AGREEMENT, made this _____ day of _____, _____, by and between TOWNSHIP OF EAST BRADFORD, Chester County, Pennsylvania, (Township), and _____ of _____ (Property Owner and hereinafter referred to as Owner).

WITNESSETH:

WHEREAS, Owner contemplates improvements to real estate situate in the Township of East Bradford and simultaneously herewith is submitting building, erosion and sedimentation, stormwater, or other plans for review thereof and subsequent construction inspection thereof; and

WHEREAS, the consideration of said plans and improvements will require the expertise of professional personnel of said Township including, but not limited to, the Township Engineer, Township Solicitor, and Township consultants in connection with the consideration of such said plan and construction; and

WHEREAS, Owner hereby agrees to provide as security for completion of said review consideration by Township and construction inspection an escrow account for the use and benefit of Township to guarantee performance of the Owner of payment for said services as are required and reasonable.

NOW, THEREFORE, in consideration of Township relying upon the terms of the Escrow Agreement as security, and intending to be legally bound:

1. Owner hereby authorizes and directs the Township to review Owner site plans and related documents and to prepare a report of same for Township as may be required in order to access and process, without delay, the consideration of the building, erosion and sedimentation, stormwater, or other plans submitted by Owner. Said review and all services performed relative thereto shall be carried out in accordance with good engineering and legal practices and Rules and Regulations of Township.
2. Owner agrees that charges and fees for review and preparation of said plans by the Township Engineer, Township Solicitor and necessary Township land planning and related consultants, together with legal fees and administrative costs and expenses which Township may incur in connection therewith, including construction inspections, shall be paid from said fund upon demand.
3. Owner hereby deposits with Township in escrow the sum of one thousand (\$1,000.00) dollars as security for the payment of all costs and expenses, charges and fees, as set forth in paragraph 2 hereof which may be incurred by Township hereunder.
4. The Township will not commence processing the application until said security deposit has been made with Township. Failure by the Owner to maintain the escrow as agreed herein may cause delays and / or stoppage of application processing and said reviews by Township (Ref: Board of Supervisors November 11, 1980 Resolution).
5. The amount of five hundred (\$ 500.00) dollars shall be the minimum amount on deposit with Township at all times in order to pay for the aforementioned services.

When the amount held in escrow is at or below said minimum amount, Owner shall deposit an additional sum in the amount of five hundred (\$ 500.00) dollars to insure that all fees and costs incurred be paid.

- 6. When requested, Township shall submit to Owner a detailed itemization of expenses to be charged against said fund and shall make withdrawals there from accordingly.
- 7. The creation of the escrow herein provided for shall in no way represent, guarantee or require Township to approve the proposed development plan of Owner either as originally submitted or as thereafter revised, amended or modified.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed the day and year aforesaid.

ATTEST:

TOWNSHIP OF EAST BRADFORD

For Township

BY: _____ (SEAL)
Michael P. Lynch,
Township Manager/Treasurer

WITNESS:

OWNER:

For Owner

BY: _____ (SEAL)
Owner

**East Bradford Township
Chester County, Pennsylvania
Individual On-Lot Stormwater Management Facilities
Maintenance Agreement**

THIS MAINTENANCE AGREEMENT ("Maintenance Agreement") is executed the ____ day of _____ 20__, by and between _____ ("Owner") and EAST BRADFORD TOWNSHIP ("Township").

BACKGROUND

A. The Owner is the owner of a certain tract of ground located in East Bradford Township, Chester County, Pennsylvania (the "Property") on which it intends to develop _____ (the "Development") in accordance with a plan known as _____ prepared for the Owner by _____, dated _____ and last revised _____ (the " Plan"). The Plan is attached to this agreement and marked "Exhibit A".

B. The Plan depicts the construction of certain buildings and improvements, including the installation of certain storm water management facilities, including but not limited to components to control the quantity and quality of storm water discharge all as depicted on Sheet(s) _____ of the Plan. Specifically, the lot contains one storm water basin designed to regulate the rate of stormwater runoff discharged from the property. Stormwater management basin systems such as these must have routine inspection and maintenance during the life of the system and replacement of the system at the end of the lifespan of the system. The principal maintenance objective is to prevent clogging of the system, which may lead to advanced system failure. The Owner is required to and intends to install and maintain the storm water management facilities in accordance with the Plan and the conditions of approval adopted by the Township Board of Supervisors.

C. Section 94-311.A of the Code of the Township of East Bradford requires the Owner, by reference to the storm water ordinance requirements of the Township Municipal Separate Storm Sewer System (MS-4) permit with the Pennsylvania Department of Environmental Protection (PADEP), to enter into a maintenance agreement requiring that the Owners of storm water management facilities be responsible for proper maintenance during and after development of all required storm water management facilities required by the Plan.

D. Owner desires to execute and record this Maintenance Agreement in order to satisfy its obligations under Section 94-311.A referred to above.

GRANTS AND TERMS

NOW, THEREFORE, the Owner, for itself, its successors-in-interest, successors-in-title, grantees and assigns, for good and valuable consideration, the receipt and sufficiency whereof being hereby acknowledged, and intending to be legally bound hereby, hereby covenants, declares, agrees, confirms and provides as follows:

1) Incorporation of Background. Background Paragraphs A through D herein above are incorporated as part of the terms of this Maintenance Agreement.

a) Maintenance and Replacement. Owner shall continuously and perpetually maintain and/or replace the storm water management facilities in accordance with the conditions of approval, the Plan, and with manufacturers specifications. Routine maintenance shall be performed after a major rainfall event of 4 inches of rainfall or more in a 24 hour period (as reported by the local weather reports for the southeastern Pennsylvania region) as follows:

(i) Inlet drains, gutters and downspouts shall be kept clear of accumulated debris such as leaves, grass clippings, sticks and trash. Roof runoff exiting the downspout emergency tee is a potential indicator that there is a clog in the system.

(ii) Inspect all outlet devices that are located within the basin to ensure they are free and clear of debris and are structurally intact. If debris exists, it must be cleared immediately. If the structural failures or leaks exist, the homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for the necessary repair work.

(iii) The basin impoundment device (earthen berm or retaining wall) must be inspected for structural integrity, leaks and proper stabilization (adequate vegetation in the case of an earthen berm). If the structural failures or leaks exist, the homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for the necessary repair work.

(iv) The basin impoundment area must inspected for debris, accumulated sediments and inadequate vegetation/erosion. All sediments and debris must be removed promptly and the impoundment area must be maintained in a stable condition (adequate vegetation).

(v) Inspect all inlets that are located within the seepage bed. These inlets serve as observation units. Look for standing water at the bottom of the inlets. Check the inlets daily until standing water is not observed. The standing water should drain down in less than three days. If drain down does not occur the bed may be clogged and require excavation and cleaning. The homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for the necessary repair work.

b) At least once annually, Owner shall perform a complete inspection that shall be reported to the Township. Annual inspection shall be performed after a major rainfall event of 4 inches or more in a 24 hour period (as described above) and shall include at a minimum, monitoring of the impoundment area to confirm that the system is draining down in less than three days. The recorded time and corresponding total rainfall amount shall be documented using the attached report form.

c) Owner shall submit the attached annual report form to the Township containing a description of the inspections and maintenance activities performed during the previous calendar year. If the system malfunctioned during the previous year, the report shall include photographic evidence of the malfunction and subsequent repair. The report shall be submitted to the Township not later than February 1st of the following year.

d) All materials collected by the storm water management facilities, including but not limited to oil and sediment, shall be disposed of in accordance with PADEP, EPA and any other applicable regulations. The annual report shall include a list of all materials disposed and certification of regulatory compliance with disposal requirements.

e) Should a storm water management facility not function properly, the Township shall be notified in writing within 10 days of the discovery of the malfunction and the proposed maintenance, repairs or modifications necessary to resolve the malfunction. All maintenance,

repairs or modifications shall be made in accordance with the specifications of the manufacturer or designer of the device. If a repair or modification is made not within manufacturer or designer's specifications, said repair or modification shall be approved in writing by the manufacturer or designer, and a copy of the approval shall be filed with the Township. The maintenance, repair, or modification maintenance must be completed within 30 days of discovery of the malfunction, or immediately upon discovery if the malfunction poses a threat to the public health or safety

