

**► READING TOWNSHIP ◀**  
Office: 50 Church Road, East Berlin, PA 17316  
Phone: 717-624-4222 Fax: 717-624-7926

Date Received: \_\_\_\_\_

Permit No.: \_\_\_\_\_

**Grading Plan, As-Built Plan, Stormwater Management Plan and Erosion & Sediment  
Pollution Control Plan Application**

Complete all questions that apply legibly and in ink (type or print)

1. **Location of Property:** \_\_\_\_\_

2. **Parcel/Tax I.D.#:** \_\_\_\_\_ **Area of Lot/Parcel (sq.ft or acres):** \_\_\_\_\_

3. **Owner Information:**

First Name: \_\_\_\_\_ Last Name or Business Name: \_\_\_\_\_

Street Address (complete) \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

4. **Applicant Information (to be completed if different from the Owner):**

First Name: \_\_\_\_\_ Last Name or Business Name: \_\_\_\_\_

Street Address (complete) \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

- Is the residence to be built in a Previously Approved Development?  Yes  No  
If no, proceed to next question  
If yes, non-refundable fee of \$350.00 for Grading and As-Built Review
- Is the Residence to be built "disconnected" in accordance with Erosion and Sediment Pollution Control Plan Ordinance Resolution # 2018-19  Yes  No  
If no proceed to next statement  
If yes, non-refundable fee of \$400.00 for Grading, As-Built and Stormwater Management Review
- ***Answering No to both questions above*** indicates that the Residence to be built is considered "Connected" in accordance with the Erosion and Sediment Pollution Control Plan Ordinance Resolution #2018-19.  
A non-refundable fee of \$650.00 for Grading, As-Built, and Stormwater Management review

I verify that the foregoing statements are true to the best of my information and belief. I understand that false statements herein are subject to the penalties of 18 PA C.S.A. relating to unsworn falsifications to authorities. I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I understand and assume responsibility for the establishment of official property lines for required setbacks prior to the start of construction, and agree to conform to all applicable laws of this jurisdiction. I certify that the Code official or his representative shall have the authority to enter the areas in which this work is being performed, at any reasonable hour, to enforce the provisions of the Codes governing this project.

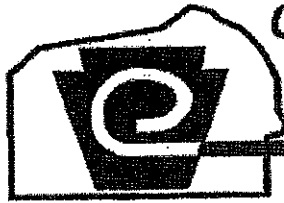
\_\_\_\_\_  
*Applicant Name – please print*

\_\_\_\_\_  
*Signature of Applicant*

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

**Municipal Official Use ONLY**

**Payment Amount Received:** \_\_\_\_\_ **Payment Type:** \_\_\_\_\_ **Date of Payment Received:** \_\_\_\_\_



# Adams County Conservation District

670 Old Harrisburg Road  
Suite 201  
Gettysburg, PA 17325-3404

Phone (717) 334-0636 Fax (717) 337-0730  
www.adamscounty.us



## BASIC CHECKLIST FOR INFORMING THE PUBLIC ABOUT REQUIREMENTS PERTAINING TO EARTH DISTURBANCE ACTIVITIES IN PA

1. Will the project involve an earth disturbance activity? Yes, No (circle one)
2. If yes, what is the approximate size of the earth disturbance activity in sq ft? \_\_\_\_\_  
\*A plan should be provided which depicts to scale, the limits of earth disturbance boundary over the life of the project.
3. Does the project involve earth disturbance activities greater than 5000 sq ft but below one acre?  
YES NO If YES, a written e&s plan is required. Refer to "typical" for general guidance
4. Could the project have a sum total of 1 or more acres of earth disturbance over the entire life of the project? YES NO  
If YES, you should inform the applicant to contact the Conservation District to obtain an NPDES construction permit application.
5. Does the proposed project involve earth disturbance activities in, along or adjacent to Waters of this Commonwealth? YES NO If YES, contact the Conservation District

### Definitions -taken from the Cb. 102 (erosion and sediment control regulations):

Earth disturbance activity a construction or other human activity which disturbs the surface of the land, including, but not limited to, clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials

Waters of this Commonwealth rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth

\* For earth disturbance activities of less than 5000 sqft, erosion and sediment control best management practices shall still be incorporated into the project.

