

# INSTRUCTIONS

## THE BOROUGH OF HANOVER - STORMWATER MANAGEMENT PERMIT

Revised 3/6/19

*Please follow the instructions below in accordance with the Borough stormwater management permit application.*

### **Section I -**

#### **Step 1: Project Information:**

- Property Owner Full Name
- Full Property Address
- Daytime Phone Number – Main line you can be reached
- Email Address
- Check box for the preferred method of communication

Reason for Application - provide information regarding the size dimensions of what you are building. The more detail the better understanding the Borough will have to complete the permit timely and return to you.

#### **Step 2: Property owner:**

From the reason for application you described, please list the square footage of the new/altered development.

Have any other exterior improvements been completed on the property since December 23, 2014? If yes, please list any previous permit numbers associated with the property.

**Step 3:** Provide a sketch of the property with property lines, existing improvements and proposed improvements. The more detail the better the Borough can assess what you want to accomplish. **There are sketch examples attached to the permit to help you properly display what you're looking to build.** The calculations will be checked and verified before permit is completed.

**Step 4: Please sign and date.**

**Step 5: Please read, acknowledge and potentially complete (if possible at this time) the other attachments associated with the permit.**

The other attachments are listed here:

- Explanation of Terms
- Will Borough Inspect my BMP
- Homeowner Certification Form or As-built Plan Certification Form (dependent on project)
- Operation and Maintenance Agreement (O&M)
- Sketches that may help you with the BMP
- Inspection form examples for a few facilities (bioretention, pervious pavement, seepage beds)

**Step 6: Please return to the Engineering Office. If you have questions please schedule an appointment or write them in the box below before you return the permit.**

Please use this space if you have questions:

**THE BOROUGH OF HANOVER**  
**STORMWATER MANAGEMENT PERMIT APPLICATION**  
**SECTION I – Revised 3/6/19**

Attention: If you, as a property owner, are planning to construct any type of structure or improvement to your property – patio, driveway, etc. – that will impact the Stormwater runoff leaving your property, then you must comply with the Hanover Borough Stormwater Management Ordinance No. 2235. Completion of this form will allow the staff to guide you through the associated regulations.

**Step 1: Complete the project information**

Property Owner: \_\_\_\_\_

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

Daytime Phone Number: \_\_\_\_\_

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

*Check box for the preferred method of communication above*

Reason for application (please provide information regarding square footage of what you are building)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 2: Property owner proposes**

New/alterd Pavement (Parking area, driveway) \_\_\_\_\_ SF

New/alterd Building (Shed, Garage, Addition; Excluding Demolition) \_\_\_\_\_ SF

New/alterd Sidewalk or Patio (Concrete, Brick) \_\_\_\_\_ SF

New/alterd swimming pool \_\_\_\_\_ SF

New/alterd Best Management Practice (BMP) \_\_\_\_\_ SF

Changing the ground surface cover (Clearing a wooded lot, converting a meadow area to yard)  
\_\_\_\_\_ SF

Farming Activities (not new buildings or impervious) – If in compliance with Chapter 102, exempted. \_\_\_\_\_

Timber Activities – If in compliance with Chapter 102, exempted. \_\_\_\_\_

Have any other exterior improvements been completed on the property since December 23, 2014?

If so, please list the projects and permit numbers \_\_\_\_\_.

**Step 3:** Provide sketch of property with all square footages, property lines, existing improvements and proposed improvements.

**Step 4:** Please sign below and date.

**Step 5:** Please read, acknowledge and potentially complete (if possible at this time) the other attachments associated with the permit.

**Step 6:** Please return to the Engineering Office. If you have questions please schedule an appointment.

*Read, sign and date the application below to acknowledge and accept the requirements (including construction requirements and associated administrative items) outlined and reviewed with the permit officer.*

I understand and agree to the following:

1. I will be required to construct all improvements and associated storm water management facilities in accordance with the attached plans and details.
2. Any exemption, permit, or authorization issued or approved based on false, misleading or erroneous information provided by an applicant is void without the necessity of any proceedings for revocation. Any work undertaken or use established pursuant to such permit or other authorization is unlawful. No action may be taken by a board, agency or employee of the Borough purporting to validate such a violation.
3. Upon presentation of proper credentials, the Borough may enter at reasonable times upon any property to inspect the condition of the Stormwater structures and facilities in regard to any aspect regulated by this Ordinance.
4. Proper management of Stormwater runoff associated with this permit is the responsibility of the property owner.
5. All attachments associated with this permit will be completed to the best of the ability of the owner.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STORMWATER MANAGEMENT PERMIT APPLICATION SECTION II**

