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 II 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.

Town of James Island
Public Works Department
Stormwater Program

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:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

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:

_____

_____

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 ¼ 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 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 inpected by applicant or applicant's agent every seven (7) calendar days and within 24 hours after each rainfall event that produces ½-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: _____

REVISED SUPPLEMENTAL STORMWATER DESIGN STANDARDS

August 15, 2024
Approved September 19, 2024

1. INTRODUCTION

As a coastal community, the Town of James Island is acutely cognizant of and sensitive to the effects of stormwater management. Within recent years, the Town has experienced an increase in both widespread flooding due to storm surge, tidal events, and historical rainfall as well as reported nuisance flooding during smaller common storm events. Stormwater management has never been more important to communities like the Town of James Island than it is now. The effects of future climate change ensure that the sea level will rise, and the frequency and intensity of rain events will increase. The future vitality of the Town's growth, development, and economy depends on its ability to effectively manage stormwater today for the future.

Within James Island there are three governing authorities, the Town of James Island, Charleston County, and the City of Charleston. The Town of James Island has adopted the Charleston County Permitting Standards and Procedures Manual dated May 2017. The City of Charleston has its own Stormwater Design Manual. The latest edition is dated January 2020. The Town of James Island, in an effort to ensure the best stormwater management practices are being implemented in a timeframe commensurate with its needs, has developed supplemental stormwater design standards. As an incorporated town, the Town has ordinances governing stormwater management within its jurisdiction and employs staff to implement, review, and enforce its Stormwater Management Program. While, the Town will continue to follow the Charleston County Permitting Standards and Procedures Manual, the supplemental stormwater design standards in the following sections are to be incorporated in all construction projects within the Town's jurisdiction and applied to all construction activities applying for a permit starting on its effective date. Where there is conflict between the County design manual and these supplemental standards, the Town's stormwater design standards will supersede.

The Town of James Island Supplemental Stormwater Design Standards provide design requirements directly affecting stormwater quantity control. The standards are to be implemented for both single family residence and non-single-family residence sites. These standards have been coordinated between the County and City to ensure stormwater management on James Island is well-coordinated and effective between the three governing entities.

2. TOWN OF JAMES ISLAND PRELIMINARY PLANNING MEETING

All development within the Town of James Island shall have a preliminary planning meeting with the Town's Public Works Director to ensure the proposed site improvements are coordinated with the Town's stormwater master plan.

3. STORMWATER QUANTITY CONTROL DESIGN STANDARDS

3.1. Rainfall and Design Storms

The 24-hour precipitation depths/intensities corresponding to various probabilities for exceedance in any given year are shown in Table 1 and are to be used for projects within the Town. These values contain a 10 percent safety factor to account for uncertainties in the design process and the increasing intensity of future storms.

Table 1 24-hour design storm precipitation data for Town of James Island, South Carolina

	100%	50%	20%	10%	4%	2%	1%
Return Frequency (Year)	1-yr	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
Precipitation (Inches)	3.8	4.6	6.1	7.2	8.7	9.9	11.3

3.2. Single Family Residence (SFR) Design Standards

Single Family Residence for the purpose of these design standards means a single lot zoned for construction of a detached single family residence.

3.2.1. Impervious Area for SFR Lots

An impervious surface is a monolithic surface made of non-porous material that prevents water from infiltrating. Examples of impervious surfaces include

structures, concrete or asphalt slab, driveway, sidewalk, patio, pools, rooftop, street, curbing, and elevated decks constructed to prevent water from passing through to underlying soil.

Impervious area for individual residential lots, including those within a larger planned community, shall not exceed 40% of the total property area.

3.2.2. Fill

Fill or filling means placement of natural sands, dirt, soil or rock above the natural grade to raise the elevation of the ground, and may also include concrete, cement, soil cement, brick or similar material as approved on a case-by-case basis. Large quantities of fill can alter drainage, may lessen rainfall infiltration, accelerate runoff and/or displace water onto neighboring properties and downstream communities.

Projects that will alter drainage patterns and/or increase stormwater runoff shall provide a topographic grading and drainage plan prepared by a licensed design professional which demonstrates compliance with these standards. The grading and drainage plan shall be accompanied with a statement or letter signed by the design professional which states that the proposed project and associated activity will not adversely impact offsite properties or rights-of-way. Upon completion of the project the property owner shall produce a letter signed by the design professional that states that the project has been completed in accordance with the approved plan and that it does not adversely impact offsite properties.

Property owners shall not impede the natural flow of runoff from their neighbors, and they shall not dispel their runoff in a manner that will negatively impact their neighbors. Fill placed within the footprint of the foundation shall not exceed that amount required to prevent accumulation of water beneath the structure.

Fill material within the 10 ft set back abutting adjacent properties shall not be sloped greater than 1 ft vertical to 6 ft horizontal. The slope of fill material outside the foundation perimeter shall not be greater than 1 ft vertical to 6 feet horizontal.

Drainage swales must be created to provide positive drainage to the existing drainage system in accordance with an approved grading and drainage plan.

3.2.3. Foundation Types

Slab-on-grade foundations are difficult to elevate, and water can flood buildings through cracked or settled slab-on-grade foundations. Sea levels are expected to rise, which will increase flood risk in the special flood hazard areas (SFHA) and expand the extent of the SFHA. In order to address increasing flood levels, flood hazards, and the associated damage caused by the importation of fill, the following shall apply within the SFHA of the town limits.

