

SCSWU Guidance
(Sumter County Storm Water Utility Instructions for Plan Submittal)
Revised 1-3-11

I. Fees and application:

- Plans less than 1 acre – Submit an “Application for Development of Sites Disturbing Less Than One Acre” with information as detailed in the Sumter County ordinance (as applicable). The application fee is \$100.00. Make checks payable to the Sumter County Storm Water Utility.
- Plans greater than or equal to 1 acre – Submit a completed SCDHEC NOI form as available on the SCDHEC home page. A hard copy and **an electronic copy** are required. A check for \$125.00 made payable to SCDHEC shall be included to cover the NOI processing fees. Also include a check made payable to the Sumter County Storm Water Utility in the amount of \$125.00 times the amount of disturbed area as indicated on the NOI application block III.A. Note: the Sumter County Storm Water Utility will be referred to as the SCSWU. Other information require for submittal shall be as detailed below.

II. Submittals:

A. Plans less than 1 acre:

1. Refer to section 14-57 of the County Storm Water Ordinance.
2. Less than one acre application as stated in I. above shall be submitted and accompanied by a simplified plan. Requirements for the simplified plan are dependent on the location and size of the land disturbance. **“Limits of Disturbance” must be clearly marked on the plan and provision made to assure that work is confined within the Limits.** Contact the SCSWU for a copy of the latest application, latest guidance documents and for specific guidance relative to your project. Note: SCDHEC requires that land disturbance associated with new septic tank installation, must be included in Limits of Disturbance calculation.

B. Plans greater than or equal to 1 acre:

1. Plans shall be developed in accordance with the county Storm Water Ordinance.
2. NOI application as stated above with one copy of the Stormwater plan with associated Stormwater PPP, Drawings (**include one 11X17 copy along with full size drawing**), and supporting calculations shall be submitted. After comments/issues are resolved and plan meets approval criteria, submittal of 4 sets of the approved plan will be required for approval stamping by the SCSWU. In addition, an additional 11 X 17 reduced size drawing and an electronic copy in Portable Document Format (PDF) format shall be submitted.
3. Include a completed Stormwater Management and Sediment and Erosion Control Plan Reviewer Checklist for Design Professionals (DHEC Checklist) latest issue as published on the SCDHEC home page. **All items on the application must be addressed and proper cross reference to plan made. Instructions for completing the form as listed on the DHEC Checklist must be followed.** Name and signature of the person completing the checklist must be entered. The SCSWU has the right to require items in addition to the DHEC Checklist and to waiver other items when deemed necessary. **Submittal is not considered complete and review cycle will not commence if there are omissions on the DHEC Checklist.** Questions relative to this checklist can be addressed prior to submittal by contacting the SCSWU. Note: Sedimentology calculations are required for all sediment ponds, unless waiver is granted by the SCSWU. Note: SCDHEC requires that land disturbance associated with new septic tank installation, must be included in Limits of Disturbance calculation.
4. A “Permanent Stormwater System Maintenance and Responsibility Agreement” must be completed and included with your submittal. Also include a copy of “Statement of Responsibility” agreement signed by the owner. **These forms are specific to Sumter County. Contact the SCSWU for a copy of the latest forms.**