- f) The Township reserves the right to require additional devices if the facilities as designed do not function properly, to assure the appropriate quantity and quality of the stormwater leaving the storm water management facility meets the intent of the original design approved by the Township.
- 2) Prohibition of Alteration or Removal. The Owner shall not alter or remove any storm water management facilities depicted on the Plan unless prior written approval is obtained from the Township.
- 3) Township Inspection. The Owner hereby grants permission to the Township, its authorized agents and employees, to enter upon the property, at reasonable times and upon presentation of proper identification, to inspect the stormwater facilities whenever it deems necessary. Whenever possible, the Township shall notify the Owner a minimum of 72 hours prior to entering the property.
- 4) Failure to Maintain Facilities. In the event the Owner fails to operate and maintain the stormwater facilities as shown on the Plan in good working order acceptable to the Township, the Township or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said facilities. This provision shall not be construed to allow the Township to erect any permanent structure on the land of the Owner. It is expressly understood and agreed that the Township is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Township.
- 5) Township Maintenance Reimbursement. In the event the Township, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Owner shall reimburse the Township for all expenses (direct and indirect) incurred within 30 calendar days of receipt of invoice from the Township.
- 6) Liability. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite stormwater facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
- 7) Township Indemnification. The Owner, its executors, administrators, assigns, and other successors in interests, shall release the Township employees and designated representatives from all damages, accidents, casualties, occurrences or claims which might arise or be asserted against said employees and representatives from the construction, presence, existence, or maintenance of the stormwater facilities by the Owner or Township. In the event that a claim is asserted against the Township, its designated representatives or employees, the Township shall promptly notify the Owner and the Owner shall defend, at his own expense, any suit based on the claim. If any judgment or claims against the Township employees or designated representatives shall be allowed, the Owner shall pay all costs and expenses regarding said judgment or claim.
- 8) Default; Cure. In the event Owner fails to comply with the terms of this Maintenance Agreement, Township shall send written notice to Owner specifying the areas of noncompliance ("Deficiencies") and the steps that must be taken to comply. In the event Owner does not comply with the terms of the notice within 30 days of the date thereof, or diligently pursue compliance in

circumstances where compliance is not possible within 30 days due to weather conditions or otherwise, Township shall have the right, but not the obligation, to enforce this Maintenance Agreement at law or in equity, and/or to enter upon the Property and correct the Deficiencies, and collect the cost thereof from Owner by municipal lien against the Property or otherwise.

9) Use and Occupancy Permit. The requirements of this Maintenance Agreement are part of the conditions for issuance of the Township Use and Occupancy Permit for the development depicted on the Plan and the Property and it is the Owner's responsibility to comply with the requirements of this Maintenance Agreement. Should the Owner fail to comply, the Township reserves the right to revoke the Use and Occupancy Permit after providing the Deficiency notice and cure period as set forth in Paragraph 4 herein above.

10) Covenants Running With The Land; Successors and Assigns Bound. This Maintenance Agreement and the provisions hereof (1) shall run with the land, and be appurtenant to title to the Property and every portion thereof; and (2) shall be binding upon and inure to the benefit of the Owner, and each and all of its respective successors and assigns, and successors in title to the Property and every portion thereof. Any and all conveyances, leases or encumbrances of any part of the Property shall be subject to the provisions hereof.

11) Recording. This Agreement shall be recorded in the Office of the Recorder of Deeds of Chester County, Pennsylvania.

12) Notices. Any notice required to be given by the Township to Owner under the terms of this Maintenance Agreement shall be sufficiently given if sent by United States certified mail, return receipt requested, postage prepaid, addressed to the then owner of the Property and to the address as set forth in the records for the Property maintained by the Chester County Board of Assessment.

13) Miscellaneous Provisions.

- a) Severability. If any provision of this Maintenance Agreement shall to any extent be invalid or unenforceable, the remainder of this Maintenance Agreement (or the application of such provision to persons or circumstances other than those in respect of which it is invalid or unenforceable) shall not be affected thereby, and each provision of this Maintenance Agreement, unless specifically conditioned upon such invalid or unenforceable provision, shall be valid and enforceable to the fullest extent permitted by law.
- b) Amendment. This Maintenance Agreement may not be amended except by written instrument signed and acknowledged by the Owner, its successors and assigns, and Township and recorded in the Office of the Recorder of Deeds of Chester County, Pennsylvania.
- c) Governing Laws. This Maintenance Agreement shall be construed and governed by the laws of the Commonwealth of Pennsylvania.
- d) Integration. This Maintenance Agreement sets forth the entire agreement between the Owner and Township with respect to the subject matter hereof.

IN WITNESS WHEREOF, being duly authorized and empowered to do so, the Owner and Township have duly executed and delivered this Agreement as of the date and year first above written.

WITNESS:

For Owner

OWNER(S):

By: _____
Owner

OWNER:

By: _____
Owner

East Bradford Township executes this Maintenance Agreement to acknowledge its rights and obligations set forth above

EAST BRADFORD TOWNSHIP:

Attest: _____
Township Engineer

By: _____
Township Manager

COMMONWEALTH OF PENNSYLVANIA :
 : ss
COUNTY OF CHESTER :

On this, the ____ day of _____, 20__, before, the undersigned notary public, personally appeared _____ and _____ who acknowledged themselves to be the owner(s), respectively, of _____ and as such they did sign the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

(Notarial Seal)

My Commission Expires:

COMMONWEALTH OF PENNSYLVANIA :
 : ss
COUNTY OF CHESTER :

On this, the ____ day of _____, 20__, before, the undersigned notary public, personally appeared _____ who acknowledged himself/herself to be the Township Manager of East Bradford Township and as such he/she did sign the foregoing instrument on the Township's behalf for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

(Notarial Seal)

My Commission Expires

**East Bradford Township
On-lot Stormwater Management Facilities
Homeowner Annual Inspection Report**

Instructions: All of the following questions must be completed to satisfy your annual inspection report requirements. If the stormwater facilities on your property do not contain some of the items mentioned in the questions, simply indicate so by writing N/A at the end of the question. Attach additional sheets and/or photographs where directed and/or where further explanation is necessary. For information on how to conduct the testing required to complete the Annual Absorption Performance Observation section, refer to the GRANTS AND TERMS section of the Maintenance Agreement, paragraph 1) a) (ii).

General Information

Name _____

Address _____

Telephone Number _____

Email address _____

Date of annual inspection _____

Date report submitted to the Township (due February 1st) _____

Routine Maintenance

1. Have all roof gutters and downspouts been inspected and kept clear of debris throughout the reporting year (circle one)?

Yes

No

1. A. If yes, provide the approximate date of the latest cleaning. If no, provide the nearest intended date of cleaning (for example, Spring, 2016 is sufficient)

2. Have all yard drains (including those within the stormwater facility) been kept clear of debris during the reporting year (circle one)?

Yes

No

2.A. If yes, provide the approximate date of the latest cleaning. If no, provide the nearest intended date of cleaning (for example, Spring, 2016 is sufficient)

3. Has the basin impoundment area been kept clear of sediments and debris during the reporting year (circle one)?

Yes

No

3.A. If yes, provide the approximate date of the latest cleaning. If no, provide the nearest intended date of cleaning (for example, Spring, 2016 is sufficient)

4. Does the basin embankment and/or retaining wall appear to be free of deterioration, leaks, structurally sound and properly vegetated (circle one)?

Yes

No

4.A. If no, briefly describe any problems noted and the maintenance/repairs employed.

5. Circle all materials cleaned from the items mentioned in 1, 2 and 3 above and disposed of.

Leaves

Lawn clippings

Twigs/branches

Trash

Sediments/Dirt

Gravel/grit

Other (please specify) _____

6. Indicate how the materials removed from the facilities indicated in Question 3 were disposed of (circle all that apply).

Removed by contractor/landscaper

Placed in home trash receptacle

Taken to municipal trash/brush recycling program

Deposited on property

Other (please specify) _____

Annual Absorption Performance Observation

1. Indicate the date of the storm when stormwater was observed entering the stormwater facility or inlets.

2. Indicate the amount of rainfall experienced from the storm observed (check local news, internet at www.weather.com or contact the Township).