Your signature implies that the municipality has provided you with an erosion and sediment control (e&s) checklist. This checklist was prepared by the Adams County Conservation District (District). The checklist was developed in order to bring public awareness to the basic requirements pertaining to earth disturbance activities,

It should also be noted that the District has legal authority to enter onto properties to perform inspections of earth disturbance activities.

Print name: \_\_\_\_\_

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

Witnessed by: \_\_\_\_\_

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

\*The Municipality should provide the applicant a copy of the signed document.

# Municipal Stormwater Management Worksheet

*For Municipal Use and Record of Project Area*

Property Owner's Name \_\_\_\_\_

Address of Property \_\_\_\_\_

Parcel ID # \_\_\_\_\_ Municipality \_\_\_\_\_

Phone Number \_\_\_\_\_ New Impervious Area Associated with this Project \_\_\_\_\_

Stormwater Project Type:  Exempt  Minor Plan  Project Requires Formal SWM Plan

Total New Impervious Area Since Adoption of SWM Plan \_\_\_\_\_

**Acknowledgement** - I declare that I am the property owner, or representative of the owner, and that the information provided is accurate to the best of my knowledge. I understand that stormwater may not adversely affect adjacent properties or be directed onto another property without written permission. I also understand that false information may result in a stop work order or revocation of permits. Municipal representatives are also granted reasonable access to the property for review and/ or inspection of this project if necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 1:** Determine the amount of new impervious area created by the proposed project. This includes any new surface areas that prevent infiltration of stormwater into the ground. New stone and gravel areas are considered impervious. Impervious areas existing before November 23, 2011 are not included in this calculation. Use additional sheets if necessary

*Calculate new impervious area by completing this table.*

Surface	Length (ft)	x	Width (ft)	=	Impervious Area (ft <sup>2</sup> )
Buildings		x		=	
Driveway		x		=	
Parking Areas		x		=	
Patios/ walkways		x		=	
Other		x		=	
<b>Total Proposed Impervious Surface Area (Sum of all impervious areas)</b>					

- If the total new impervious surface area is up to 1,000 ft<sup>2</sup>, the project is exempt from the requirement to submit a plan for approval. Sign Acknowledgement and file this sheet with municipality.
- If total impervious surface area is 1,001 ft<sup>2</sup> to 10,000 ft<sup>2</sup>, continue to Step 2.
  - If project area can be entirely disconnected, sign Acknowledgement and file worksheets with municipality.
  - If project is between 1,000 ft<sup>2</sup> and 5,000 ft<sup>2</sup> and requires BMPs, complete step 3.
  - If project area is 5,000 ft<sup>2</sup> - 10,000 ft<sup>2</sup> and can't be disconnected, the project does not qualify for the Simplified Approach.

# Municipal Stormwater Management Worksheet

**Step 2:** Determine Disconnected Impervious Area (DIA). All or parts of proposed impervious surfaces may qualify as Disconnected Impervious Area if runoff is directed to a pervious area that allows for infiltration, filtration, and increased time of concentration. The volume of stormwater that needs to be managed could be reduced through DIA. Prepare a minor stormwater site plan. (see pg C-5 for requirements).

## Criteria

- Overland flow path from the discharge area or impervious area has a positive slope of 5% or less.
- Contributing area to each rooftop discharge (downspout) is 500 ft<sup>2</sup> or less.
- Soils are not classified as hydrologic soil group "D".
- The receiving pervious area shall not include another person's property unless written permission has been obtained from the affected property owner.

**Paved Disconnection Criteria:** Paved surfaces (driveways, walkways, etc.) and gravel can be considered disconnected if it meets the criteria above and:

- Runoff does not flow over impervious area for more than 75 feet.
- The length of overland flow is greater than or equal to the contributing flow path.
- The slope of the contributing impervious areas is 5% or less.
- If discharge is concentrated at one or more discrete points, no more than 1,000 ft<sup>2</sup> may discharge to any one point. In addition, a gravel strip or other spreading device is required for concentrated discharges. Non-concentrated discharges along the entire edge of paved surface must include provisions for the establishment of vegetation along the paved edge and temporary stabilization of the area until the vegetation is established.
- If these criteria can be met, the DIA credit = 0