- III. **Guidelines for submittal of plans greater than or equal to one acre: Please contact the SCSWU prior to your submittal to assure that you have the latest revision of this guidance document.** It is expected that changes needed for compliance with Phase II NPDES regulations and associated SCDHEC directives will be needed as the Sumter County program is implemented.
- A. Your plan shall contain detailed instructions for installation and maintenance of stormwater controls. Controls that require calculations shall be addressed in the calculation section of stormwater plan. The latest edition of the South Carolina Stormwater Management BMP Handbook can be used as a guide. Your plan shall include the following:
1. Instructions for temporary and permanent seeding shall be included, along with the seed type and application rate, ground preparation criteria, fertilizer rates, and mulch application criteria.
 2. Include instruction for installation of erosion control blankets, turf reinforcement mats, riprap lined channels, rip-rap outlets, etc. The type of product, stone size, stone graduation, etc. shall be specified. Corresponding calculations such as rip-rap sizing, outlet apron sizing, mat selection design, etc shall be included in the calculations. The South Carolina Stormwater Management BMP Handbook can be used as a reference.
 3. Silt fence is one of the more popular types of sediment control devices and should be per the BMP handbook at a minimum or per methods as approved by the Sumter County Storm Water Utility (the SCSWU). The type of silt fence fabric and the post type/spacing/size must be specified and be in accordance with design assumptions (such as flow rate) as applicable. **When silt fence is installed as a control to protect wetlands and/other sensitive areas, the silt fence shall be wire backed.** At a minimum, the installation detail shall contain the following instruction, **“Silt fence to be installed on the contour where practical with the ends properly terminated to accommodate water ponding behind the silt fence. When this is not practical a series of “J” traps or “tie backs” shall be installed.”**
 4. Any portions of the stormwater conveyance system that is to be turned over to the county after completion of construction shall be designed to pass the 25 years storm event without producing localized flooding of the roadways owned by the county. Calculations demonstrating this shall be included with the stormwater plan submittal.
 5. Emergency Spillways: The SCSWU reserves the right to specify the minimum design storm to be passed though the emergency spillway. Normally a 100 year storm shall be passed for sites adjacent to wetlands, waters of state, and/or other sensitive area. If a lesser storm is to be used in your calculations please contact the SCSWU prior to plan submittal.
 6. **Exit velocities at the point of discharge from the site shall be clearly stated in the plan.** Example: Maximum velocity at the end of outlet pipes.
 7. Care shall be taken when specifying post paving inlet controls (drop inlets/curb inlets). These controls may have a tendency to produce localized flooding that could be a hazard on roadways that are open to public transportation and to structures in the vicinity.
 8. A note needs to be added to state that: **“if due to inlet controls, stormwater by passes drop inlets and exits site unfiltered, then additional controls shall be installed as required.”**
 9. Criteria for retention/detention pond construction must be included with the plan. Specification for earthwork for the dike construction shall either be detailed on the associated drawing or specification referenced (provide a copy). Details shall include discharge pipe type, joint type, installation instructions, provision to prevent “piping” through the embankment, and other criteria to assure proper construction. **If metal is used for outlets/spillways in permanent ponds, the pipe must be designed and specified for a minimum 25 year life expectancy.**
 10. Include a Construction Sequence relating storm water Best Management practices and controls to construction activities in the SWPPP. See SCSWU sample.
 11. A marked color copy of the USGS area map must be included with the submittal. Map must have the site boundary marked. **The stormwater run-off route to the nearest receiving stream shall be clearly indicated.**
 12. The drawing shall include a note requiring notification to Alfred Conyers, Sumter County Storm Water Utility, a minimum of 48 hours prior to start of land disturbing activity. Notification can be made via phone 803-436-2114 or email at aconyers@sumtercountysc.org.