_____ inches in 24 hours

3. Indicate the number of hours starting from the time the storm ended that the stormwater inlets within the stormwater facility (or simply the facility itself) contained stormwater before all rainfall was absorbed into the ground or discharged from the site.

_____ hours

Significant Annual Maintenance

Describe any major maintenance activities partaken in the past year beyond the items mentioned in the Routine Maintenance section requirements above (this usually would be related to a system malfunction). If no major maintenance occurred, simply indicate "None". Attach extra sheets if necessary, and photographs if required by the maintenance agreement. Also, please provide the contact information for any engineers, contractors or other personnel that may have aided in the significant maintenance activity.

Certification

The following statement must be signed and dated.

I/We hereby certify that we are the owners of the referenced property and to the best of my/our knowledge, the aforementioned information provided is accurate and correct.

Owner Signature Date

Print Name

Co-owner Signature Date

Print Name

Permitting Process

After an E&SPC/SWM permit application is properly submitted to the Township (in person, during normal hours of operation), it proceeds through the following process:

1. The application is received by the front office administrative staff and is date stamped. This action takes place immediately upon submittal. The applicant or an authorized representative should ensure that the application is accepted by witnessing the date stamp being applied to the application by the administrative staff (or a member of the Township technical staff if administrative personnel are not available at the time you submit). Do not enter the Township building and place the application on the front counter and depart without speaking to the front office staff and witnessing the date stamp, as this may cause the application to be misplaced or inadvertently taken by another applicant picking up a finished permit.
2. The front administrative office staff will forward the application to the Zoning/Building Codes office for an administrative completeness review by the Codes Administrative Clerk. The Codes Administrative Clerk will determine whether or not the application is complete, and notify the applicant if there are any missing portions. This action will take place within 3 business days of the submission of the application. If the application is not complete, the application process will be delayed until all missing information is received from the applicant, and the application will be date stamped with a second date indicating when all missing information is received.
3. After the application is determined to be complete, it will be forwarded to the Zoning Officer for a zoning review of proposed construction, to ensure the construction is in compliance with the Township Zoning Ordinance. If the project is not in compliance with the Zoning Ordinance, the applicant will receive a letter from the Zoning Officer denying the permit application, the reasons for denial and further instruction on the Zoning Ordinance appeal process. If the project complies with the Zoning Ordinance, the Zoning Officer will forward the application to the Township Engineer's office for an engineering review of the proposed construction. This portion of the process, assuming the project complies with the Zoning Ordinance usually occurs within approximately 10 business days from the time the application is submitted to the Township and determined to be complete. If the project does not comply with the Zoning Ordinance and the application is denied at this phase of the review process, the application will be returned to the applicant in its entirety (including all funding), and an application that complies with the Zoning Ordinance (or one that receives relief from the Zoning Hearing Board as a result of the aforementioned appeal process) must be resubmitted, following the original submission requirements as if the project had never been previously submitted.
4. After the application receives a zoning approval, the application will be forwarded to the Township Engineer's office. The Township Engineer will review the application for compliance with all applicable Township Codes (excluding the Zoning Code) and generally accepted engineering practices. If the project conforms to the Code and generally accepted engineering practices, the Township Engineer will issue the permit and forward it to the Codes Administrative Clerk. If the project does not comply with the Code, the Township Engineer will issue a review memorandum to the project file listing all plan deficiencies and will forward the memorandum to the applicant and design professionals. The applicant and/or the applicant's design professional must revise the plans and other applicable documents per the engineering review memorandum and resubmit the plans and applicable documents to the Township. The revised submission is reviewed by the Township Engineer, repeating the review process until the plans and calculations are in compliance with the engineering review. The initial engineering review of the project usually occurs within approximately 20 business days of the date the application is determined to be complete. Each resubmission of revised plans and calculations may take 10 business days to review and issue additional memoranda or the permit. Typically, 2 reviews are necessary before the permit issued, but some projects in the past have required several reviews, depending on the extent of the revisions and the responsiveness of the design professionals preparing the plan revisions.

5. After the Township Engineer issues the permit, the permit and application is forwarded to the Codes Administrative Clerk. The applicant is contacted by the Codes Administrative Clerk to pick up the permit and one set of the permit plans. At that time, if the permit is associated with a building permit application, the building permit application may be submitted to the Township Building Codes Official. However, no construction can begin on permits associated with a building permit application until the building permit is issued by the Building Codes Official.

6. The Codes Administrative Clerk will file a copy of the Stormwater Management Facility Maintenance Agreement in a database, a copy of the plans will be forwarded to the Township inspector and the remainder of the file will be incorporated into the overall file/database for the property address, both in hard copy and electronically. The Codes Administrative Clerk also will record the agreement at the Chester County Courthouse, at the expense of the applicant.

7. After construction begins, the Township Site Inspector will inspect the installation of the erosion control facilities. Thereafter, the Inspector will inspect the installation of the stormwater facilities and will perform an inspection of the property after construction is complete, totaling a minimum of 3 scheduled inspections. The inspector also may need to inspect the project between the scheduled inspections if work is not completed properly, or if facilities fail during the course of construction.

Frequently Asked Questions

The Erosion and Sediment Pollution Control and Stormwater Management permitting process has become quite complex due to a variety of factors. As a result, many questions arise, the most common listed below.

1. This process seems very complicated and costly for the small amount of construction I am doing and seems unreasonable. Why do I have to go through this?

The Federal Government and Commonwealth Of Pennsylvania have required its municipalities to strengthen its requirements regarding increased stormwater discharges from properties within the Township both during and after construction. These requirements apply to all projects regardless of size, since any amount of additional stormwater discharged to a down slope property during or after construction is unlawful, no matter how small the increase may be. Soon, the Township will be required to reduce its sediment discharges and stormwater velocities into certain streams that exit the Township to downstream municipalities. As such, any increase will hamper the Township's efforts in accomplishing that task.

Furthermore, the erosion control/stormwater management technologies and calculation methodologies have become more complex in the last few years, thus requiring more detailed engineering reviews.

2. Why do I have to establish the \$1,000.00 escrow account for the permit review, this seems like a large sum of money to review a permit?

*The Township employs an engineer directly for the purposes of subdivision and land development review, grading permit reviews and other duties regarding upkeep of the Township infrastructure. The Township also uses the services of a private consultant to perform inspections in the Township. The Township must charge **\$135 per hour** to fund the engineer's compensation package and \$65 per hour to pay the private inspector's inspection fees. Approximately 4 to 6 hours are required to review most applications and 4 hours are required to inspect the construction at various stages.*

The Township Engineer's compensation and costs associated with the private inspector are funded by the fees charged to applicants for subdivision and land developments and various other types of permit applications, to avoid the need to use tax dollars. In addition, by employing an engineer directly, the Township is able to save its residents overhead and profit fees charged by a consulting engineer, thus reducing the permit review fees (unfortunately, the Township does not have enough inspection work to employ a full time inspector to provide the same benefit for inspection services).

3. My neighbors did exactly the same thing that I am proposing recently and did not have to do any of this, so why do I?

The requirements imposed on the Township noted above have occurred in the past few years, and cannot be imposed on previous construction. But, these requirements must be imposed on all new construction. In addition, certain developments have been designed to accommodate increased stormwater runoff from lots beyond the original construction in regional basins contained within the development. In such cases, stormwater management is not necessary until the improvements originally designed for are exceeded. The applicant should contact the Township prior to stormwater management design to determine if any additional stormwater management has been provided for the lot by the original developer.

4. Why do I have to submit the legal agreement for perpetual maintenance of the stormwater management facilities?

All stormwater management facilities must be properly maintained for proper function. Without proper maintenance, the facility likely will not accomplish its goal, preventing increased stormwater discharges to downstream properties. If the facility fails, damage may occur on downstream properties. The legal agreement enables the Township to legally require maintenance of the facility by the property owner and also allows the Township to properly maintain the facility if the owner defaults. The agreement is essentially a legal tool to enable the Township to protect its residents and accomplish the requirements imposed on it by other governmental agencies noted above.