Beginning January 1, 2025 (the "effective date"), the permitting of certain foundation types shall be prohibited for all new single-family dwellings.

The most current version of Appendix B to the Federal Emergency Management Agency's National Flood Insurance Program (NFIP) Flood Insurance Manual (the "appendix") is hereby incorporated by reference and shall govern acceptable foundation types, as may be supplemented and amended by the town's Supplemental Stormwater Design Standards.

The foundations depicted in Diagrams 1A, 1B, 2A, 2B, and 3 of the appendix are prohibited for detached single-family dwellings. In addition, the use of structural fill for support of the foundation is prohibited to include raised slab foundations.

The floodplain manager or his/her duly authorized agent shall review elevation certificates to ensure the proper type of foundation has been used pursuant to this section.

3.3. Redevelopment Design Standards for Non SFR Development

Redevelopment shall be defined as a change to previously existing, improved property, where the impervious surface exceeds 20% of the total site and proposed improvements to the property exceed 50% of the total site value. Redevelopment design will apply to non-SFR site improvements. Improvements may include, but are not limited to, the demolition or construction of structures, filling, grading, paving, excavating, exterior improvements, interior remodeling, and resurfacing of paved areas. Improvement activities excluded from redevelopment include ordinary maintenance activities that do not materially increase or concentrate stormwater runoff or cause additional nonpoint source pollution.

To improve stormwater management on existing developed sites, redevelopment activities for non-single-family residence sites shall implement at least one of the following performance standards:

a. Reduce the impervious cover on the site by at least 20 percent, based on a comparison of existing impervious cover at the time of submittal of a Construction Activity Application.
b. Reduce Runoff Volume: Achieve a 10% reduction in the total volume of runoff generated from the site by a 50% annual exceedance probability (AEP) storm event (2-year storm). Runoff calculations shall be based on a comparison of existing site conditions at the time of submittal of a Construction Activity Application to the post-development site conditions. Confirm the post development peak discharge rate does not exceed the pre-development peak discharge rate for the 50% AEP storm event.
c. Reduce Peak Discharge Rates: Achieve a 20% reduction of the existing peak discharge rates at the time of submittal of a CAA for the 10% and 4% AEP storm events (10-year and 25-year storms) based on a comparison of existing ground cover at the time of submittal of a CAA to post-development site conditions. Confirm the post-development volume does not exceed the predevelopment volume for the 10% and 4% AEP storm events.
d. Combination of Measures: A combination of (a), (b), or (c) above that is acceptable to the Town.

3.4. Soil Infiltration

Non-structural fill is that which is incorporated into the site with the purpose of increasing infiltration and reducing the rate and volume of stormwater runoff. Any non-structural fill brought on-site shall have adequate permeability to allow water to infiltrate. Soils must have an infiltration rate of a minimum of 0.3 inches per hour as determined by a soil scientist or geotechnical engineer. The permeability test results must be submitted and approved prior to scheduling a certificate of occupancy or certificate of construction completion inspection. Soil infiltration best management practices (BMPs) shall be incorporated into the site design. Infiltration BMPs must be consistent with the most current version of the Low Impact Development in Coastal South Carolina: Planning and Design Guide.

Compaction of non-structural fill shall be minimized during construction. Soils in landscaping areas should be protected and amended as needed. Disturbed soils in areas of fill or heavy equipment operation that will be vegetated in the final site stabilization shall be scarified or treated as directed by the designer to improve infiltration and water retention prior to final establishment of vegetation.

3.5. Floodplain Storage

Non-SFR construction activities that reduce storage within the floodplain, shall be prevented. The floodplain will be the 1% AEP floodplain as established by Federal Emergency Management Agency (FEMA). The 100-year floodplain is defined by Special Hazard Area Zones A, AE, AH, AO, A99, V, and VE. In cases where floodplain storage impacts are proposed, impacts shall be mitigated with a minimum 1:1 replacement based upon total storage volume to prevent deterioration of basin stormwater storage capacity over time. Mitigation shall be within the same basin effecting the same water surface elevations and hydraulics as the proposed impact.

843.795.4141
Fax: 843.795.4878
Town Hall
1122 Dills Bluff Rd.
James Island, SC 29412

Supplemental Stormwater Permit
Public Works Department

Permit Number: _____ Date: _____ Fee Paid: _____
Cash/Check #: _____

Property/Project Information:

TMS #: _____
Address: _____
Type of Project: _____
Flood Zone: _____ **OCRM?:** _____

Specific Stormwater Best Management Practices (BMPs) required at the above address:

_____
_____
_____

The permit holder must adhere to the regulations contained in the Supplemental Stormwater Design Standards of the Town of James Island. Any permanent BMPs that are required to be installed and listed above shall be maintained by the responsible party or property owner for as long as the property meets the requirements for the supplemental BMPs.
The Public Works Department will be conducting site inspections of the project to check for compliance with the Supplemental Stormwater Ordinance and will also conduct annual post-construction inspections to ensure that the BMPs are being properly maintained.

_____
Applicant Signature(s) ***Date***

Owner/Applicant Information:

Name: _____ Phone # (cell): _____
Address: _____ Phone # (home): _____
_____ Email: _____

SW/Public Works Comments and Approval:

_____
_____
_____
_____