



STORMWATER AND EROSION CONTROL PERMIT

**Must be completed for ALL land disturbing activity, the
creation / modification of impervious surfaces,
or any work within a flood plain**

STORMWATER MANAGEMENT AND EROSION CONTROL PERMIT INSTRUCTIONS AND INFORMATION

Any project that involves the disturbance of **ANY** quantity of land requires the applicant to receive approval for the project from the Engineering Department, in the form of an approved Stormwater and Erosion Control (SWEC) application and Site Plan(s).

Instructions: Below is a general description of the Village of Scarsdale SWEC review process. Please refer to Chapter 254 of the Village code for specific requirements.

- A site plan conforming to all stormwater regulations must be submitted. See the attached checklist, as well as Chapter 254 of the Village Code.
- In most development projects, infiltration is a preferred method of stormwater detention/retention. It is understood that not all sites can support this type of practice. Necessary documentation must be submitted explaining why this practice can not be implemented.
- As per Village Code §254-9E (1), a soil profile to at least five feet below the stormwater management improvement must be provided. All deep and percolation tests must be performed under the supervision of the design professional, and observed by the Village of Scarsdale Engineering Department. A SWEC will not be reviewed unless these tests have been witnessed.
- A completed application for a Stormwater Management and Erosion Control Permit must be submitted and approved prior to the issuance of a Building Permit. This permit will be valid for the same period as the Building or other Municipal permit.

Submission Requirements: Applicant must submit one (1) completed SWEC Application and three (3) sets of detailed plans (minimum submission size 11"x17") and one copy on either USB drive or email. Incomplete applications will not be accepted. Included with the submission, the applicant shall provide the required fees, contractor information, insurance certificates, UDig NY (formerly Dig Safe New York) ticket number, three (3) copies of a recent, detailed land survey and a completed short Environmental Assessment form. Upon review, the Village will provide the applicant with review comments if additional information is required. The applicant will be notified by Village staff when the application has been approved and ready for pick up.

Note: Please be advised that if your project originated with the Planning Board, ALL Planning Board Resolutions and associated Village Board Resolutions must be attached to your application. If there are any easements, license agreements or other covenants associated with the property, the Village will require copies for the application review.

FEE SCHEDULE:

Existing Residential Property Improvements	\$900.00 (less than 51% of existing ground level square footage)
New Home Construction	\$1,600.00 (per home for multi-lot subdivisions)
Non-Residential	\$900.00 + \$1.00 per \$1,000.00 of estimated construction costs exceeding \$500,000
Revisions to Approval Plan	\$500.00
Stormwater Deposit	Deposit Amount determined by the Village Engineer

Definitions:

Adjoining Property Buffer: Any portion of any lot in a Residence A District that falls within the applicable side yard setback or 30-foot rear yard setback, or the applicable zoning setback for any portion of the property that abuts a neighboring property. Land disturbing activities, including temporary or permanent alteration or modification of any grades and/or stockpiling of soil materials, within the adjoining property buffer area is prohibited without Planning Board approval.

Impervious Surface: Surfaces, such as, but not limited to, pavement, walks, patios, terraces, decks, rooftops, gravel surfaces, tennis courts and swimming pools, which prevent or inhibit the percolation of water into the soil.

Land Development/Redevelopment Activity: Construction activity, including clearing, grading, excavating, soil disturbance or placement of fill.

Land-Disturbing Activity: Any change to land which may result in soil erosion from water or wind and the movement of soil into water or onto lands, alteration of a drainage system, or increased runoff of waters, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

Stormwater: Water that originates during precipitation events or as snowmelt that enters the stormwater system. Stormwater that does not soak into the ground becomes surface runoff, which either flows directly into surface waterways or is channeled into storm sewers, which eventually discharge to surface waters.



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SITE INFORMATION

Property Address _____

Section Block _____ Lot _____

Zoning District _____ Watershed _____

LAND DISTURBANCE CLASSIFICATION

Front _____ Ft. Depth _____ Ft. Area of Lot _____ Sq. Ft.

Percent of Lot Covered _____ % Area of Land Disturbing Activity _____ Sq. Ft.