5. What will the Township do if I do not abide by the Stormwater Management Facility Maintenance Agreement?

The potential remedies for this situation are listed in the agreement and may include the Township entering the property to maintain the facility followed by fines administered to the property owner, liens on the property and cessation of certain Township services.

6. How will the Township know if I am doing what the Stormwater Management Facilities Maintenance Agreement indicates I must do, or what if I do not maintain the facility but complete the report as if I did?

After the agreement is signed and recorded, a copy of it will be kept on file at the Township. The Township administrative staff will add the address of the property to a database, indicating that the owner of that property must submit the report required by the agreement to the Township by the date specified in the agreement. If the report is not submitted by the specified date, the Township will perform an inspection of the facility using its inspector, complete the inspection report and invoice the property owner for the inspection fees and any other associated costs.

In addition, falsifying the inspection report is a violation of the agreement and ultimately will result in a failure of the facility or shortening the life of the facility. Typically, the Township will know if an owner is not maintaining the basin properly via receiving a complaint from a down slope property owner.

7. What will happen if I move – am I still responsible for maintenance of the stormwater facility?

The stormwater maintenance responsibilities are associated with the current owner of the land, and not with previous owners. Therefore, the maintenance responsibilities are automatically transferred to the new owner upon the transfer of the property ownership, as further described in Section 10 of the agreement. If you are overly concerned with this issue, you may want to have a real estate attorney create an agreement between you and a buyer transferring these responsibilities in specific names at the time of sale of the home.

8. Why does it take so long for the review process?

The Zoning Officer and Township Engineer have many different duties other than reviewing permit applications. In addition, many different permit applications for various properties are submitted in a short period of time, thus slowing the process by simple volume. Therefore, it is not that the actual review of the permit takes the total aforementioned allotment of time; it takes time for the township staff to review other applications and complete other tasks before beginning the review. The staff work load varies significantly and is unpredictable. Some applicants may

receive a review in as little as 3 business days and some may receive a review in 20 business days. The staff makes every effort possible to complete each review thoroughly, in as timely a fashion as possible.

9. If the Erosion and Sediment Pollution Control Permit is waived by the Township Engineer, is the Stormwater Management Permit also waived (or vice-versa)?

No. There are cases where an E&SPC permit is waived but a SWM permit is required and vice-versa. A thorough review of the Instructions and Guidelines section should clarify most questions. If not, the Township Engineer should be contacted for further guidance.

10. What is the tax map parcel number?

The tax map parcel number is a number the County uses to identify your property for tax purposes. This number should be included in the documentation you received at the time you purchased your property, and may be referenced as the UPI #, which is a similar number called the Universal Property Identification number. Either number can be used when completing the permit application. If you do not have this number, you can obtain it at the County or by contacting the Township.

11. What is an impervious surface?

An impervious surface is a surface that covers the ground that does not absorb any appreciable amount of precipitation. Typical examples are roofs, concrete, asphalt, certain types of brick walkways or patios, flagstone, pools, etc.

12. How do I know if the amount of impervious surface I am proposing was anticipated in the stormwater management design for the original subdivision of my property?

This question can be answered only by reviewing the original subdivision plans and calculations prepared for the original subdivision. In some cases, especially within older subdivisions, the Township no longer possesses these documents. In more recent subdivisions (from 1990 to present) these documents are available and can be reviewed by your design professional at the Township building. The Township Engineer has reviewed some of the calculations and has determined that the following amounts of stormwater management have been provided for each lot in the original designs:

Steeplechase: 5,300 square feet of impervious surfaces on each lot

Marshallton Chase: The maximum amount of impervious coverage allowed by zoning

Shenandoah Farm: 5,500 square feet of impervious surfaces on each lot, with exception to those lots with on-lot stormwater management systems constructed for the original lot development, which are 6,500 square feet of impervious surfaces on each lot (lots 1 through 5, inclusive).

North Benjamin Drive: 5,500 square feet of impervious surfaces on each lot

Brandywine River Estates: 5,600 square feet of impervious surfaces on each lot

Blue Rock Meadows: 4,000 square feet of impervious surfaces on each lot

Hillsdale Farm: The maximum amount of impervious coverage allowed by zoning

Pheasant Run (Cynthia Lane): None provided – required for additional improvements

Court-Field Springs (Wencin Way/Wencin Terrace): Provided for original improvements only – stormwater management required for additional improvements

Clover Ridge/Abernathy: 4,500 square feet of impervious surfaces on each lot

Radley Run IV: 2,700 square feet of impervious surfaces on each lot

Creekside (Centennial Drive/Battle Drive): 5,000 square feet of impervious surfaces on each lot

Chesterdale Farms: Stormwater management required for additional improvements.

Brandywine Overlook: 4,600 square feet of impervious surfaces on each lot.

Kenmara: Provided for original improvements only – stormwater management required for additional improvements.

Bala Farms (aka Foulke Manor): 3,800 square feet of impervious surfaces on each lot.

Mount Bradford Farms: No stormwater management provided for any development of the original subdivision – stormwater management required for additional improvements.

If you live in one of these developments and the total amount of impervious surface on your lot (after construction of the project) exceeds these values, you must provide stormwater management for the overage. If the amount of impervious surface already exceeds the value, you must provide stormwater management for the additional amount you are proposing.

13. Can my design professional use the “Rational Method” for stormwater management facility design.

No. This method only can be used for stormwater conveyance design, not stormwater management facility design. Stormwater management facility design must be completed using the Soil Conservation Service Methodology (aka Soil Cover Complex Method, TR-55, etc.).

14. Should I propose an above ground stormwater facility or a below ground stormwater facility?

The answer to this question is a matter of preference, as each type of facility has advantages and disadvantages. The advantages to an above ground facility are that they are typically less expensive to initially construct, are usually easier to maintain than a subsurface basin, can usually be maintained by the homeowner and malfunctions can be readily determined by the layperson. The disadvantages to an above ground facility are that they can be unsightly (unless landscaping amenities are added and properly maintained), may cause a portion of the yard area to be wet/soggy in the spring and fall, can be difficult to mow with a riding mower in certain instances, can cause problems with mosquitoes if not functioning properly and can sometimes cause a future potential purchaser of the property to be apprehensive about the purchase. If an applicant chooses an above ground facility, the Township recommends that the facility be planted with low maintenance wetland vegetation that creates a complete ecosystem in the basin area, which usually results in an aesthetically pleasing area that eliminates many of the disadvantages mentioned above.

The advantages to a below ground facility are that it generally cannot be seen on the lot, which preserves aesthetics, the surface can easily be maintained with standard landscaping equipment, the land used for the facility can usually be used as “normal” yard area, is generally not impacted in the rainy season and the facility generally does not cause apprehension with future potential buyers. The disadvantages to below ground facilities are that they usually are more expensive to initially construct than an above ground facility and usually are more difficult and expensive to maintain than an above ground facility, because the facility must be prevented from clogging with debris and sediments and any sediments captured in the facility must be removed periodically. This maintenance sometimes cannot be performed by a homeowner and a landscaper or contractor must be used. Also, the performance of the facility is sometimes difficult to determine by the layperson, as the performance is usually based on the time it takes for the facility to percolate stormwater into the ground. In certain cases, a design professional may be needed to make such a determination.

The Township has no preference regarding the type of facility chosen by the applicant or homeowner.

15. Do I need an E&SCP or a SWM permit for the construction of a retaining wall?

Yes, an Erosion & Sediment Pollution Control Permit is needed, but a Stormwater Management Permit is not, unless the retaining wall alters the drainage pattern of the stormwater flowing from the lot, concentrates the drainage pattern or transfers the drainage to another drainage divide on the property. Also, the permits are required regardless of whether or not a building permit is required for the retaining wall.

16. How do I know if I am moving over 100 cubic yards of earth?

You most likely will need an engineer and/or surveyor to calculate this value if the grading you are proposing is uneven or undulating. If the grading is relatively uniform, you may be able to complete a simple volume calculation taking the area of disturbance in square yards multiplied by the depth of disturbance in yards to determine the total amount.

