

**STORM WATER MANAGEMENT CONTROL PERMIT**



**Town of Mount Pleasant**  
Engineering Department  
1 Town Hall Plaza  
Valhalla, New York 10595

# INSTRUCTION FOR APPLICATION/PERMIT FOR STORMWATER MANAGEMENT IN THE TOWN OF MOUNT PLEASANT

(TMP Stormwater Permit Instruction 2013v2)

## GENERAL INSTRUCTIONS

There are five (5) forms associated with obtaining a Stormwater Management Permit in the Town of Mount Pleasant. Each of these forms will be discussed below to assist you in this process.

1. **Stormwater Management Control Permit Form** – This form will provide the Town with General Project Information and proof of design by a Professional. The important items to note for this form are:
  - a. A licensed Professional Engineer or Architect is required to certify plans meet all codes and standards and are acceptable for construction.
2. **Contractor Certification Form** – This form is required to be completed by the applicant's contractor performing land disturbance applications and is required to certify that the contractor is trained in Erosion & Sediment Control (ES&C). The important items to note for this form are:
  - a. Only the contractor or sub-contractor whom will participate in land disturbances and/or are charged with completing all the work associated with this permit is required to complete this form.
  - b. The contractor or sub-contractor is required to submit a copy of his/hers NYSDEC Endorsed 4-Hour E&SC Training Certificate.
3. **Affidavit of Ownership Form** – This form authorizes the Designer to submit an application for the property Owner and certifies that the facts in the permit are true.
4. **Project Commencement Notification & Construction Cost Estimate Form** – This form will be used to establish official start date and the appropriate permit inspection fee. The important items to note for this form are:
  - a. A licensed Professional Engineer or Architect is required to certify the cost of **only** the construction work in connection with the Stormwater Pollution Prevention Plan (SWPPP) and other related work associate with the permit.
  - b. Inspection Fee is equal to  $\frac{1}{2}$  % of the work as specified in 4a above.
  - c. Example of Inspection Fee Calculation:  
Ex: Two Story Residential Addition  
Total Project Cost = \$250,000  
Stormwater Management Design – 4 Cultec Units, gravel, pipe, sediment basin, silt fence, etc.  
Stormwater Management Cost = \$5000  
Stormwater Inspection Fee =  $\$5000 \times \frac{1}{2} \% = \$5000 \times 0.005 = \underline{\$25.00}$
5. **Project Completion Certification** – This form shall be certified by the Trained Contractor or Design Professional that the purposed work was completed to plan or provide the approved documentation that deviated from the original design. The important items to note for this form are:
  - a. As Professional Seal certifies as legal document, the Trained Contractor shall certify form using Notary Public.
  - b. An as-built is required to be submitted that highlights location and types of all stormwater and drainage practices.
  - c. Town Engineer may require photos for highlighting the installation of the stormwater practices and any E&SC inspection forms completed during the contract to be submitted accompanying the form.



**Town of Mount Pleasant**  
**Engineering Department**  
**1 Town Hall Plaza**  
**Valhalla, New York 10595**  
*Department Phone: 914-742-2317*

*David A. Smyth, P.E.*  
*Town Engineer*  
*Susan Maskiell-Closi*  
*Junior Civil Engineer*

## **STORM WATER MANAGEMENT CONTROL PERMIT**

**Permit Number:** \_\_\_\_\_

§ 183 of the Town of Town of Mt Pleasant Code stipulates that no person shall commence or otherwise perform any land development activity in the Town of Mt Pleasant that involves 250 square feet or more of disturbance in all zones, except where 100 square feet or more of disturbance is proposed in the R-10 zone, without first obtaining the proper Storm Water Management Control Permit from the Town Engineer, in addition to all other necessary local, state and federal permits.

### **GENERAL PROJECT INFORMATION**

**Project Description:** \_\_\_\_\_

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

**Applicant:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

### **PROJECT DESIGN PROFESSIONAL INFORMATION**

**Design Professional:** \_\_\_\_\_

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

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Design Documents:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Professional Stamp

The Project Design Professional certifies that all project work, including any land clearing, construction, or development involving the movement of earth, has been designed in accordance with the requirements of § 183 – Storm Water Management Control Permits, of the Town of Mount Pleasant Code.

Signature

Date

### **PROJECT APPROVAL – TOWN USE ONLY**

<b>Wetland/Watercourse and Slope Clearance Approval:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Project Commencement Form:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Application Fee - \$150.00 - Paid:</b> <input type="checkbox"/>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Affidavit of Ownership:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Storm Water Design Calculations:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Storm Water Management &amp; Erosion and Sediment Control Plan:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<b>Contractor Certification:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**Approved by:**  
**David A. Smyth, P.E. – Town Engineer:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

The Project Design Professional shall complete the attached Project Commencement Form, including the construction cost estimate. When this estimate is approved by the Town Engineer, the Applicant will be required to provide an inspection fee to the town in the amount of ½% or 0.005 x stormwater management construction cost estimate, in addition to any other required bonds or fees. The Applicant shall provide at least 48 hours notice prior to start of work.