Impervious Area being Created/Modified _____ Sq. Ft.

DESCRIPTION OF PROJECT

CONTACT INFORMATION

Name of Owner _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Applicant (If not Owner) _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Design Professional _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Name of Contractor _____ Street Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____ E-Mail _____

Dig Safe Ticket Number _____ Date Called _____

Engineering Department Use Only

PERMIT # _____

	YES	NO
FLOODWAY	☐	☐
FLOODPLAIN	☐	☐
S.D.A.	☐	☐

Engineering Department Use Only

APPROVED BY: _____

Date: _____

☐ Approved with conditions

☐ Approved with Stipulations

☐ Stormwater Features not required



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LAND DESCRIPTION

	YES	NO
Are there any rights-of-way, easements, restrictive covenants or conditions of approval which encumber the property? If so, please indicate the nature of these restrictions and supply three (3) copies of the legal instrument (i.e. deed, covenant, conservation easement, approval letter, etc.) which created this restriction.	☐	☐
Is the property within a designated Sensitive Drainage Area (see map attached)?	☐	☐
Is the property being served by a septic system?	☐	☐
Is the property being served by a well?	☐	☐
Is proposed work being performed within a wetland, wetland buffer or floodplain?	☐	☐
Is proposed work being performed within 100 feet of a water course?	☐	☐
Is proposed work being performed within a Village right-of-way?	☐	☐
Is proposed work being done within an easement located on the property?	☐	☐
Are trees larger than 6" being removed during this project? Trees to be protected?	☐	☐
Is there fill being delivered from an off-site location?	☐	☐
Will rock removal be required?	☐	☐
Will there be any re-grading of the property during this project?	☐	☐
Has the design professional provided the <i>Adjoining Property Buffer</i> on the plan?	☐	☐
Will you be connecting into a Village utility?	☐	☐

DESIGN INFORMATION

Plans Prepared By:

Name _____ License # _____



Signature of Professional

Date

Signature of Owner

Date

Signature of Applicant

Date

I, _____ being duly sworn deposes and says:
First: That is the applicant named below; that he has read the foregoing application and knows the contents thereof to be true, except those which are stated on information and belief and as to those matters he believes to be true. Second: That the activities herein described shall be conducted in accordance with the rules and regulations of the Stormwater Management and Erosion Control Law, LL#8-2003 and in conformity with the plans and specifications approved by the Village Engineer.

Signature _____

Address _____

Sworn to before me, this

_____ day of _____

Notary Public, Westchester County _____

Notary

SITE PLAN REQUIREMENTS

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GENERAL REQUIREMENTS

- ☐ All existing and/or proposed utilities must be shown (i.e. sanitary sewer, water service, gas service, septic areas, well etc.)
- ☐ Provide sight distance analysis for new intersections formed by proposed/realigned driveways.
- ☐ Provide a profile for all proposed/realigned driveways. Driveways must include adequate platforms at garage and street levels. All proposed driveways must conform to regulations set by the Village of Scarsdale. These regulations can be obtained through the Engineering Department website.
- ☐ Provide location map of property. Include nearest cross streets and north arrow. Suggested scale is 1 inch equals 300 feet
- ☐ Provide survey of property showing all easements, structures etc.
- ☐ Show all watercourses located within 100' of the property.
- ☐ Show Flood Plain and Flood Way elevations and boundaries.
- ☐ Show all wetland and wetland buffer boundaries.
- ☐ Show all rock outcropping and areas for proposed rock removal.
- ☐ Provide rim, grate and invert elevations for all existing and proposed structures.
- ☐ Provide Zoning Analysis including setbacks, lot coverage and building envelope etc.
- ☐ Provide setbacks for the *Adjoining Property Buffer Area*.
- ☐ Provide a table of impervious areas, existing and proposed along with total LDA area determination.