17. Can I start the grading portion of my construction without obtaining a building permit (for projects that are associated with building permit applications)?

No. You must obtain the building permit prior to the beginning of any construction on the lot.

18. When can I submit my building permit application?

Only after receiving your E&SPC and/or SWM permit from the Township.

19. How long after submission of my building permit application will I be able to start construction?

The time constraints of the building permit application review are governed by the Uniform Construction Code. You should contact the Township Building Code Official for further information on this issue. These time constraints are exclusive of the aforementioned time estimates for review of the E&SPC and/or SWM grading permit application.

20. How many times will my project be inspected by the Township?

There are usually 3 inspections performed by the Township. The first is after the initial installation of erosion control devices, the second is during the installation of any stormwater management facilities and the third is after completion of construction and reestablishment of vegetation of the construction area. Additional inspections are necessary when there are failures of erosion control facilities during construction. These inspections usually occur immediately before and after a significant rainfall.

21. Do I need a permit to repave my driveway? Do I need a permit to pave my existing gravel driveway? Do I need a permit to widen my existing driveway?

No.

Yes, unless the previously mentioned indicators that a SWM permit is not required are true (see pages 1 and 2).

Yes, unless the previously mentioned indicators that a SWM permit is not required are true (see pages 1 and 2).

22. What is dbh?

A measurement of a tree trunk's diameter at breast height, about 4 feet from the ground surface.

23. Does a waiver of an E&SPC or SWM permit mean that the zoning or building permits requirements are waived also?

No.

24. Do I need a SWM permit for a deck?

No, unless the area of the deck causes the cumulative impervious coverage limitations for the waiver of permit requirements to be exceeded (currently 1000 square feet).

25. Does the stone construction entrance need to be 20 feet wide and 50 feet long per PADEP standards?

This is dependent on the size of the project. An entrance 10 feet in width, 25 feet in length will suffice for most projects requiring a Township grading permit. However, if the project proposes disturbance of over 1 acre and also must acquire an NPDES permit from PADEP, the entrance must be per PADEP standards. In any case, all other requirements of the entrance must be provided, such as proper stone size and geotextile bedding.

26. Can pipes be used to provide additional volume in a below ground stormwater facility?

Yes.

27. My lot is very large. Do I have to provide topography for the entire lot, or just the project area?

Just the project area is adequate in most cases. However, in certain cases, the Township may need to know the general topography on the lot to determine any potential impacts on adjacent lots from stormwater and other construction related items. In such cases, all related topography must be shown. For additions and accessory structures with foundations, see "Permit Application Requirements" above for a further explanation.

28. Does my property boundary need to be accurately surveyed?

Yes, for new lot construction. No, for additions to existing residential dwellings or residential accessory structures with foundations and other small projects, as long as the proposed project is significantly within minimum setback distances and other zoning criteria (see "Permit Application Requirements" above for a further explanation).

29. Do I need a percolation rate test for the stormwater facility design?

The Township accepts the use of the lowest value within the range of general soil percolation rates published in previous editions of the Pennsylvania Sewage Enforcement Officer's Manual or Soil Survey for Chester and Delaware Counties for the underlying soil type, available at www.eastbradford.org, or an existing on lot septic system percolation test. However, the Township recommends the applicant obtain a percolation rate test in the area of the proposed stormwater management facility for several reasons. First, the percolation rates published in the aforementioned manual are generally conservative and may result in facilities larger than necessary, which are more expensive to construct and maintain. Second, an actual percolation rate may further protect the landowner in the potential event of future lawsuits against the owner regarding increased drainage on other properties. Third, an actual test may discover the presence of groundwater, poorly draining soils (clay) or bedrock in an area planned for stormwater management, which is not acceptable and likely will result in extra expenses involved in redesigning the system after construction is started and may delay other construction on the lot.

30. I submitted my permit a week ago. What is the status of my permit review...when will it be done?

Please refer to the "Permitting Process" section of the Guidelines and Frequently Asked Question Number 8. The Township staff understands that applicants are attempting to secure funding, schedule contractors and coordinate construction activities based on the permit acquisition date and will make every effort to provide an initial estimate of when the permit review will be completed. However, repeated calls to the Township staff usually increases the review time, since the interruption time increases with each call.

31. When will the Township Inspector be visiting my project? How will he know when to come?

*The Township Inspector must visit the site after erosion control devices are initially installed, during stormwater management facility construction and just before erosion control devices are removed. **The Applicant must contact the Township Inspector when the project site is ready for each inspection.** The Township Inspector's contact information and inspection procedures are attached in the "Helpful Information" section of the Guidelines. In the case of underground stormwater facilities, the Applicant must notify the Township Inspector of the stormwater facility inspection **prior to its construction** rather than after the construction is complete.*

32. Can I use the percolation rate tests for my septic system for my stormwater management system?

Yes, but the owner/applicant is cautioned in doing this for the same reasons mentioned in Question 29.

33. Is an above ground earthen berm without any type of sophisticated piping system an acceptable method of providing stormwater management?

Yes, if the designer can demonstrate that the berm meets the stormwater management design requirements.

34. Does the stormwater management design need to meet the stormwater design requirements of the Subdivision and Land Development Ordinance?

No, if the proposed construction is on an existing lot with an existing dwelling or other improvements (for example, dwelling additions, accessory structures, pools, etc), or the redevelopment of an existing developed lot (demolition and reconstruction). However, yes, if the design is for the construction of a new dwelling on a lot previously undeveloped or without impervious coverage. However, all designs must meet the basic rate control and/or volume control criteria for existing vs. proposed conditions for the return frequency design storms listed in the Subdivision and Land Development Ordinance.

35. If I remove more existing impervious coverage than necessary to compensate for the stormwater management for the improvements I am proposing currently, can I apply the additional impervious coverage area removed as compensation toward the stormwater management requirements for a future improvement?

Yes, provided all of the following is true: There is a record of the impervious coverage removal in the property files at the Township (area and/or plan) and a record of the intention of the lot owner to utilize this additional area for future stormwater management compensation. In addition, the area of removal must be within the same localized watershed as the proposed future improvement.

36. Do I need a stormwater permit or an erosion and sediment pollution control permit to remove an existing pool?

A stormwater permit is not needed to remove a pool. If a stormwater facility was installed for the pool when the pool was constructed, it can be removed. However, you may wish to leave the stormwater facility in place to accommodate or partially accommodate a future improvement to the property. If a stormwater facility is removed, the Township will issue a legal document relieving you of the stormwater facility maintenance responsibilities.

An erosion and sediment pollution control permit is not needed if the pool will simply be filled with suitable soils, or if the walls of the pool will be collapsed and/or removed and the resulting hole will be filled with suitable soils. However, a permit is needed if the areas around the pool hole will be regraded and disturbed. An erosion and sediment pollution control permit also is needed if an above ground stormwater management facility is removed as part of the pool removal. In any case, even if a permit is not required, the construction must be conducted as if a permit is required and proper erosion control devices must be installed in the field.

37. Do I need a stone construction entrance for a small building addition, pool or similar small projects?

This question is evaluated on a case by case basis, depending on the location of the project with respect to the public roadway, whether or not construction equipment will remain on site for most of the duration of the project, the amount of earthwork involved, etc. You or your design professional should contact the Township for a determination if there is any question. If an entrance is determined to be unnecessary during the plan pre-submission or review phase, the typical note under the heading "Pools, Small Building Additions and Similar Minor Construction Only" found below in the "Helpful Information" section must be added to the plan.

38. Do I need a stone construction entrance for a new home/driveway construction?

Yes

39. I spoke with the Township Engineer about my project and he/she indicated that it may qualify for a waiver of permit activities. Do I still have to submit a permit application?

Yes. The application must be submitted with general information about the property and indicate a waiver request in the description of the project. The application also must contain a site plan suitable for the zoning review for the project. The remainder of the application agreements and application escrow fee need not be submitted at that time. The Zoning officer will review the zoning plan. If the plan is approved by the Zoning Officer, it will be forwarded to the Township Engineer for confirmation that granting a waiver is appropriate. If so, the waiver will be granted. If not, the Township will contact you and indicate the additional information and fees required.

