



**Town of James Island  
Public Works Department  
Stormwater Program**

# **NEW FORMS AND REQUIREMENTS**

**(Effective October 1, 2018)**

## **Stormwater Notice of Intent (NOI)**

- Required for any land disturbing activity, regardless of size and scope
- Must be returned with other applicable forms
- If there is to be no land disturbance, fill out and state: "No land disturbing activity planned or anticipated."

## **Clear and Grubb Application**

- Clearing and Grubbing Application
- A Stormwater Notice of Intent (NOI)
- Site Plan to scale showing existing stormwater flow patterns and proposed flow patterns
- For use where no structures or development is to occur

## **Single Family Residential**

- Site Plan by a design professional showing pre and post-construction stormwater flow patterns, structures, delineated wetlands/ critical area.
- Any SFR that is part of a Subdivision (Larger Common Plan) must be stamped and signed by a professional engineer or landscape architect actively licensed in the state of South Carolina. This is to ensure that proposed drainage patterns within the subdivision are upheld followed according to the Larger Common Plan.

## **Utility and Linear Applications**

- Linear projects with any land disturbance, and are not part of any other development or redevelopment, will return the surface cover to original.
- Roads that disturb greater than 1 acre will be required to submit a Type II and III Application.

## **Type I Application**

- Development or redevelopment projects that disturb ½ acre or more but less than 1 acre of land and not located within ½ mile of a receiving water body.

## **Type II and III Application (SCDHEC NOI application #2617)**

- Development or redevelopment projects that disturb greater than 1 acre of land.

## **Encroachment Permits**

- An application is required when ANY type of work is proposed within a Town of James Island or SCDOT right-of-way or easement. This is to be filled out and submitted with the Stormwater Application.



**Public Works Department  
 Letter of Intent**

**Applicant Information: Please Print**

*First Name:* \_\_\_\_\_ *Last Name:* \_\_\_\_\_

*Name of Business:* \_\_\_\_\_

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

*Phone #:* \_\_\_\_\_ *Cell #:* \_\_\_\_\_

*Email Address:* \_\_\_\_\_

**Property Information**

*Address:* \_\_\_\_\_

*TMS #/Property ID #:* \_\_\_\_\_

*Will drainage patterns be changed on site? Yes \_\_\_ No \_\_\_*

*NOTE: If YES to above, then a site plan must be prepared by a design professional as allowed by the State of South Carolina LLR showing pre-development drainage patterns and post development drainage patterns.*

**Please provide a detailed explanation of your proposed activity:**

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

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



Town of James Island  
Public Works Department  
Stormwater Program

**SINGLE FAMILY RESIDENTIAL  
&  
TOWNHOME APPLICATION  
EROSION PROTECTION & SEDIMENT CONTROL CERTIFICATION**

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

**Applicant Information**

Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

**Property Information**

Parcel/TMS #: \_\_\_\_\_

Development Address: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Disturbed Acres: \_\_\_\_\_

**Describe Work:**

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**Owner/Operator must sign the certification below:**

I certify under penalty of law that I understand and will comply with the Town's Construction Activity Management Requirements for Single Family Residential Structures Disturbing less Than 1 Acre in the attached document. I will ensure that the control measures are maintained. I further authorize and consent that Town of James Island or Charleston County Stormwater inspectors may enter upon the premises as necessary to ensure compliance with all related requirements of the Ordinance or Manual. I further ensure that I have all rights, easements, or permission to be conducting work on the properties for which I have applied.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Town of James Island Public Works Department

### **Construction Activity Management Requirements for Single Family Residential Structures Disturbing Less Than 1 Acre:**

1. The lot shall have protection around the entire boundary with allowances for no more than two (2) entrances/exits. This protection may be silt fencing or earthen or man-made berms or dikes. These measures shall be installed within 24-hours of land disturbance and maintained until the project is stabilized as detailed below. The following guideline should be followed:
  - The maximum length from the crest of a hill to the fence is one-hundred (100) feet. When the distance from a crest to the property boundary is greater than one-hundred (100) feet, an intermediate row of silt fence shall be used or another control method employed.
  - The Maximum slope steepness (normal [perpendicular] to the fence line) is 2H:1V. When exceeded, slope drains shall be employed.
  - A maximum of  $\frac{1}{4}$  acre drainage per one-hundred (100) linear feet of silt fence should be used. When this is exceeded, intermediate row of silt fence shall be used or another control measure employed.
  - Sediment accumulated along the fence shall be removed when it reaches  $\frac{1}{3}$  the height of the fence.
  - Proper construction of these measures can be found from SC DHEC's BMP Manual, or from the Charleston County Stormwater Division or from the Town of James Island Public Works Department. Manufacturers recommended installation and maintenance procedures shall be followed if applicable.
2. Nearby stormwater inlets, manholes, etc. in the street or on this or adjacent property shall be protected through the use of sediment tubes, check dams, or inlet protection devices. These measures will be maintained through the construction process until the site is stabilized as detailed below.
3. Construction entrances will be provided at all entrances/exits. The construction entrance shall contain washed stone that is at least six (6) inches deep, twenty (20) feet wide, and seventy-five (75) feet long. The stone shall be maintained throughout the construction process until the site is stabilized as detailed below. Sediment tracked onto streets shall be removed weekly. More information on the installation and maintenance of construction entrances can be obtained from the Charleston County Stormwater Division or Town of James Island Public Works Department.
4. All control measures shall be inspected by applicant or applicant's agent every seven (7) calendar days and within 24 hours after each rainfall event that produces  $\frac{1}{2}$ -inches or more of precipitation.

5. Construction debris and other waste shall be contained in a dumpster or covered with plastic. Covers that prevent exposure to precipitation shall also be used for stockpiles of soil. Chemicals, paints, solvents and other materials shall be stored such that exposure risk to precipitation and stormwater runoff is low. Concrete wash water shall be disposed in an area of soil away from surface waters where soil can act as a filter or evaporate the water. Remaining cement shall be disposed of in a dumpster or otherwise removed from the site. Be aware that this water can kill vegetation. Dewatering water shall be disposed of in a pervious area. Discharge of sediment from dewatering operations shall be prevented from entering into storm sewers and surface waters.
6. Areas not used during construction should be vegetated with sod and seed. Existing/natural vegetation should be preserved as much as possible. Grass specifications are available from the Charleston County Stormwater Division or Town of James Island Public Works Department.
7. A site is considered stabilized once the entire area other than buildings, driveways, and walkways has vegetative cover with a density of 70%. Seeding should be accompanied or replaced with erosion control mats as necessary to achieve this density.
8. After final stabilization is achieved, all control measures shall be removed from the site.

**A signed copy of these requirements shall be maintained at the construction site with a copy of the permit.**

Owner/Owner's Agent: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town of James Island Public Works Department: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_