GRADING

- ☐ Proposed grading shall be done in a manner as to not cause increased runoff to neighboring properties. All existing and proposed grades shall be shown on the site plan. Arrows indicating direction of surface water flow must also be included. Topographical data provided shall extend ten feet into adjacent properties and right of ways.
- ☐ All existing walls found within property must be shown. Top and bottom of walls must be labeled.
- ☐ All proposed retaining walls must be shown with top and bottom of wall elevations. Details of new walls must also be shown. The entire wall must be located within the property line (including footing).
- ☐ Identify all existing drainage paths (ditches, pipes, or overland flow) flowing onto, away from and/or through subject property. Demonstrate that these paths will be protected and maintained.
- ☐ Provide the means and methods to preserve and protect the *Adjoining Property Buffer Area*.
- ☐ Provide and estimate of excavation cut, fill and borrow soil materials. Manifest will be required.
- ☐ Label all existing and proposed floor elevations, as well as the average grade around proposed structure.

EROSION CONTROL

- ☐ Erosion control measures, (i.e. construction access pads, properly trenched silt fencing, staked hay bales, etc.) meeting NYSDEC requirements must be shown on all site plans. Plans shall include a schedule of inspections for erosion control installation and maintenance, drainage installation, rough grading, final grading and project completion. All erosion control must be properly installed and maintained prior to and throughout construction. Failure to comply may result in work stoppage, violations, summons and/or fines.

STORMWATER

- ☐ Runoff from all newly created/modified impervious areas shall be collected and conveyed to a stormwater management system. Design of the management system, including the percolation test results and subsurface exploration results must be designed by a New York State licensed Engineer. §254-8-A6
- ☐ Stormwater infiltration is a preferred storage system in most types of development. In order to properly design this type of system, a percolation rate and soil profile must be submitted.
- ☐ In order to verify hydrological soil type, a copy of the USDA Soil Survey Map for the proposed site must be submitted.
- ☐ Percolation and deep test data must be obtained and submitted with stormwater design in order to demonstrate that the proposed stormwater system will drain between storms. These tests will not be allowed to be performed during construction.
- ☐ Footing drains must be shown and accounted for as part of the design.
- ☐ Demonstrate that overflows from the system do not create erosion or is not directed to areas where negative impacts will occur. System overflows shall be directed through downspout, surcharge pipes or driveway drains. §254-8-A4
- ☐ All piping material, size, and slopes must be labeled. Piping must be properly sized to convey the appropriate storm event. The standard of materials used should be SDR-35, or HDPE.

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STORMWATER DESIGN REQUIREMENTS

- ☐ Provide a narrative describing the proposed project, and the methodology used to compare and evaluate predevelopment with post-development runoff conditions.
- ☐ The proposed management system must be properly sized to the 25 year, 24 hour, type III distribution storm unless otherwise specified by Village Code for infiltration practices. Flow rate runoff reduction shall consider all specified design storms as per Village Code.
- ☐ Percolation tests must be performed in conformance with “*Stormwater Management, Westchester County, NY, Best Management Practices Manual Series*”. Notification must be made to the Engineering Department for inspection. Percolation tests must be performed in the location of the proposed practice, and shown on the plan. Percolation tests must be performed even if percolation volume is not being considered.
- ☐ Test pits must be performed to confirm soil type and determine the elevation of ledge rock and groundwater. Test pits must reach a minimum elevation of two (2) feet below the proposed infiltration practices, and shown on the plan. If the minimum two (2) foot separation is not possible, alternative methods to infiltration must be considered.
- ☐ Proposed overflows and/or discharges to outlet through designed outlet control structures. Appropriate outlet control structure discharge calculations to be submitted to ensure a net zero increase in stormwater runoff from the site and into the public storm drain system
- ☐ Footing drains must not discharge into a system designed for impervious surface, unless this increase is accounted for in the stormwater calculations. If footing drains are to be pumped, it must be shown the proposed pump will support the anticipated water load, and the proposed discharge must show a net zero increase in flow.
- ☐ All proposed pumps (used for the stormwater systems, as well as the footing drains), must be properly sized to accommodate the quantity and rate of water anticipated during the design storm.
- ☐ In cases where soil conditions do not permit either infiltration and/or storage for the 25 year, 24 hour storm event, a zero increase in the peak rates for a 10 and 25 year storm shall be accomplished. In areas that site conditions impede the management’s functionality, the Village Engineer may use his discretion.
- ☐ A comparison of predevelopment and post development runoff must be submitted. This must include calculation of peak discharge rates and total runoff volumes from the project area for existing site conditions and post-development conditions. The predevelopment calculations shall be based on an unimproved area and the post-development calculations shall include all existing and proposed improvements.

