



STANDARD REPORTING FORM FOR CONSTRUCTION SITES DISTURBING 2 ACRES OR LESS SOUTH CAROLINA DEPARTMENT OF HEALTH & ENVIRONMENTAL CONTROL STORMWATER MANAGEMENT (See Reverse for Instructions)

IF THIS PROJECT IS PART OF A LARGER COMMON PLAN FOR DEVELOPMENT OR SALE, USE THE REPORTING FORM FOR SITES DISTURBING MORE THAN 2 ACRES.

DATE: _____

1. FACILITY NAME OR PROJECT NAME: _____ COUNTY: _____ CITY/TOWN: _____ LOCATION (also shown on location map): _____ LATITUDE: _____ LONGITUDE: _____ TAX MAP #: _____ IS IT PART OF A LARGER COMMON PLAN FOR DEVELOPMENT OR SALE? _____

2. PROPERTY OWNER OF RECORD: _____ ADDRESS: _____ PHONE (DAY): _____ (NIGHT): _____ (FAX): _____

3. PERSON FINANCIALLY RESPONSIBLE FOR THE LAND DISTURBING ACTIVITY: _____ (if different than above) ADDRESS: _____ PHONE (DAY): _____ (NIGHT): _____ (FAX): _____

4. ENGINEER OR CONTACT PERSON: _____ ADDRESS: _____ PHONE (DAY): _____ (FAX): _____ (MOBILE): _____

5. CONTRACTOR OR OPERATOR (if known): _____ ADDRESS: _____ PHONE (DAY): _____ (NIGHT): _____ (MOBILE): _____

6. SITE OR DAY-TO-DAY CONTACT: _____ ADDRESS: _____ PHONE (DAY): _____ (FAX): _____ (MOBILE): _____

7. SIZE, TOTAL (acres): _____ SURFACE AREA OF LAND DISTURBANCE: _____

8. NEAREST RECEIVING WATER BODY: _____ DISTANCE TO NEAREST RECEIVING WATER BODY: _____ ARE THERE ANY FRESHWATER WETLANDS LOCATED ON THE PROPERTY? _____ IF YES, HAVE THE WETLANDS BEEN DELINEATED? _____

9. START DATE: _____ COMPLETION DATE: _____

10. DESCRIPTION OF CONTROL PLAN TO BE USED DURING CONSTRUCTION ACTIVITY. (MUST BE SHOWN ON PLAN SHEETS OR SKETCH) _____

11. I HEREBY CERTIFY THAT ALL LAND DISTURBING CONSTRUCTION AND ASSOCIATED ACTIVITY PERTAINING TO THIS SITE SHALL BE ACCOMPLISHED PURSUANT TO AND IN KEEPING WITH THE TERMS AND CONDITIONS OF THE APPROVED PLANS. I ALSO CERTIFY THAT A RESPONSIBLE PERSON WILL BE ASSIGNED TO THE PROJECT FOR DAY-TO-DAY CONTROL.

PRINTED NAME OWNER/PERSON FINANCIALLY RESPONSIBLE

SIGNATURE OWNER/PERSON FINANCIALLY RESPONSIBLE

12. I HEREBY GRANT AUTHORIZATION TO THE DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL AND/OR THE LOCAL IMPLEMENTING AGENCY THE RIGHT OF ACCESS TO THE SITE AT ALL TIMES FOR THE PURPOSE OF ON SITE INSPECTIONS DURING THE COURSE OF CONSTRUCTION AND TO PERFORM MAINTENANCE INSPECTIONS FOLLOWING THE COMPLETION OF THE LAND DISTURBING ACTIVITY.

PRINTED NAME OWNER/PERSON FINANCIALLY RESPONSIBLE

SIGNATURE OWNER/PERSON FINANCIALLY RESPONSIBLE

INSTRUCTIONS
STANDARD REPORTING FORM FOR CONSTRUCTION SITES DISTURBING 2 ACRES OR LESS

Who Must File A Standard Reporting Form For Disturbing 2 Acres or Less

Any public (federal, state, local or school), private, industrial, commercial and/or residential subdivision project that will be engaging in any land disturbing activity that disturbs an area two (2) acres or less which is not part of a larger common plan for development or sale.

When is a Land Disturbance Permit Required on Projects of Less Than 2 Acres of Actual Disturbance

If the land disturbance project is located within one-half (1/2) mile of a receiving waterbody in the S.C. Coastal Zone (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper Counties) then a permit is required and this reporting form CAN NOT be used. Particular emphasis shall be placed on the following projects in this category:

- (a) All commercial buildings which will handle hazardous chemicals (including gasoline, kerosene, diesel fuel, nutrients, etc.)
- (b) All commercial buildings and parking/runway areas with greater than one (1) acre of impervious surface (building and parking).
- (c) All commercial buildings and parking/runway areas with greater than one-half (1/2) acre of impervious surface located directly adjacent to a salt water (critical) area.
- (d) All residential subdivision developments located directly adjacent to a salt water (critical) area.
- (e) All projects impacting Geographical Areas of Particular Concern (GAPC).