**Borough Use Only:**

Existing Impervious Area on Property (prior to this Application): \_\_\_\_\_ ft<sup>2</sup> (Copy from previous permits or stormwater assessment, if applicable)

New Impervious Area: \_\_\_\_\_ ft<sup>2</sup> (previously green space)

Altered Impervious Area: \_\_\_\_\_ ft<sup>2</sup>

Total Impervious Area \_\_\_\_\_ ft<sup>2</sup> (**Sum of Existing & New Impervious Area**)

**Project Fees:** \$ \_\_\_\_\_ Paid by Applicant \_\_\_\_\_

Building Permit Officer \$50/hr  
Engineer \$85/hr  
Engineering Staff \$65/hr  
Base Fee \$25

Project Application is:

Exempted from ordinance requirements (Less than 500 ft<sup>2</sup>); \_\_\_\_\_

Partially exempted and approved. Required submittals attached (Section 302.B, C or Equivalent DIA): \_\_\_\_\_ (Refer to Step 2 of Section III)

Project is approved (required submittals attached): \_\_\_\_\_

SWM Permit No. \_\_\_\_\_

\_\_\_\_\_  
Municipal Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Explanation of terms

As-Built Plan – A drawing (typically prepared by a Surveyor or Engineer) that depicts the actual dimensions, location and features of a facility AFTER it is constructed. This document provides a record to show that the approved design was constructed as per the plans.

O&M (Operation and Maintenance Agreement) – A legal agreement / document that ensures that a stormwater facility will be properly maintained and operated throughout its intended design life. It provides the Borough (or DEP) a means to enforce legal action if a facility is not maintained and subsequently does not function as intended/approved.

PA DEP – The Pennsylvania Department of Environmental Protection.

YCCD – The York County Conservation District

SFR (Single Family Residential) – A property that is being used for the purposes of a single family residential use.

NSFR (Non-Single Family Residential) – A property that is being used for any purpose other than SFR.

BMP – Best management practice for stormwater.



The following certification is to be completed and submitted to the Borough for close out and termination of a Stormwater Permit or other related permit (for any Single Family Residential Project, meeting the criteria as listed on the Hanover Borough Stormwater Permit Flowchart).

**STORMWATER MANAGEMENT “AS-BUILT” CERTIFICATION**

I HEREBY CERTIFY THAT THE STORMWATER MANAGEMENT FACILITY (FACILITIES) / BMPS SHOWN ON STORMWATER PERMIT NO. \_\_\_\_\_ HAS (HAVE) BEEN CONSTRUCTED AND COMPLETED IN ACCORDANCE WITH THE PERMIT, AND THAT ANY CHANGES MADE TO THE FACILITIES / BMPS WERE DONE WITH BOROUGH APPROVAL AND CONSEQUENTLY DO NOT ADVERSELY AFFECT THE INTENDED PERFORMANCE OF THE FACILITY (FACILITIES).

**FACILITY / BMP IDENTIFICATION (IDENTIFY EACH FACILITY / BMP INDIVIDUALLY);**

FACILITY / BMP ID NUMBER

FACILITY / BMP TYPE

_____	_____
_____	_____
_____	_____

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

NAME: PRINTED / SIGNATURE

DATE OF CERTIFICATION

**Note:**

“Certify” means to state or declare an opinion based on sufficient and appropriate onsite inspections, observations, photographic records, material tests, etc. conducted by the owner and/or Contractor responsible for overseeing construction of said facilities/BMPs.

The following certification is to be physically provided on any As-Built (Record) Plans submitted to the Borough for close out and termination of a Stormwater Permit or other related permit;

**STORMWATER MANAGEMENT “AS-BUILT” CERTIFICATION**

I HEREBY CERTIFY THAT THE STORMWATER MANAGEMENT FACILITY (FACILITIES) / BMPS SHOWN ON THESE PLANS AND INDIVIDUALLY IDENTIFIED BELOW HAS (HAVE) BEEN CONSTRUCTED IN ACCORDANCE WITH THE PLANS INCLUDED UNDER THE HANOVER BOROUGH PERMIT APPROVAL, NUMBER \_\_\_\_\_, EXCEPTING THOSE APPROVED FIELD CHANGES MADE AND AS NOTED IN RED ON THESE “AS BUILT” RECORD DRAWINGS. FURTHERMORE, THE RED-NOTED EXCEPTIONS DO NOT ADVERSELY AFFECT THE INTENDED PERFORMANCE OF THE FACILITY (FACILITIES).