**Town of Mount Pleasant**  
Engineering Department  
1 Town Hall Plaza  
Valhalla, New York 10595  
Department Phone: 914-742-2317

*David A. Smyth, P.E.*  
Town Engineer  
*Susan Maskiell-Closi*  
Junior Civil Engineer

## STORM WATER MANAGEMENT CONTROL PERMIT

### CONTRACTOR CERTIFICATION

Storm Water Management Control Permit Number: \_\_\_\_\_

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

A copy of the Trained Contractor's ES&C Training Certificate is included with this form.

As per Town of Mount Pleasant Code § 183 - Contractor Certification - each contractor and subcontractor identified in the SWPPP to be involved in soil disturbance and/or storm water management practice installation shall sign and date a copy of the following certification statement before undertaking any land development activity:

*"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the storm water pollution prevention plan. I also understand that it is unlawful for any person to cause or contribute to a violation of water quality standards."*

Signature of Contractor Representative: \_\_\_\_\_

Name of Contractor Representative: \_\_\_\_\_

Title of Contractor Representative: \_\_\_\_\_

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

Contracting Company Name: \_\_\_\_\_

Contracting Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Telephone Number: \_\_\_\_\_

The Trained Contractor must provide a copy of their 4-Hour Erosion & Sediment (E&SC) Training Certificate must be included with the completed certification form. As per NYSDEC SPDES General Permit (GP-0-10-001), the Trained Contractor must be on site on a daily basis when soil disturbance activities are being performed.



**Town of Mount Pleasant**  
**Engineering Department**  
**1 Town Hall Plaza**  
**Valhalla, New York 10595**  
*Department Phone: 914-742-2317*

*David A. Smyth, P.E.*  
*Town Engineer*  
*Susan Maskiell-Closi*  
*Junior Civil Engineer*

**STORM WATER MANAGEMENT CONTROL PERMIT**

**PROJECT COMMENCEMENT NOTIFICATION & CONSTRUCTION COST ESTIMATE**

(As per Town Code § 183, this form must be completed by the Project Design Professional ONLY)

The Town Engineer MUST approve the start date and the construction cost estimate, and receive the inspection fee before any work may be performed at the project location.

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

Project Applicant: \_\_\_\_\_

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

Applicant Phone Number: \_\_\_\_\_

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

The Project Design Professional shall provide a Total Construction Cost Estimate for the project. When this estimate is approved by the Town Engineer, the Applicant will be required to provide a Storm Water Management Control Permit inspection fee to the Town in the amount of ½% or 0.005 x Stormwater Management Construction Cost Estimate, in addition to any other required bonds or fees.

Total Construction Cost Estimate: \_\_\_\_\_

Inspection Fee: \_\_\_\_\_

<p><b>Design Professional:</b> _____</p> <p><b>Address:</b> _____</p> <p>_____</p> <p><b>Phone Number:</b> _____</p> <p><b>Fax Number:</b> _____</p> <p><b>Design Documents:</b> _____</p> <p><b>Dated:</b> _____</p>	<p align="center">Professional Stamp</p> <hr/> <p align="right">Signature _____ Date _____</p>
---	--

Approved by:  
 David A. Smyth, P.E. – Town Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_





**Town of Mount Pleasant**  
**Engineering Department**  
**1 Town Hall Plaza**  
**Valhalla, New York 10595**  
*Department Phone: 914-742-2317*

*David A. Smyth, P.E.*  
*Town Engineer*  
*Susan Maskiell-Closi*  
*Junior Civil Engineer*

**STORM WATER MANAGEMENT CONTROL PERMIT**

**PROJECT COMPLETION CERTIFICATION**

**(As per Town Code § 183, this form must be completed prior to release of Storm Water Management Permit)**

Please provide the following project information to the Town of Mount Pleasant – Engineering Department upon completion of the work.

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

Permit Number: \_\_\_\_\_

Project Applicant: \_\_\_\_\_

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

Applicant Phone Number: \_\_\_\_\_

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

As-built plans must be attached.

<b>DESIGN PROFESSIONAL AND/OR TRAINED CONTRACTOR CERTIFICATION</b>			
I hereby certify, under penalty of law, that all post-construction stormwater management practices have been constructed in conformance with the SWPPP and related approved documents submitted for issuance of this permit. Furthermore, I understand that certifying false, incorrect or inaccurate information is a violation of the referenced permit, Town law and the laws of the State of New York and could subject me to criminal, civil and/or administrative proceedings.			
<b>Printed Name:</b>		<b>Company:</b>	
<b>Address:</b>		<b>Title/Position:</b>	
<b>Phone Number:</b>		Professional Stamp	
<b>Signature:</b>	<b>Date:</b>		
Sworn to me before this _____ Day of _____ 20____	<b>Design Documents:</b>	Signature _____ Date _____	
_____ Notary Public (Trained Contractor Certification Only)			

Approved by:  
 David A. Smyth, P.E. – Town Engineer: \_\_\_\_\_ Date: \_\_\_\_\_