40. What is meant by 70 percent stabilization?

Technically, this means that any and every individual square foot of earth disturbed by the project must be 70 percent vegetated for the project to be considered adequately stabilized. Realistically, this determination is somewhat subjective and is evaluated by the Township Inspector on each lot at the time of the final inspection. The inspector's evaluation is based on whether or not removal of erosion control facilities could allow sediment laden discharges to down slope properties if a severe rainstorm occurred, or if removal could allow sediment laden discharges to enter underground stormwater management facilities. A good rule of thumb is that approximately 70 percent vegetation has likely been established after the grass is mowed 2 or 3 times after achieving 6 inches in height between mowings.

41. Is a deck considered impervious coverage?

Yes.

42. Are pervious block pavers or similar considered impervious coverage?

Yes, for zoning coverage calculations. For stormwater management calculations, they are not considered impervious if all of the following conditions are met:

The pavers must be part of a manufactured system designed to absorb stormwater. The manufacturer's cut sheets and other data demonstrating the functionality of the system must be submitted to the Township for review. The system must provide equal absorption of stormwater as the underlying existing conditions.

The proposed system must be able to be maintained during its expected lifespan. The manufacturer's recommended maintenance plan must be submitted to the Township for review and approval. The maintenance plan must be added to the Individual On-Lot Stormwater Management Facilities Maintenance Agreement and the On-lot Stormwater Management Facilities Homeowner Annual Inspection Report must contain elements of the maintenance plan that are reported to the Township in the required yearly report. The system must be repaired or replaced per manufacturer's recommendations at the end of its life span (if applicable).

The owner must record a declaration on the property indicating the existence of the pavers and their function as part of the overall stormwater management plan. The declaration also must indicate the maintenance responsibilities of the current and

successive owners for the paver system and must indicate that the paver system cannot be removed or replaced without prior Township approval.

43. Is the water containing area of a pool considered impervious coverage?

Yes. While pools typically are not filled to the top and contain some volume that will capture rainfall, most pools are covered by impervious materials in the non-swimming seasons when significant storms can occur. Even if the current owner elects to install a mesh pool cover, a future owner may choose to install an impervious cover.

44. Can my contractor or design professional be the applicant for this permit?

No. You may have your contractor or design professional complete the application for you, but the property owner must sign the application as the owner and applicant. The owner and applicant also must provide the escrow payment in the form of a check in the name of the owner. This is to ensure that any unused portion of the review and inspection escrow is returned to the owner.

45. Can I remove impervious coverage from another lot or construct a stormwater facility to accommodate my project on another lot as my stormwater management plan?

No. Stormwater management must be accomplished on the lot that is being developed.

46. Can I use porous asphalt pavement or porous concrete as a portion of or the entire stormwater management plan?

Yes. However, this type of facility is not recommended for residential properties, due to difficulties in maintenance and upkeep. Also, the homeowner will be required by agreement with the Township to disclose the system and maintenance responsibilities at settlement should the property be transferred to another owner in the future. In addition, all porous asphalt pavement or concrete designs must be customized for the location proposed and designed/sealed by a professional engineer, which may add expense to the project. Furthermore, this type of system is still considered a non-landscaped area with respect to Zoning calculations and thus impervious, since if it is not maintained properly, it will eventually become impervious. In general, the Township recommends that this type of facility be used on a residential property only when there are no other options.

Helpful Documentation

The following pages contain information that will aid you and/or your design professional in preparing proper permit applications.

Typical East Bradford Erosion and Sediment Pollution Control Plan/Stormwater Management Plan Notes:

The following notes must be added to all Erosion and Sediment Pollution Control Plans and/or Stormwater Management Plans, where applicable to the construction proposed, in addition to all standard notes required by the Chester County Conservation District, available at the Conservation District Office:

Stormwater Facility Maintenance Notes

The above-ground stormwater basin berm must be regularly vegetated, properly maintained for the type of vegetation planted, and inspected for areas that lack vegetation. If areas are encountered that lack vegetation, they must be re-seeded promptly and monitored to ensure proper growth. The outlet structure, connection to the outlet culvert and trash screens must be inspected for structural integrity (cracks, disconnection from piping, etc.) and repaired immediately. All debris must be removed from the trash screens, outlet structure and basin area and disposed of at a PADEP approved facility. Needed maintenance must be initiated immediately after inspection. All litter and sediment must be removed to restore design capacities. The litter and sediment must be disposed of in accordance with all applicable state regulations. Any built-up sediment must be removed from the basin and that area must be reseeded immediately. The embankments must be inspected for signs of eroding, cracking or failing. Undercut soil at the inlet and outlet points must be replaced and/or repaired promptly. The aforementioned must be inspected annually and after every rainfall event of 4 inches or more in a 24 hour period, per the stormwater maintenance agreement with East Bradford Township, on file at the Township building.

Level spreaders and/or riprap aprons must be inspected for structural integrity of the placed stone, clogging and structural integrity of the connections to the outlet barrel. Any stone washed away by floodwaters or covered with sediment must be replaced in accordance with the details on the approved Building Permit Site Construction Plans or other plans approved by the Township. This device must be inspected annually and after every rainfall event of 4 inches or more in a 24 hour period.

Owner shall continuously and perpetually maintain and/or replace the storm water management facilities in accordance with the conditions of approval, the Plan, and with manufacturers' specifications. Routine maintenance shall be performed after a major rainfall event of 4 inches of rainfall or more in a 24 hour period (as reported by the local weather reports for the southeastern Pennsylvania region) as follows:

- (i) Inlet drains, gutters and downspouts shall be kept clear of accumulated debris such as leaves, grass clippings, sticks and trash. Roof runoff exiting the downspout emergency tee is a potential indicator that there is a clog in the system.*
- (ii) Inspect all outlet devices that are located within the basin to ensure they are free and clear of debris and are structurally intact. If debris exists, it must be cleared immediately. If the structural failures or leaks exist, the homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for*

the necessary repair work.

- (iii) The basin impoundment device (earthen berm or retaining wall) must be inspected for structural integrity, leaks and proper stabilization (adequate vegetation in the case of an earthen berm). If the structural failures or leaks exist, the homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for the necessary repair work.*
- (iv) The basin impoundment area must be inspected for debris, accumulated sediments and inadequate vegetation/erosion. All sediments and debris must be removed promptly and the impoundment area must be maintained in a stable condition (adequate vegetation).*
- (v) Inspect all inlets that are located within the seepage bed. These inlets serve as observation units. Look for standing water at the bottom of the inlets. Check the inlets daily until standing water is not observed. The standing water should drain down in less than three days. If drain down does not occur the bed may be clogged and require excavation and cleaning. The homeowner shall contact the Township immediately to report the problem, receive initial instructions on the type of personnel to contact to correct the problem and schedule an inspection for the necessary repair work.*

At least once annually, Owner shall perform a complete inspection that shall be reported to the Township. Annual inspection shall be performed after a major rainfall event of 4 inches or more in a 24 hour period (as described above) and shall include at a minimum, monitoring of the observation well to confirm that the system is draining down in less than three days. The recorded time and corresponding total rainfall amount shall be documented using the appropriate Township report form.

Owner shall submit the annual report form to the Township containing a description of the inspections and maintenance activities performed during the previous calendar year. If the system malfunctioned during the previous year, the report shall include photographic evidence of the malfunction and subsequent repair. The report shall be submitted to the Township not later than February 1st of the following year.

All materials collected by the storm water management facilities, including but not limited to oil and sediment, shall be disposed of in accordance with PADEP, EPA and any other applicable regulations. The annual report shall include a list of all materials disposed and certification of regulatory compliance with disposal requirements.

Should a storm water management facility not function properly, the Township shall be notified in writing within 10 days of the discovery of the malfunction and the proposed maintenance, repairs or modifications necessary to resolve the malfunction. All maintenance, repairs or modifications shall be made in accordance with the specifications of the manufacturer or designer of the device. If a repair or modification is made not within manufacturer or designer's specifications, said repair or modification shall be approved in writing by the manufacturer or designer, and a copy of the approval shall be filed with the Township. The maintenance, repair, or modification maintenance must be completed within 30 days of discovery of the malfunction, or immediately upon discovery if the malfunction poses a threat to the public health or safety.