These projects (a-e) must meet the requirements of R. 72-3071 of the S.C. Stormwater Management and Sediment Reduction regulations and must have the plans and specifications prepared by a registered engineer, landscape architect or tier B land surveyor. Other activities within one-half (1/2) mile of a receiving waterbody in the Coastal Zone require a permit but must only meet the submittal requirements of R. 72-307H which do not require preparation by a licensed professional.

Where To File

- Horry County:
S.C.D.H.E.C. - O.C.R.M.
1601 North Oak Street, Suite 203, Myrtle Beach, SC 29577
(803)626-7217
- Beaufort and Jasper Counties:
S.C.D.H.E.C. - O.C.R.M.
P.O. Box 587, Beaufort, SC 29901
(803)524-6885
- Berkeley, Charleston, Colleton, Dorchester and Georgetown Counties:
S.C.D.H.E.C. - O.C.R.M.
1362 McMillan Avenue, Suite 300, Charleston, SC 29405
(803)744-5838
- Clarendon County:
Clarendon Soil and Water Conservation District
9B West Rigby Street, Manning, SC 29102
(803)435-2612
- Greenville County:
Greenville County Soil & Water Conservation District
301 University Ridge, Suite 4500, Greenville, SC 29601
(864)467-2756
- City of Greenville:
City of Greenville
Engineering & Public Works Department
P.O. Box 2207, Greenville, SC 29602
(864)467-4400

Lexington County:
Lexington County Department of Planning and Development
County Administration Building
212 South Lake Drive, Lexington, SC 29072
(803)359-8121

Richland County:
Richland County Department of Public Works Administration
& Engineering
400 Powell Road, Columbia, SC 29203
(803)735-7305

Spartanburg County:
Spartanburg County Environmental Services
P.O. Box 1633, Spartanburg, SC 29304
(864)596-3584

City of Spartanburg:
City of Spartanburg
Public Works Department
P.O. Drawer 1749, Spartanburg, SC 29304-1749
(864)596-2107

York County:
York County Planning and Development Services
1070 Heckle Blvd. Box A-5, Rock Hill, SC 29732
(864)327-9079

ALL OTHER COUNTIES:
S.C.D.H.E.C.
Stormwater Permitting Section
2600 Bull Street, Columbia, SC 29201-1708
(803)734-5300

Completing The Application

You must type or print, in the appropriate areas only. Direct any questions you may have to (803)734-5300 or the appropriate implementing agency.

1. Enter the name of the project or facility where the land disturbing activity will be taking place. List the county and name of city/town if applicable. Enter the location of the activity and the tax map number. Indicate whether this project is part of a larger common plan for development or sale (phase project).
2. Enter the name, complete address and phone numbers as needed.
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6. Enter the name, complete address and phone numbers as needed.
7. Enter the total area of the project in acres. Enter the total area that will be disturbed, in acres.
8. Enter the name of the waterbodies. Enter yes or no as needed.
9. List the anticipated start and completion dates for this project.
10. Describe control plan to be used during construction.

For questions 11 & 12, please read the certification. Have appropriate person(s) sign and date the certification.

What Happens After I File

If a permit is not required then the reporting form and pertinent submittal information is sent to the appropriate office of DHEC and the applicant may proceed with construction activity provided the practices indicated in the submittal are incorporated. A letter or permit in response to this reporting form is not required from DHEC. However, DHEC personnel can conduct site inspections to insure compliance with the submitted plans.

CONTROL
STORM WATER MANAGEMENT SUBMITTAL CHECK LIST

SITES DISTURBING TWO (2) ACRES OR LESS

The applicant must include the following items as part of the submittal package:

- 1. An anticipated starting and completion date of the various stages of land disturbing activities and the expected date the final stabilization will be completed.
- 2. A narrative description of the storm water management and sediment control plan to be used during land disturbing activities.
- 3. General description of topographic and soil conditions of the tract.
- 4. A general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.
- 5. A sketched plan (engineer's, Tier B surveyor's or landscape architect's seal not required) to accompany the narrative which shall contain:
 - a. A site location drawing of the proposed project, indicating the location of the proposed project in relation to the nearest receiving waterbodies, roadways, and jurisdictional boundaries;
 - b. The boundary lines of the site on which the work is to be performed;
 - c. A topographic map of the site if required by DHEC staff;
 - d. The location of temporary and permanent vegetative and structural storm water management and sediment control measures.
- 6. Storm water management and sediment control plans shall contain certification by the person responsible for the land disturbing activity that the land disturbing activity will be accomplished pursuant to the plan.
- 7. All storm water management and sediment control plans shall contain certification by the person responsible for the land disturbing activity of the right of DHEC or implementing agency to conduct on-site inspections.

(The requirements contained above may be indicated on one plan sheet)