**FACILITY / BMP IDENTIFICATION (IDENTIFY EACH INDIVIDUALLY);**

FACILITY / BMP ID NUMBER

FACILITY / BMP TYPE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_ / \_\_\_\_\_

NAME: PRINTED / SIGNATURE

\_\_\_\_\_

DATE OF CERTIFICATION

\_\_\_\_\_  
PROFESSIONAL REGISTRATION NUMBER



(SEAL)

**Note:**

“Certify” means to state or declare a professional opinion based on sufficient and appropriate onsite inspections and material tests conducted during construction



**OPERATION AND MAINTENANCE (O&M) AGREEMENT  
STORMWATER MANAGEMENT BEST MANAGEMENT  
PRACTICES (SWM BMPs)**

**THIS AGREEMENT**, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_, (hereinafter the ("Landowner")), and the Borough of Hanover, York County, Pennsylvania, (hereinafter "Borough");

**WITNESSETH**

**WHEREAS**, the Landowner is the owner of certain real property as recorded by deed in the land record of York County, Pennsylvania, Deed Book \_\_\_\_\_ at page \_\_\_\_\_ (hereinafter "Property"),

**WHEREAS**, the Landowner is proceeding to build and develop the Property; and

**WHEREAS**, the Post Construction Stormwater Management (PCSM) Plan approved by the Borough (hereinafter referred to as the "PCSM Plan") for the property identified herein, which is attached hereto and made part hereof, as approved by the Borough, provides for management of stormwater within the confines of the Property through the use of BMPs; and

**WHEREAS**, the Borough, and the Landowner, his successors and assigns, agree that the health, safety, and welfare of the residents of the Borough and the protection and maintenance of water quality require that on-site SWM BMPs be constructed and maintained on the Property; and

**WHEREAS**, the Borough requires, through the implementation of the PCSM Plan, that SWM BMPs as required by said Plan and the Municipal Stormwater Management Ordinance be constructed and adequately operated and maintained by the Landowner, his successors, and assigns.

**NOW, THEREFORE**, in consideration of the foregoing promises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Landowner shall construct the BMPs in accordance with the approved plan specifications.
2. The Landowner shall operate and maintain the BMPs as shown on the PCSM Plan in good working order in accordance with the specific operation and maintenance requirements noted on the approved PCSM Device Maintenance Schedule.
3. The Landowner hereby grants permission to the Borough, its authorized agents and employees, to enter upon the property, at reasonable times and upon presentation of proper

credentials, to inspect the BMPs whenever the Borough deems it appropriate. Whenever possible, the Borough shall notify the Landowner prior to entering the property.

4. In the event the Landowner fails to operate and maintain the BMPs per paragraph two (2.), the Borough or its representatives may enter upon the Property and take whatever action is deemed necessary to maintain said BMP(s). It is expressly understood and agreed that the Borough is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the Borough.
5. In the event the Borough, pursuant to this Agreement, performs work of any nature or contracts to have such work performed, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner shall reimburse the Borough for all such expenses (direct and indirect) incurred within ten (10) days of receipt of invoice from the Borough.
6. The intent and purpose of this Agreement is to ensure the proper maintenance of the onsite BMPs by the Landowner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by stormwater runoff.
7. The Landowner, its executors, administrators, heirs, assigns, and other successors in interests, hereby release the Borough its employees, agents, and representatives from all damages, accidents, casualties, occurrences, or claims which might arise or be asserted against the Borough, its employees, agents and representatives as a result of the construction, presence, operation, existence, or maintenance of the BMP(s) by the Landowner or Borough.
8. A report of all inspections shall be submitted to the Borough by the end of the calendar year in which the inspections were conducted. All inspection records shall be maintained by the landowner or successor for a period not less than five (5) years from the date of the inspection and shall be made available to the Borough within five (5) calendar days of receipt of written request by the Borough.

This Agreement shall be recorded in the Office of the Recorder of Deeds of York County, Pennsylvania, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Landowner, his administrators, executors, assigns, heirs, and any other successors in interests, in perpetuity.

ATTEST:

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

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

BOROUGH OF HANOVER

\_\_\_\_\_

By: \_\_\_\_\_

Michael R. Bowersox  
Manager

COMMONWEALTH OF PENNSYLVANIA :

: ss

COUNTY OF YORK :

ON THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned officer, personally appeared \_\_\_\_\_, \_\_\_\_\_, of Owner Name: \_\_\_\_\_, and that he/she as such officer being authorized to do so, executed the foregoing instrument for the purposes herein contained by signing the name of the Corporation by himself/herself as such officer.