The Township reserves the right to require additional devices if the facilities as designed do not function properly, to assure the appropriate quantity and quality of the stormwater leaving the stormwater management facility meets the intent of the original design approved by the Township.

The Owner shall not alter or remove any stormwater management facilities depicted on the Plan unless prior written approval is obtained from the Township.

General Stormwater Notes

The downspout collection system shown on the plans must be a minimum of 6 inch diameter PVC pipe constructed at a minimum slope of 1 percent, unless otherwise noted on the plan. The cover over the top of any section of PVC pipe must be a minimum of 18 inches. All means of connections must be by manufactured connections with cleanouts installed at each change in horizontal and vertical direction and every 100 feet along straight sections of piping.

All means of connections must be detailed on the building permit application plan. Any alternate designs at the time of building permit application must be approved by the Township Engineer at the expense of the building permit applicant.

General Erosion and Sediment Pollution Control Notes

All fills shall be compacted to provide stability of material and to prevent undesirable settlement. The fill shall be spread in a series of layers, non exceeding 12 inches in thickness, and all areas shall be promptly seeded and mulched and/or sodded or otherwise protected from erosion immediately upon completion of the grading operation and shall be watered, tended and maintained until growth is well established. Paving base shall be placed immediately to prevent erosion of proposed paved areas.

No one shall deposit or place any debris or other material in any watercourse, drainage ditch or structure in such a manner as to obstruct free flow. In addition, the embankments of all watercourses must be stabilized and protected against further erosion in perpetuity by the landowner.

The applicant or owner of any property on which any work has been done pursuant to a permit granted under Chapter 90 and/or Chapter 94 shall continuously maintain and repair all graded surfaces and anti-erosion devices, such as retaining walls, drainage structures or means, plantings and ground cover installed or completed. This obligation shall apply not only to the permit holder but also to his or her successors in title to the property.

Before granting occupancy permits for buildings and/or other improvements, building lots shall be finish graded and disturbed areas shall be stabilized so that drainage will not be concentrated onto adjacent lots. If it is not possible, due to the season of the year, to establish permanent vegetative cover and if, because of the lack of ground cover, exposed areas result in excess runoff or silt discharges onto adjoining properties or the street, the township shall require the lot to be stabilized temporarily, including the immediate installation and maintenance of extra mulching, commercially produced erosion control mulch blankets, silt barriers and/or the construction and maintenance of temporary sedimentation basins until permanent vegetation is established.

The Codes Enforcement Officer or his designee shall inspect all on-lot erosion and sedimentation control facilities on a lot immediately prior to his inspection of a building or buildings under construction on such lot, in his capacity as Building Inspector under Chapter 45 of the East Bradford Township Code, to assure that the lot shall remain stabilized during all stages of construction and at the time of issuance of a certificate of occupancy.

In the event that the Codes Enforcement Officer, upon any such inspection, determines that the lot is not stabilized, he shall so advise the grading permit permittee and (if different) the building

permit permittee and shall postpone the scheduled building inspection or (if applicable) the issuance of the certificate of occupancy until the lot has been stabilized.

The contractor is responsible for installation and maintenance of all erosion and sediment pollution controls and site stabilization. The contractor shall assign one individual to be responsible for proper installation and maintenance of all facilities and measures.

All areas left exposed shall be temporarily seeded and mulched immediately. All stockpiles are to be temporarily seeded immediately upon completion. In the event that stockpiling of soil materials is to be phased over an extended period of time, temporary seeding is to occur at the end of each stockpiling phase.

All temporary erosion and sediment control measures are to be inspected, repaired and replaced as necessary on a weekly basis and after each rainfall event. The contractor is responsible for implementation of these measures.

The contractor shall use whatever means necessary to protect trees and shrubs from unnecessary damage.

Should any measures contained within this plan prove inadequate for controlling erosion and sediment pollution, additional measures must be implemented by the contractor immediately to eliminate all problems per Township directives. Directives may involve additional designs and submissions for approval by the design engineer.

While the Township has made every effort to determine compliance with Ordinances relating to storm water drainage, erosion control and best management practices, matters with regard to final grading, drainage and the performance of stormwater management facilities may be affected by as-built grades, soil characteristics, groundwater, geology, and final locations in the field. Therefore, the Township reserves the right to require such modifications to the storm water drainage, erosion control systems and best management practices as may be necessary to prevent the discharge of storm drainage across pathways, towards or against buildings, to cure problems of erosion occurring because of inadequate construction methods or design and to prevent excessive periods of standing water (over 24 hours) in facilities where excessive periods of standing water are not intended by the best management practices design. More specifically, upon verbal and/or written notice from the Township to the applicant of unsatisfactory drainage, erosion conditions or standing water, the applicant shall have no more than fifteen (15) calendar days from the date of said notice to correct the conditions in accordance with the Township's direction, which may include submittal of corrective designs by a professional engineer, the installation of additional piping, erosion control blanketing, earthen berms, swales, rock linings or other corrective measures as are necessary to redirect drainage flows and to restore the surface of the ground and/or to prevent further erosion. All corrective construction measures and/or engineering designs shall comply with the Township Codes in accordance with the time constraints provided in Section 508(4) of the Pennsylvania Municipalities Planning Code, as amended.

Vegetation Protection Notes

All trees, tree masses and their associated vegetation layers, mature trees and other vegetation within 25 feet of a building site, parking area, stormwater management system or other proposed improvement shall be considered within a tree protection zone and protected from damage during construction activities with approved fencing, or other barrier, to the limits of a tree protection zone.

The limits of tree protection fencing shall be clearly delineated on the soil erosion and sedimentation control plans. Its installation, prior to earth movement, and removal, following construction activities, shall be listed in the sequence of construction. Details noting placement and materials shall be provided on the plans.

There shall be no encroachment and/or compaction of soil and roots within the tree protection zone by excavation or trenching, change of grade, storage of materials, soil, debris or vehicles. In addition, there shall be no storage of toxic materials, including petroleum-based products, within 75 feet of a tree protection zone or within 75 feet of the top of slope in steep slope areas as defined by code.

Trees shall not be used for roping, cables, signs or fencing. Nails and spikes shall not be driven into trees.

Tree protection zone fencing is subject to periodic monitoring by the Township. Any downed fencing shall be replaced immediately.

Woodland disturbance, including alteration or removal of any hedgerows, shall be minimized.

Unless shown on this plan, clearing of trees for any purpose shall not result in the removal of more than 20% of any existing tree mass, tree line, hedgerow or individual freestanding trees over six inches in dbh, as inventoried before disturbance in accordance with the permit plan requirements. Regulations regarding tree end other vegetation removal shall not extend to deadwood or diseased plants.

Where possible, undisturbed woodlands to remain shall interconnect with existing woodlands or wooded areas of adjacent properties to preserve continuous woodland corridors and allow for the natural movement and migration of wildlife and the dispersion of native vegetation.

Grade changes to occur at any location on the property shall not result in an alteration to soil or drainage conditions which would adversely affect existing vegetation to be retained following site disturbance unless adequate provisions are made to protect such vegetation and its root systems.

Tree removal procedures adjacent to tree protection zones. The following procedures shall be followed to ensure that trees within tree protection zones are not damaged by tree removal activities outside of the tree protection zone:

Roots from trees within the tree protection zone, which must be trimmed as a result of earth disturbance outside of the tree protection zone, shall be cut by a backhoe or similar equipment aligned radial to the tree. This method reduces the lateral movement of the remaining roots, reducing the possibility of damage to the intertwined roots of surrounding trees and other vegetation.

Within four hours of any severance of roots, all roots that have been exposed and/or damaged shall be trimmed cleanly and covered temporarily with peat moss, moist burlap or biodegradable material to keep them moist and protected from disease until permanent cover is installed. Permanent cover shall be installed within 72 hours of the initial severance of roots.

Tree stumps, which are located within 10 feet of a tree protection zone, shall be removed by means of a stump grinder or similar device which will minimize the effect of existing, intertwined roots within a tree protection zone. A stump shall be ground and removed to a point at least six inches below ground level.