- B. **Water quality shall be addressed for sites greater than or equal to 1 acre.** Watershed issues such as impaired streams or areas with TMDL shall be addressed for both the construction and post construction stage of the project and discussed in the projects narrative. **The responsible plan preparer must demonstrate that the methods/calculations used for water quality controls will meet local, state and federal regulatory requirements. A discussion along with supporting calculation, process knowledge, sampling, etc must be submitted and be certified by the plan preparer or equally certified person.**
- C. **Maintenance and operating plans for water quality and detention features** shall be included in the plan. These plans will include instruction for maintenance and operation during the construction cycle and post construction instructions. Instructions shall include frequency of post construction inspections.
- D. **As-builts** are required for the stormwater conveyance system associated with the project. This would include piping invert elevations, drop inlet grate elevations, pipe sizes, orifice(s) elevation/configuration at the retention/detention/water quality pond outlets, as built volume of retention/detention/water quality ponds, discharge apron/channel configuration (at the point of offsite discharge), etc. This information shall be submitted to the SCSWU in an electronic format (contact the SCSWU for the required format). The responsible engineer shall submit a certification that configuration of the storm conveyance system as detailed in the required as-built submittal, is with-in the tolerances of the engineer's design calculations. When the piping/pond configuration is not within the tolerance of the engineer's model, the system will not be accepted until engineering calculations are submitted justifying the capability of the as-built stormwater conveyance system to meet the stormwater permit/ordinance requirements. This certification shall include assurance that all discharge structures at the point of exit from the site are configured and constructed per the approved drawing. Stormwater conveyance systems that will have ownership transferred to the county prior to issuance of a Notice of Termination for the project shall have certification made prior to acceptance of these systems.
- E. If you choose to use the Limits of Disturbance calculations for a site that is "not" to be Mass Graded, then there needs to be restricted requirements on your drawing such that land disturbing activities are limited. Prior to individual lot development, roads, basins, storm drain system, utilities, and other infrastructure items need to be completed. Care should be taken to minimize disturbance on the individual lots to the minimum extent practical. A suggested note would be: "This site is Not to be Mass Graded. Land disturbing activities shall be within the site boundaries and be limited to the areas needed to install roads, utilities, basin, storm drains, sediment control items, and other infrastructure items. The limits of disturbance on the individual lots is limited to the minimum extent practical as required to install infrastructure items. Other grading/clearing of the individual lots is **prohibited** until the subdivision is release for individual lot development."
- F. **Required Inspections Notes.**
1. For sites less than 2 acres the following notes shall be contained on the drawings:
"Prior to start of land disturbing activities the responsible plan preparer shall explain to the person who will be conducting the inspections of the Stormwater Plan, the requirements of the plan relative to stormwater management. Inspection requirements/frequencies shall be discussed. The responsible plan preparer shall document this discussion in a report to the SCSWU. Report can be hard copy and mailed to the SCSWU or emailed to aconyers@sumtercountysc.org. The person responsible for the inspections shall maintain a record of inspections and the deficiencies identified. This record shall be stored at the location where the approved plan is maintained. **If the site is a part of a subdivision**, the inspector shall perform inspections relative to Individual Lot Plans (ILP). Individual lots that are not in compliance with the ILP shall be referenced on the inspection report along with the lot number and the responsible builder's name, address and telephone number."

2. For sites greater than or equal to 2 acres but less than 10 acres, the following note is required:
“A summary report by the qualified person(s) performing the stormwater inspections shall be submitted to the SCSWU monthly. This report must contain at a minimum a certification that inspections are being performed and offsite areas have not been impacted. Items with significant potential for impacting offsite areas, water of the state, wetlands, and stormwater conveyance devices shall be listed if they have not been corrected. Report can be hard copy and mailed to the SCSWU or emailed to aconyers@sumtercountysc.org”

If the site is a part of a subdivision, a note shall be on the drawing requiring the qualified inspector to perform inspections relative to Individual Lot Plans (ILP). Individual lots that are not in compliance with the ILP shall be referenced on the inspection report along with the lot number and the responsible builder’s name, address and telephone number.

3. For sites greater than 10 acres and other sites as directed by the SCSWU, the following note must be contained on the drawing:

“Monthly report must be submitted to the SCSWU by the 28th day of the following month. Monthly summary reports shall be submitted electronically in either MS word (doc) or Adobe (pdf) formats. Report can be hard copy and mailed to the SCSWU or emailed to aconyers@sumtercountysc.org. The report must include at a minimum:

- a) A summary of the inspections conducted during the month,
- b) A listing of deficiencies and the date noted,
- c) Concerning deficiencies, list the name, address, and telephone number of the party(s) responsible for addressing the deficiencies,
- d) Whether the deficiency was listed in a previous monthly report,
- e) Corrective actions taken and the date the actions were completed,
- f) Whether the SWPPP was updated to deal with the noted deficiencies,
- g) A copy of each inspection conducted during the month. In addition, the first monthly report must include all co-permittee agreements and contractor certifications statements.

If the site is a part of a subdivision, a note shall be on the drawing requiring the qualified inspector to perform inspections relative to Individual Lot Plans (ILP). Individual lots that are not in compliance with the ILP shall be referenced on the inspection report along with the lot number and the responsible builder’s name, address and telephone number.

As co-permittees and contractors are added during the life of the project, applicable agreements and certifications must be submitted with the next monthly report. These must also be available with the SWPPP onsite. If construction has not begun, the monthly reports are still required, but it may simply state that construction has not yet started. For sites disturbing less than ten (10) acres, the MS4 operator may require monthly reports on either a Project-by-Project basis or Operator-by-Operator basis.”