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

\_\_\_\_\_ (SEAL)

Notary Public

MY COMMISSION EXPIRES:

**COMMONWEALTH OF PENNSYLVANIA** :  
: **SS**  
**COUNTY OF YORK** :

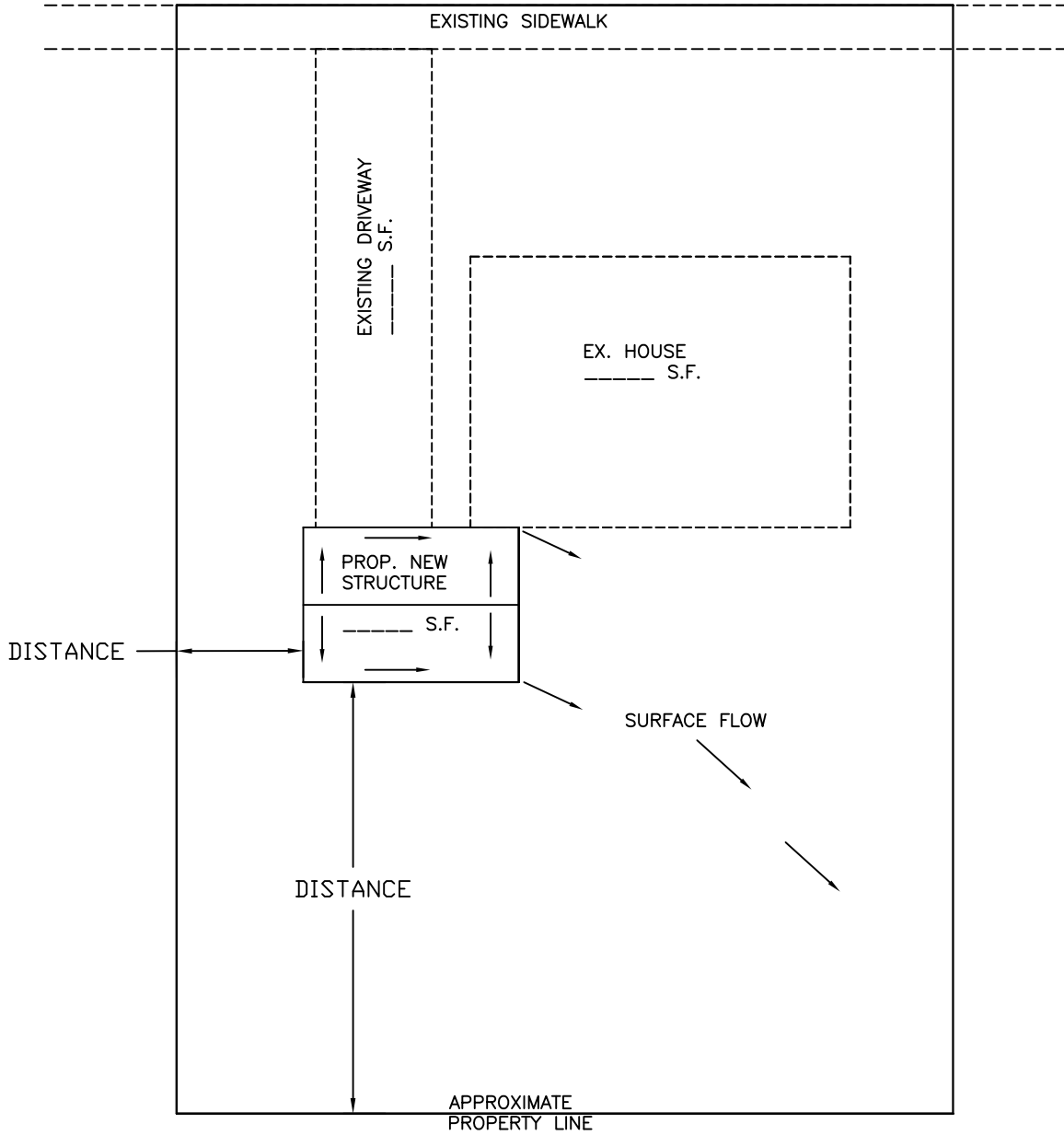
**ON THIS**, the \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned officer, personally appeared **Michael R. Bowersox** manager of the Borough of Hanover, a Pennsylvania borough, and that he as such officer being authorized to do so, executed the foregoing instrument for the purposes herein contained by signing the name of the Borough by himself as such officer.