Length of Pervious Flow Path (ft) Lots ≤ 10,000 ft <sup>2</sup>	Length of Pervious Flow Path (ft)	DIA Credit Factor
35 or more	75 or more	0
30 - 34.9	60 - 74	0.2
23 - 29.9	45 - 59	0.4
16 - 22.9	30 - 44	0.6
8 - 15.9	15 - 29	0.8
0 - 7.9	0 - 14	1.0

Pervious flow path must be at least 15 feet from any impervious surface

Using the calculations from Step 1, complete the table below. This will determine the impervious area that may be excluded from the area that needs to be managed through stormwater BMPs. If the total impervious area to be managed = 0, the area can be considered entirely disconnected.

Surface	Proposed Impervious Area	x	DIA Credit	=	Impervious Area (ft <sup>2</sup> ) to be Managed
Buildings (area to each downspout)		x		=	
Driveway		x		=	
Parking Areas		x		=	
Patios/walkways		x		=	
Other		x		=	
Total Proposed Impervious Surface Area to be managed (Sum of all impervious areas)					

If total surface area to be managed is greater than 0, continue to Step 3.

# Municipal Stormwater Management Worksheet

**Step 3:** Calculate the volume of stormwater runoff created by proposed impervious surfaces or see Simple BMP Sizing in Step 4.

Impervious Area (ft <sup>2</sup> ) to be Managed (Sum of Step 2)	X	3.0 in/12 in = 0.25 (3.0 in is 2-year 24-hour rainfall amount)	=	Amount of Stormwater to be Managed (ft <sup>3</sup> )
	X	0.25	=	

Best Management Practices need to be used to manage the volume of stormwater created by the proposed impervious areas. The cubic feet of stormwater that need to be managed may also be further reduced by planting new trees. If the criteria below can be met, the amount of stormwater to be managed can be reduced per the following:

Deciduous Trees = 6 ft<sup>3</sup> per tree

Evergreen Trees = 10 ft<sup>3</sup> per tree

**Criteria:**

- Trees must be PA native species (See PA Stormwater BMP Manual for a list)
- Trees shall be a minimum 1" caliper tree and 3 feet tall shrub (min)
- Trees shall be adequately protected during construction
- No more than 25% of the required capture volume can be mitigated through the use of trees
- Dead trees shall be replaced by the property owner within 12 months
- Please consider the specifications for each tree species when determining location and spacing

Amount of Stormwater to be Managed (ft <sup>3</sup> ) (Sum of Step 3)		Tree Planting Credit (ft <sup>3</sup> )	=	Amount of Stormwater to be Managed (ft <sup>3</sup> )
			=	

**Step 4:** Select BMPs and size according to the volume of stormwater that needs to be managed. The Guide to Choosing Stormwater BMPs, included in the Simplified Approach, includes sizing calculations for specific techniques. *Simple BMP Sizing* - Sizing BMPs may also be simplified through the use of this chart. Take the sum of Step 2 and match it to the "Amount of New Impervious Area to be Managed" in white boxes in the table below (rounding up to the next value if the number is between two values). Then look in the light grey box to determine the cubic footage based on the type of BMP (bioretention or infiltration). For example, if a proposed 1,000 square foot impervious area must handle 240 cubic feet of stormwater in a bioretention system, a 13' x 13' x 1.5' rain garden or a 36' x 2' x 3.5' vegetated swale could be used. Show the location and size of proposed BMPs on the minor stormwater site plan. (The following was based on a chart from the Lycoming Co. Planning Dept)

BMP Type		Simple BMP Sizing - Amount New Impervious Area to be Managed (ft <sup>2</sup> )											
		250	500	750	1000	1500	2000	2500	3000	3500	4000	4500	5000
Bioretention	Ex. Rain garden, Vegetated swale	60 ft <sup>3</sup> or	120 ft <sup>3</sup> or	180 ft <sup>3</sup> or	240 ft <sup>3</sup> or	360 ft <sup>3</sup> or	480 ft <sup>3</sup> or	600 ft <sup>3</sup> or	720 ft <sup>3</sup> or	840 ft <sup>3</sup> or	960 ft <sup>3</sup> or	1,080 ft <sup>3</sup> or	1,200 ft <sup>3</sup> or
	Ex. Dry well, Infiltration trench	180 ft <sup>3</sup>	360 ft <sup>3</sup>	540 ft <sup>3</sup>	720 ft <sup>3</sup>	1,080 ft <sup>3</sup>	1,440 ft <sup>3</sup>	1,800 ft <sup>3</sup>	2,160 ft <sup>3</sup>	2,520 ft <sup>3</sup>	2,880 ft <sup>3</sup>	3,240 ft <sup>3</sup>	3,600 ft <sup>3</sup>