IV. Pollution Prevention Aspects and Best Management Practices

- A. The plan shall include Pollution Prevention Aspects with associated required Best Management Practices. At a minimum, the following items will need to be addressed/referenced in your plan:
1. Waste disposal. No solid materials, including building materials, shall be discharged to waters of South Carolina, except as authorized by a Section 404 permit.
 2. Offsite vehicle tracking of sediments and the generation of dust shall be minimized.
 3. State and/or local waste disposal and Sanitary Sewer Regulations shall be followed.
 4. Proper application rates and methods for fertilizers are to be used at the construction site to insure proper nutrient management control.
 5. Use of pesticides shall be in accordance with state/federal/local regulations.
 6. Requirements for controlling and disposal of chemicals, hazardous substances and oil shall be per local/state/federal requirements.
 7. The plan shall require that proper techniques for dewatering and flushing of lines are incorporated with controls to assure that water quality is not impacted.
 8. The construction site with associated laydown and fabrication areas should be considered under the scope of the Stormwater Management plan. The location of drop inlets, concentrated flow areas, and wetlands/waters of the state downstream of these areas shall be identified prior to work.
 9. Concrete truck wash out areas are to be designated and provision taken to prevent impact to waters of the state. Waste shall be disposed of per state/federal/local regulations.
 10. Pollutants with potential to be exposed to stormwater in the work area, laydown areas or fabrication area are required to be protected using Best Management Practices. This would include appropriate containment dikes, use of clamshell type containers, storage of materials in sheds, minimizing pollutants on site, and etc. Proper Spill Containment and Cleanup shall be addressed prior to work and training shall be documented. The responsibilities for spill cleanup and reporting shall be defined. Contingency plans as applicable shall be implemented and be posted appropriately. Spill Kits relative to pollutants expected on site shall be available. Spill contacts (agency name/phone number) relative to the potential pollutant used on site shall be listed on in the plan.
 11. Where possible, layout of site shall utilize Best Management Practices to locate activities with significant potential in places less prone to impact to sensitive areas downstream of the construction site. This would include avoiding storing potential pollutants near drop inlets, outfalls, or areas prone to concentrated flow. Activities having a high potential of pollutant exposure should be performed using Best Management Practices (BMP) such as using temporary sheds or coverings, locating work such that area downstream of activity is well vegetated to allow for vegetative filtering or other reasonable measures BMPs. Where feasible consider performing these operations at offsite established fabrication areas.
- B. The stormwater plan shall include a note that requires inspection of the items listed above. All work associate with the construction project shall be within the Limits of Disturbance as defined in the plan unless exemption is approved by the SCSWU. In the case when associated work is outside of the limits of disturbance, a sketch shall be made of the work area and included with the site copy of the stormwater plan. A copy of this sketch is to be submitted to the SCSWU. Work in this area will not be allowed until this is reviewed and approved by the SCSWU. Example: Offsite laydown areas, construction fabrication areas, equipment maintenance area, fuel/waste/chemical storage areas etc. This would not include establish areas owned and maintained by the contactor/site owner/fabricator that are associated with their normal place of business. Dependent on the nature of this work, consideration of permitting under the separate NPDES requirements might be required.

See Note 4 of last page of this guidance document.

Notes:

1. County Stormwater Ordinance refers to the lasted revision of the Sumter Country Stormwater Ordinance entitled “An Ordinance Amending Ordinance 98-348 Which Established Stormwater Management And Sediment Control for Sumter County, South Carolina.
2. Generally the county Stormwater ordinance is based on stormwater regulation 72-300, NPDES Stormwater General Permit SCR 100000, and applicable portions of the General Permit for Phase II MS4’s. Please note, that there are items specific to Sumter County in the ordinance that are not contained within the state permits.
3. Sumter County Storm Water Utility
Alfred Conyers
1289 N. Main Street
Sumter, SC 29153
Tel: 803-774-3855
Email: aconyers@sumtercountysc.org
4. Reference: The Pollution Prevention Plan and Best Management Practices section was taken from the Soil and Water Conservation Society handbook entitled “Storm Water Management and Sediment Control Site Inspector Training” dated April 2004 as presented in training sessions sponsored by the society.