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

\_\_\_\_\_  
**Notary Public** (SEAL)

**MY COMMISSION EXPIRES:**

STREET NAME



**NOTES**

1. PROVIDE SQUARE FOOTAGE OF LOT AND OF ALL EXISTING/PROPOSED IMPERVIOUS AREAS
2. PROVIDED DISTANCE OVER LAWN FROM NEW IMPERVIOUS AREAS TO EXISTING, AS SHOWN
4. SHOW DIRECTION OF GRADING/SURFACE FLOW ON LOT
3. THIS PLAN MAY BE HAND DRAWN OR PRINTED

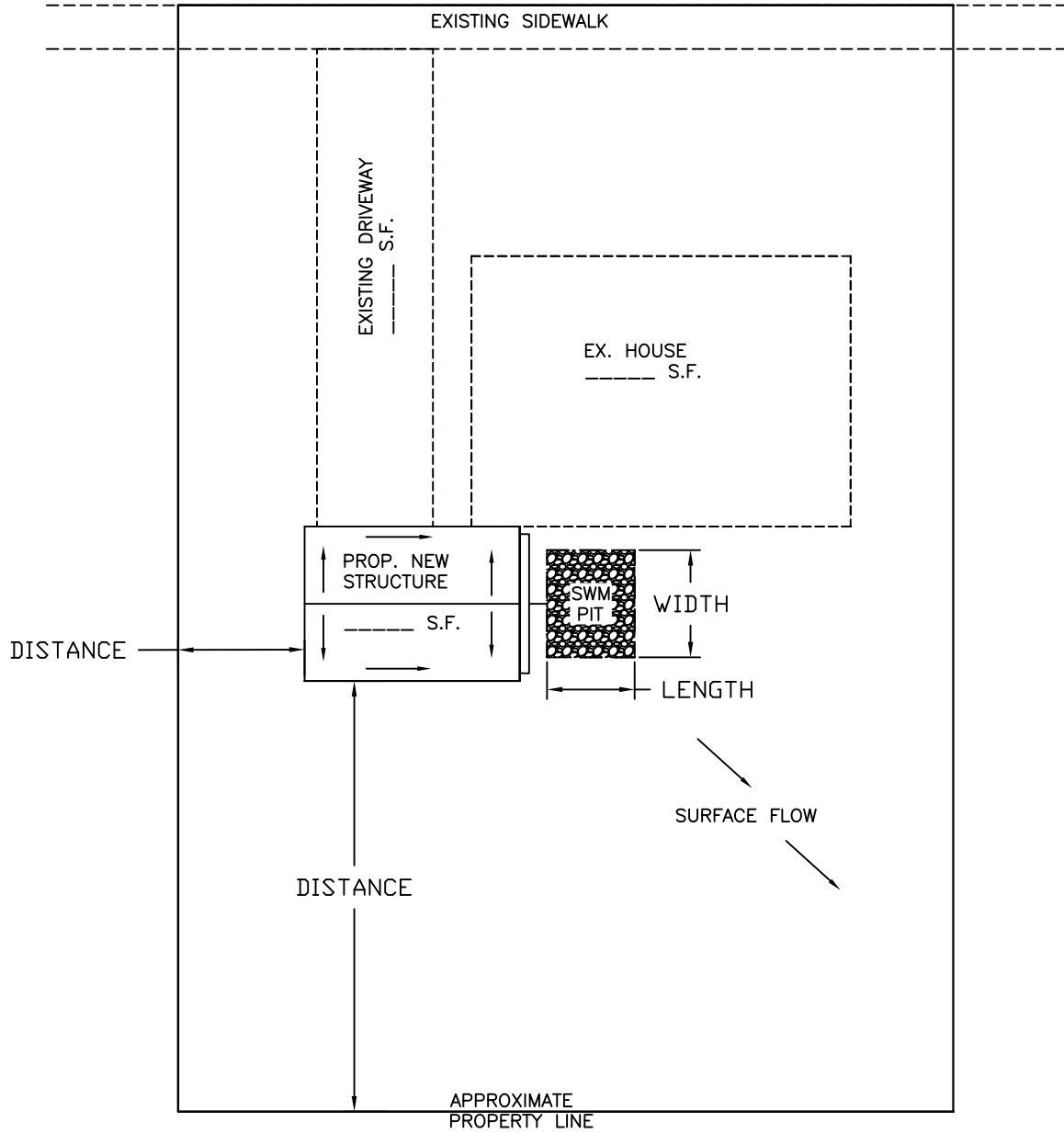


