



For Submittal Questions:

Town of Fort Mill Development Center
200 Tom Hall Street, Fort Mill, SC 29715
(803) 547-2034
developmentcenter@fortmillsc.gov

For Technical Questions:

Town of Fort Mill Stormwater Department
131 E Elliot Street, Fort Mill, SC 29715
(803) 396-9730
lclark@fortmillsc.gov

****PLEASE NOTE: Applications submitted without all requirements, checklist, and signature will not be reviewed.**

LAND DISTURBANCE SUBMITTAL APPLICATION

Contact Name: _____ Phone Number: _____
Email Address: _____ Parcel Number: _____
Physical Address (if applicable): _____
Project Name (if different from physical address): _____

Project Narrative:

Please provide a description of the project including any land disturbance activity. For a definition of what constitutes a land disturbance activity, please visit

<https://fortmillsc.gov/270/Land-Disturbance-Permits>

Please check one of the following that applies and attach correlating checklist from pages 2-6. If your activity DOES NOT include any land disturbance activity, please check the box labeled as “No land disturbance”, sign the bottom of THIS page and submit Page 1 only.

- No land disturbance (include completed and signed Page 1 only)
- Less than 5000 square feet of Land Disturbance (including pools, patios, retaining walls, etc.)
- Less than 1 acre of Land Disturbance and not part of a Larger Common Plan (LCP)**
- 1 to 2 Acres of Land Disturbance and not part of an LCP
- Greater than 2 Acres of Land Disturbance, including Smaller Sites in an LCP of Development or Sale, for which Combined Total Disturbed Area is more than 2 Acres
- Major Modifications (can only apply to sites larger than 1 acre and with existing land disturbance permit.)
- Minor Modifications (can only apply to sites larger than 1 acre and with existing land disturbance permit.)

Signature: _____

****A Larger Common Plan (LCP) is “broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes surveyor markings, etc.) indicating construction activities may occur on a specific plot.”. Visit <https://scdhec.gov/larger-common-plan-lcp> for additional information.**

SUBMITTAL REQUIREMENTS

Submit plans to: **Town of Fort Mill DEVELOPMENT CENTER**

Below are the requirements for Land Disturbance Permit applications. Please note that incomplete submittals will not be accepted for review.

ALL PLANS MUST BE TO SCALE. PLEASE CHECK ALL BOXES TO CONFIRM REQUIREMENTS ARE MET.

<input type="checkbox"/> Less than 5000 square feet of Disturbed Area (including pools, patios, retaining walls)

- ALL REQUIRED MATERIALS SHOULD BE SUBMITTED TO TOWN OF FORT MILL
- Notification form for sites disturbing less than 1 acre (SD DES Form 2628)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2628.pdf>
- Sketch Plan – Must show the land disturbing activities to scale, and include the following:
 - North arrow and scale or use a plat
 - Legend
 - Storm and utility lines that are located on the property
 - Easements on the property
 - Route of stormwater flow using arrows to show the direction of flow from the disturbed area as it exits to the undisturbed area
 - Location of silt fence installed to intercept the sediment laden stormwater flow as it exits the disturbed area
 - Location of rock outlets in silt fence at the lowest point or points in the silt fence
 - Location of concrete washout (if using concrete, washout must be accessible to placement and delivery equipment)

PRINT NAME: _____ **SIGNATURE:** _____

DATE: _____

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<input type="checkbox"/> Less than 1 acre of Land Disturbance and not part of a Larger Common Plan (LCP)

- ALL REQUIRED MATERIALS SHOULD BE SUBMITTED TO TOWN OF FORT MILL
- Notification form for sites disturbing less than 1 acre (SC DES Form 2628)
 - <https://www.scdhec.gov/sites/default/files/Library/D-2628.pdf>
- Construction Plans - Must include:
 - North arrow and scale
 - Legend
 - Storm and utility lines that run through the property
 - Easements on the property
 - Route of stormwater flow using arrows to show the direction of flow from the disturbed area as it exits to the undisturbed area
 - Location of silt fence installed to intercept the sediment laden stormwater flow as it exits the disturbed area
 - Location of rock outlets in silt fence at the lowest point or points in the silt fence
 - Construction entrance
 - Location of concrete washout (if using concrete, washout must be accessible to placement and delivery equipment)
 - Narrative Stormwater Pollution Prevention Plan (SWPPP)
- Initial Plan Review Fee: \$250

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<input type="checkbox"/> 1 to 2 Acres of Land Disturbance and not part of an LCP

- ALL REQUIRED MATERIALS SHOULD BE SUBMITTED TO TOWN OF FORT MILL
- Notice of Intent (NOI) Application (SC DES Form 2617)
 - <https://des.sc.gov/sites/des/files/Library/D-2617.pdf>
 - Do not complete Section 2 of NPDES CGP FEE SCHEDULE A or any portion of NPDES CGP FEE SCHEDULE B.
- Construction Plans
 - Town of Fort Mill Standard Notes
- Simplified SWPPP
 - Refer to SC DES Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
 - <https://des.sc.gov/sites/des/files/docs/Environment/docs/erfchecklist.pdf>
- Completed SC DES Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
- Initial Plan Review Fee: \$250 per disturbed acre (rounded up to the nearest acre)
- Performance Bond: \$3,000 per disturbed acre, if there is a Permanent Stormwater BMP on site
 - A template for the performance bond can be found at <https://fortmillsc.gov/DocumentCenter/View/2074/Stormwater-Performance-Bond-updated-11-29-22>.
- Signed Permanent Stormwater Facility Maintenance and Responsibility Agreement, if there is a Permanent Stormwater BMP on site
 - https://des.sc.gov/sites/des/files/docs/Environment/docs/pond_maint.pdf
- SC DES NPDES Coverage Fee: \$125
 - In order to expedite the plan review, please choose the option to pay by credit card.

PRINT NAME: _____ **SIGNATURE:** _____
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 - In order to expedite the plan review, please choose the option to pay by credit card.

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DATE: _____

Major Modifications

- ALL REQUIRED MATERIALS SHOULD BE SUBMITTED TO TOWN OF FORT MILL
- Notice of Intent (NOI) Application (SC DES Form 2617)
 - <https://des.sc.gov/sites/des/files/Library/D-2617.pdf>
- Form B for Major Modifications (SC DES Form d-0435)
 - https://des.sc.gov/sites/des/files/docs/Environment/docs/D_0435.pdf
- Construction Plans
 - Clearly identify areas being modified
- C-SWPPP
 - Submit new or revised
 - Refer to SC DES Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals
 - <https://des.sc.gov/sites/des/files/docs/Environment/docs/erfchecklist.pdf>
- Completed SC DES Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals.
- Review Fee: \$250 one-time
 - If applicable, \$250 per additional disturbed acre (round up to the nearest acre).
 - No SC DES fee is required for a major modification submittal.

Minor Modifications

- ALL REQUIRED MATERIALS SHOULD BE SUBMITTED TO TOWN OF FORT MILL
- Sketch plan
 - Clearly identify the modification
- Narrative description of modification
- Review Fee: \$100 one-time
 - If applicable, \$250 per additional disturbed acre (round up to the nearest acre).
 - No SC DES fee is required for a major modification submittal.

PRINT NAME: _____ **SIGNATURE:** _____

DATE: _____