Trees that are to be removed shall not be felled, pushed or pulled into a tree protection zone.

General Notes

All utility lines, including but not limited to electric, gas, streetlight supply and telephone shall be placed underground. Installation of all utilities shall be in strict accordance with the engineering standards and specifications of the Township or public utility concerned.

Dust shall be kept within tolerable limits (as determined by the Township Engineer) by use of sprinkled water. If sprinkled water proves to be ineffective (as determined by the Township Engineer) additional measures will be necessary, including (but not limited to application of chemicals approved by the PADEP, placing erosion control blankets on all exposed areas, placing plastic on stockpile areas, or mulching the entire site.

Burying of organic material generated by tree removal or other land clearing activities is prohibited.

Any construction work on the sanitary sewer system shall be completed under the inspection of the Township, and must be completed in accordance with the Township's "Rules and Regulations Governing Construction of and Connection to Sanitary Sewerage Facilities in East Bradford Township, Chester County, Pennsylvania" (available at the Township Building). Construction work requiring inspection and testing shall not be backfilled without approval of the Township. Construction work backfilled without such approval or consent shall be uncovered, the cost of uncovering and replacing to be borne by the developer or contractor.

Upon completion of grading, topsoil stripped and preserved during the course of a project shall be redistributed on the site to cover disturbed areas of the site. Topsoil shall not to be removed from the site unless approved by the Township Engineer to relocate it to another area within the Township. If no areas within the Township are available, only the Township Engineer may authorize exporting topsoil to other municipalities.

The property owner is responsible for maintenance of any existing stream banks located within the boundaries of the property, including (but not limited to) repairing erosion of the stream embankments, reinforcing the stream embankments to prevent further erosion and degradation, etc. This obligation shall apply not only to the permit holder but also to his or her successors in title to the property.

Pools, Small Building Additions and Similar Minor Construction Only

In lieu of a stone construction entrance, all sediments caused by the construction must be removed from the driveway and roadway area at the end of each working day. Sediments shall be removed from the driveway and roadway by sweeping and not with the use of water. If sediments are not removed from these areas at the end of each working day, a stone construction entrance 10 feet in width and 25 feet in length, installed in accordance with PADEP guidelines must be added to the project. The Township Engineer, Codes Enforcement Officer or their designee shall have final discretion on this requirement.

Erosion and Sediment Pollution Control Plan Review Procedure Used by the Township

Following is an outline of the general procedure followed by the Township Engineer when reviewing any erosion and sediment pollution control plan for any project. Completing a review of your plan by you or your design professional prior to submission to the Township likely will be beneficial.

1. Review the plan view to ensure all areas where sediment-laden runoff could exit the site are controlled with an E&S facility, and that general required information has been provided (soil types, etc).
2. List all the controls proposed on a sheet of paper.
3. Check the detail sheet to ensure there is a detail for every facility proposed, and the detail applies to any site specific conditions.
4. Check the detail sheet to ensure there is a maintenance note(s) for every proposed facility.
5. Check the detail sheet to ensure the appropriate general notes to be placed on all plans are present, and other general maintenance notes and responsibility notes are present, along with all typical County notes applicable to the project.
6. Check the calculations for each facility to ensure calculations were completed for all facilities requiring calculations, the design is correct, and the proposed control is adequate for the maximum potential drainage areas.
7. Review the sequence, highlighting each area that is sequenced on the plan with a highlighter. Check for items of construction missing in the sequence, or in improper order. Concurrently, check the utility profiles to ensure the sequence directs utility installation in accordance with the design profiles and grades.

Common Oversights, Comments, etc.

Following are general items typically commented on in many erosion and sediment pollution control plan reviews:

1. Detail (especially for a pumped water sediment removal device and rock filter outlet) and note omissions, omissions in the sequence.
2. Using notes from a previous project, but not amending them for the current project, which contain references to other counties, municipalities, etc. Also, using a detail/notes altered for a site specific condition on a previous project that doesn't apply to the current project.
3. Not providing slope/length calculations for silt fencing and thus installing fencing in locations where it will not be an adequate control.
4. Improperly sizing the Faircloth basin skimmer by using the E&S manual. The manufacturer's data yields different results. The manufacturer's data is correct.
5. Directing the installation of utilities in total fill situations before directing the installation of the fill itself. Also, directing the installation of shallow utilities before deeper ones (unless there is a reason).

6. Not checking riprap designs against the maximum permissible velocity table for the size of riprap selected.
7. Not recognizing maximum drainage areas to basins, temporary pipes and swales that may change during earthmoving operations, as ridge lines shift from existing to proposed conditions.
8. Taking reduction factors in sedimentation basins where a reduction is not allowed.
9. Directing items to be installed more than once in the sequence, or not at all.
10. Use of the phrase “provide additional controls if....as directed by the Township Engineer or Codes Enforcement Officer” (or similar). All intended controls must be placed on the plan, in anticipation of all possible scenarios.

East Bradford Site Inspector Responsibilities

1. Storm sewer and stormwater management facility installation
2. Sanitary sewer installation (does not include on site septic systems)
3. Sewer lateral inspection
4. Observation of sanitary sewer testing
5. Compaction observation
6. Curb installation
7. Sidewalk inspection
8. Gabion/Segmented block retaining wall installation
9. Parking lot/road installations (including proof rolling)
10. Erosion control installations
11. Erosion control inspection
12. Escrow release processing

Township Inspection Procedures

1. Inspection requests left on voice mail will not be accepted.
2. Inspections taking less than 3 hours require 24 hours notice.
3. Inspections taking more than 3 hours require 48 hours notice.
4. 24 or 48 hours notice does not guarantee inspection within 24 or 48 hours.
5. The inspector shall be given 72 hours notice to any work involving site infrastructure installation.
6. The contractor/developer is required to produce an approved plan at the time of inspection.
7. When installing sanitary sewer the contractor /developer is required to produce an approved plan and a copy of the rules and regulation governing construction of and connection to sanitary sewer facilities. This document is available at the East Bradford Township offices.
8. A preconstruction meeting is required with the contractor /developer prior to starting new work and before each new stage when a subcontractor is being used for installations that require inspection.
9. The contractor/developer is responsible for knowing items requiring inspection.
10. If any installations occur without contacting the inspector, East Bradford Township requires that the unobserved installation be removed and reinstalled in the presence of an inspector.
11. The inspector will not act as foreman, safety inspector, OSHA inspector or perform other duties for the contractor/developer under any circumstances.
12. The inspector may deny inspection if erosion and sedimentation devices are found unsatisfactory or if site conditions appear unsafe.
13. The contractor/developer must be present during the inspection. The person present must be in responsible charge of the project.

Inspector Contact information

Melissa Needles
East Bradford Township
666 Copeland School Road
West Chester, PA 19380
(610) 436-5108
Email: mneedles@eastbradford.org

Township Staff Permit Review Checklist (for Township Staff Use Only)

Applicant Name: _____

Property Address: _____

Tax Parcel #: _____

Administrative Completeness Review

- _____ Properly Date Stamped by the Township
- _____ Properly Completed and Signed Permit Application with Completed Checklist
- _____ 3 Sets of Site Work Construction Plans
- _____ 1 Set of Calculations Enclosed
- _____ 1 Signed Copy of the Township Escrow Agreement for Review and Inspection Fees
- _____ 1 Signed Check Made Payable to "East Bradford Township" in the Amount of \$100.00 (Administrative/Filing fee)
- _____ 1 Signed Check Made Payable to "East Bradford Township" in the Amount of \$1,000.00 (Review Escrow fee)
- _____ 1 Signed Copy of the Stormwater Management Maintenance Agreement (if applicable - indicate N/A in this space if not)
- _____ Applicant Notified of Deficiencies on _____

Zoning Review

- _____ Approved on _____
- _____ Denied and Returned to the Applicant with Zoning Denial Letter on _____

Engineering Review

- _____ Approved on _____
- _____ Submission Returned for Revisions on _____
- _____ Denied on _____
- _____ E&SPC Waiver Granted on _____
- _____ SWM Waiver Granted on _____

Filing Review

- _____ Filed in property file and in electronic database on _____