THE BOROUGH OF HANOVER

ATTACHMENT A1  
EXAMPLE SITE PLAN SKETCH

DATE	3/26/2015	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	1 OF 2

STREET NAME



**NOTES**

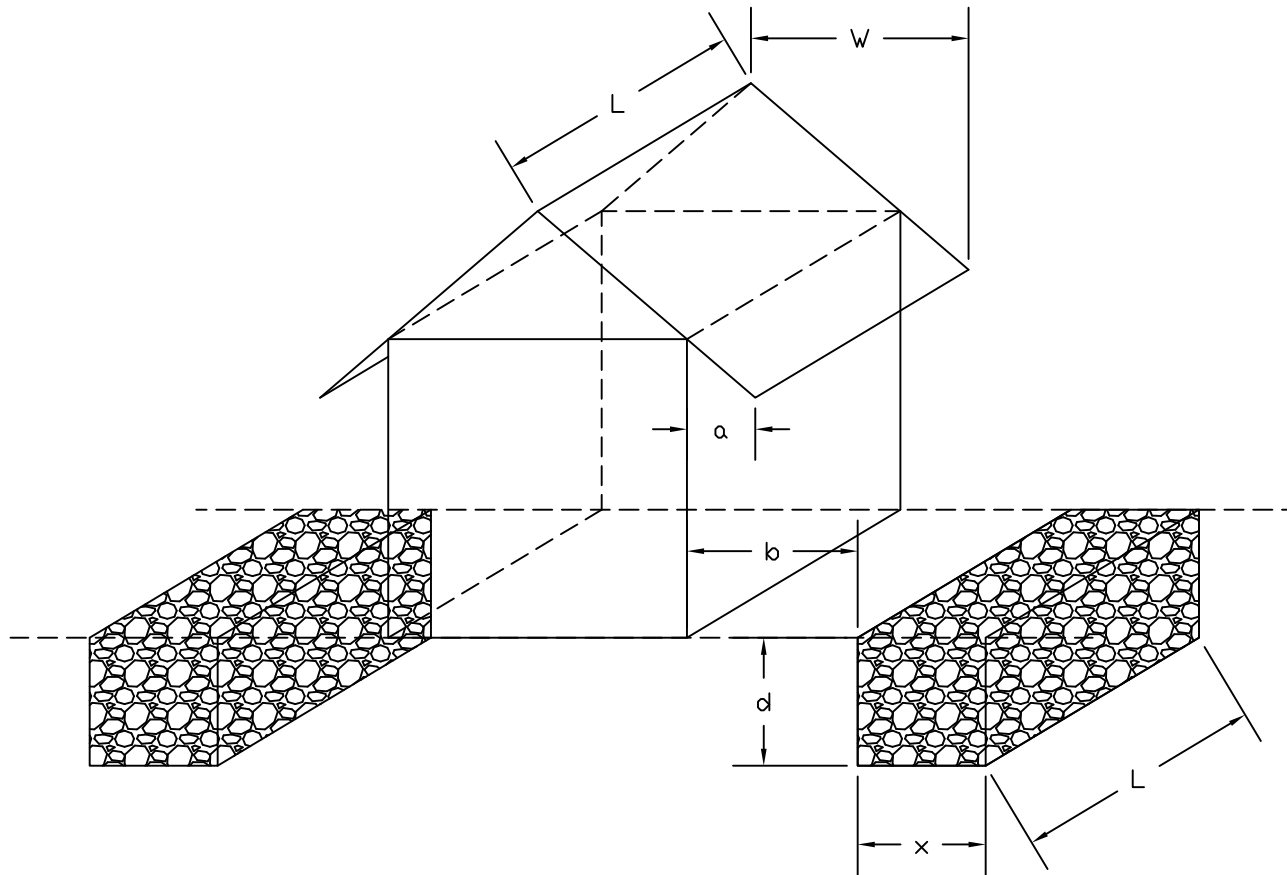
1. PROVIDE SQUARE FOOTAGE OF LOT AND OF ALL EXISTING/PROPOSED IMPERVIOUS AREAS
2. PROVIDED DISTANCE OVER LAWN FROM NEW IMPERVIOUS AREAS TO EXISTING, AS SHOWN
4. SHOW DIRECTION OF GRADING/SURFACE FLOW ON LOT
3. THIS PLAN MAY BE HAND DRAWN OR PRINTED