Bring the worksheets, plan, Owner Acknowledgement, and BMP Facilities and Maintenance Agreement (if applicable) to your municipality. If an area greater than 5,000 square feet of earth is disturbed, an erosion and sedimentation (E & S) control plan must be prepared. The municipality may require that the E&S plan be submitted to, reviewed, and approved by the Adams County Conservation District.

## Municipal Stormwater Management Worksheet

The minor stormwater site plan assists the owner / applicant in preparing the necessary information for the municipality to review and approve.

### OWNER ACKNOWLEDGMENT

*(Municipality may decide if the Owner Acknowledgement should be notarized and/ or recorded, based on municipal process)*

- Development activities shall begin only after the municipality approves the plan.
- The installed BMPs will not adversely affect any property, septic systems, or drinking water wells on this or any other property.
- If a stormwater management alternative to the approved minor stormwater site plan is used, the applicant will submit a revised plan to the municipality for approval. If a site requires a more complex system or if problems arise, the applicant may need the assistance of a licensed professional.
- The applicant acknowledges that the proposed stormwater management BMPs will be a permanent fixture of the property that can not be altered or removed without approval by the Township.

I (we) \_\_\_\_\_, hereby acknowledge the above statements and agree to assume full responsibility for the implementation, construction, operation, and maintenance of the proposed stormwater management facilities. Furthermore, I (we) also acknowledge that the steps, assumptions, and guidelines provided in this simplified approach package (minor stormwater site plan & Municipal Stormwater Worksheet(s)) will be adhered to.

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

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

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

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

**READING TOWNSHIP ADDENDUM TO BUILDING PERMIT**

For Completion by Township:  
Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_

Name: \_\_\_\_\_

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

Contractor/Applicant's federal or state employer identification (EIN): \_\_\_\_\_

I. The contractor/applicant for the building permit, in compliance with the Workers' Compensation Reform Act, Act 44 of 1993, hereby submits: (check one):

Workers' Compensation Certificate of Insurance. (Attach & Complete Section II)

Certificate of Self-Insurance (Attach & Complete Section II)

Affidavit of Exemption (Complete Section III)

II. If a certificate of insurance or self-insurance has been submitted, complete the following:

Insurance Company or Self-Insurer: \_\_\_\_\_

Workers' Compensation Policy #: \_\_\_\_\_ Effective Dates: \_\_\_\_\_

III. Claimed exemption, complete the following: (Contractors Must Notarize, Owners do not notarize)

Applicant is an individual who owns the property.

Contractor/ applicant is a sole proprietorship or partnership without employees.

Contractor/ applicant is a corporation, and the only employees working on the project are executives who have elected not to be employees of the corporation for purposes of the Workers' Compensation Act pursuant to §22 of the Act. Explain:

\_\_\_\_\_

All of the contractor/applicant's employees on the project are exempt on religious grounds under §484 of the Workers' Compensation Act and all employees have individually filed a written waiver and affidavit on forms supplied by the PA Dept. of Labor and Industry. Explain: \_\_\_\_\_

Other. Explain: \_\_\_\_\_

My signature on behalf of or as the contractor/applicant for this building permit constitutes my verification the statements contained herein are true and that I am subject to the penalty of 18 PA, C.S.A., §4904 relating to unsworn falsification to Authorities.

\_\_\_\_\_  
Signature Print Name

\_\_\_\_\_  
Business/Company Title

COMMONWEALTH OF PENNSYLVANIA:

:SS

COUNTY OF \_\_\_\_\_:

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me A NOTARY PUBLIC, the undersigned officer, personally appeared \_\_\_\_\_ known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes herein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public