SENSITIVE DRAINAGE AREAS

- ☐ **Parcels within a Sensitive Drainage Area (SDA) must comply with requirements specified in §254-7E, which requires the maximum detention/retention possible for the entire site. The SDA map can be downloaded from the Engineering Department website.**
- ☐ All appropriate stormwater requirements listed above must be satisfied.
- ☐ Provide detention and retention for the entire proposed developed site, including all existing and proposed impervious surfaces. Pre-Development condition for the lot is to be considered undeveloped.
- ☐ Design, inspection and certification of stormwater system must be performed by a New York State licensed Professional Engineer.
- ☐ Erosion Control inspection reporting shall follow the regulations set by the NYSDEC manual.
- ☐ As-Built drawings of the stormwater management system shall be submitted.

POST CONSTRUCTION REQUIREMENTS

- The design professional shall develop and provide the owner(s) a copy of a post construction inspection and maintenance schedule for developed drainage features and all permeable surfaces such as porous asphalt and permeable pavers. The property owner(s) shall acknowledge receipt of the post construction maintenance schedule in writing.
- The design professional shall certify all developed drainage features and final grading. Final as-built survey with grades and/or topography may be required. Applicant shall consult and confirm submission requirements with Village Engineer.



FLOODPLAIN APPROVAL PROCESS

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www.scarsdale.com**

44CFR60.3(a)(3) states that the Village of Scarsdale is required to enforce the minimum standard of development within the FEMA designated Floodplain areas. The Village of Scarsdale must:

Review all permit applications to determine whether proposed building sites will be reasonably safe from flooding. If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall (i) be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, (ii) be constructed with materials resistant to flood damage, (iii) be constructed by methods and practices that minimize flood damages, and (iv) be constructed with electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

This checklist outlines the procedure that must be followed when requesting approval of a Site Plan on a property within a FEMA Floodplain. It serves to help you and the Village of Scarsdale ensure that all proposed development within a Floodplain is reasonably safe from flooding. Each application must include all General Requirements below. All appropriate stormwater requirements must also be submitted. **PROPOSED GENERATORS WITHIN A FEMA FLOODPLAIN MUST FOLLOW THE REQUIREMENTS BELOW.**

When any portion of the application property is located within a FEMA designated Floodplain, the following must be submitted with your Stormwater Management and Erosion Control Application :

PLANNING:

- ☐ FEMA Map and Panel number: _____
- ☐ FEMA Floodplain Elevation (obtained from the Engineering Department): _____
- ☐ GENERATOR APPROVALS WITHIN A FEMA FLOODPLAIN MUST SUBMIT AN ELEVATION CERTIFICATE PRIOR TO ISSUANCE OF A CO.

DESIGN:

- ☐ Topographical Survey using FEMA Flood Insurance Rate Map Data (NAVD 1988).
- ☐ Elevation drawings of the proposed improvements showing the 100 year FEMA Floodplain elevation
- ☐ FEMA Pre- Construction Elevation Certificate
- ☐ Site Plan showing proposed work using the same elevations as indicated above. Indicate the location of the floodplain/floodway on the site plan

When the above information is received and approved by the Engineering Department, the Building Inspector may issue a Building Permit for the project.

The Engineering Department Approval will contain four (4) Post-Construction conditions that MUST be satisfied prior to the issuance of a Certificate of Occupancy:

POST CONSTRUCTION:

- ☐ FEMA Elevation Certificate, sealed and certified by the Design Professional
- ☐ Non-Conversion Agreement
- ☐ Certification of Building Materials
- ☐ Final As-Built Survey using FEMA Flood Insurance Rate Map Data (DATM NAVD 1988)

Upon completion of construction, all post construction requirements listed above must be submitted and approved by the Engineering Department prior to issuance of a Certificate of Occupancy.