THE BOROUGH OF HANOVER

ATTACHMENT A2  
EXAMPLE SITE PLAN SKETCH

DATE	3/26/2015	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	2 OF 2



**KEY**

- L = LENGTH OF STRUCTURE ROOF = LENGTH OF SEEPAGE TRENCH (FT)
- W = HORIZONTAL WIDTH OF ONE SIDE OF ROOF (FT)
- a = EAVE OVERHANG (FT)
- b = DISTANCE FROM STRUCTURE WALL TO SEEPAGE TRENCH (FT)  
= a + 1 FT (PLACE SEEPAGE TRENCH ONE FOOT PAST EAVES)
- x = WIDTH OF SEEPAGE TRENCH (FT) = APPROXIMATELY 2 TO 3 FT
- d = DEPTH OF SEEPAGE TRENCH (FT)

REQUIRED RUNOFF CAPTURE VOLUME OF TRENCH =  $L*W^2/12 = L*x*d*0.4 = X=0.28W$  (D=1.5')

RATIO: 3.6 TO 1  
(IMPERVIOUS TO INFILTRATION)

**NOTES**

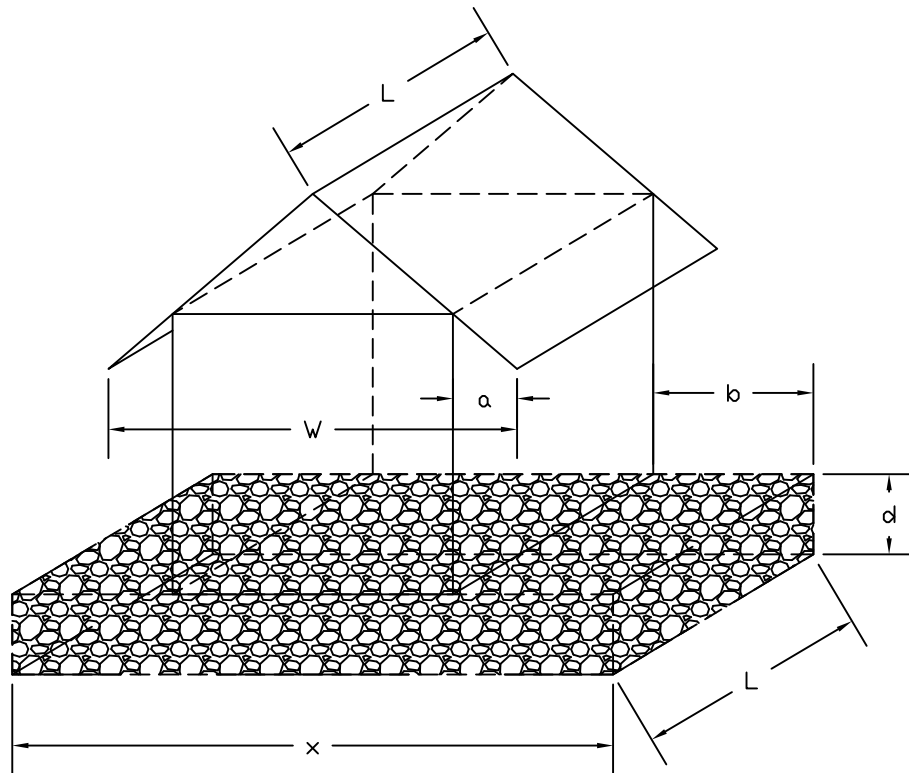
1. TRENCH MUST BE PROVIDED ON EACH SIDE OF STRUCTURE.
2. TRENCH TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
3. TRENCH TO BE FILLED WITH CLEAN STONE (AASHTO #2 TYP.).
4. TRENCH TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
5. TRENCH TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.



# THE BOROUGH OF HANOVER

## ATTACHMENT B1 STORMWATER MANAGEMENT EXAMPLE: STRUCTURES WITHOUT GUTTERS A

DATE	11/29/11	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	1 OF 4



**KEY**

- L = LENGTH OF STRUCTURE ROOF = LENGTH OF SEEPAGE BED (FT)
- W = HORIZONTAL WIDTH OF ENTIRE ROOF (FT)
- a = EAVE OVERHANG (FT)
- b = DISTANCE FROM STRUCTURE WALL TO SEEPAGE BED (FT)  
= a + 1 FT (PLACE SEEPAGE BED ONE FOOT PAST EAVES)
- x = WIDTH OF SEEPAGE BED (FT)  
x = W + 2 FT
- d = DEPTH OF SEEPAGE BED (FT)  
d = 6" TO 8" (AVERAGE)

**NOTES**

1. BED TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
2. BED TO BE FILLED WITH CLEAN STONE (AASHTO #2 TYP.)
3. BED TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
4. BED TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.

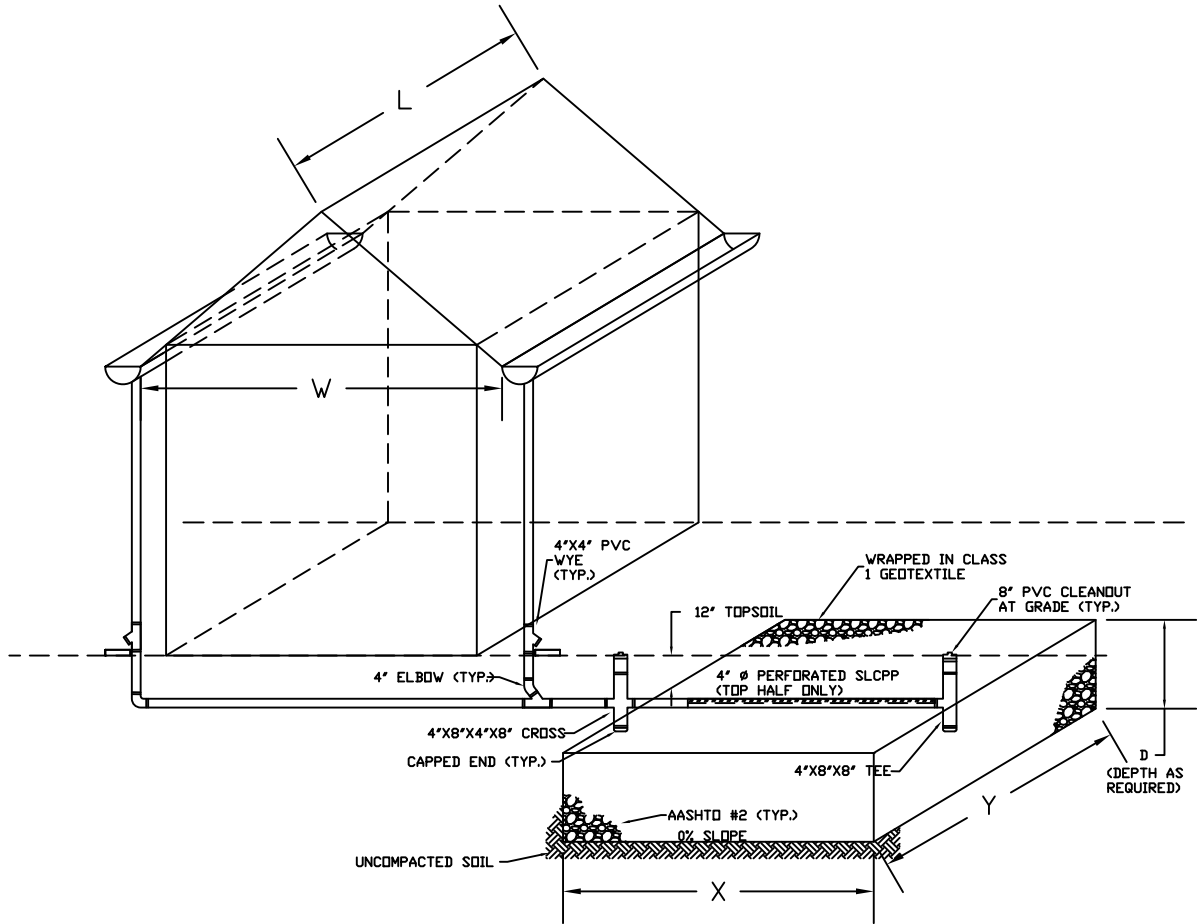


# THE BOROUGH OF HANOVER

## ATTACHMENT B2 STORMWATER MANAGEMENT EXAMPLE: STRUCTURES WITHOUT GUTTERS B

DATE	11/29/11	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	2 OF 4





**KEY**

- L = LENGTH OF STRUCTURE ROOF (FT)
- W = HORIZONTAL WIDTH OF ENTIRE ROOF (FT)
- X = WIDTH OF INFILTRATION BED (FT)
- Y = LENGTH OF INFILTRATION BED (FT)

REQUIRED VOLUME OF RUNOFF CAPTURE =  $L*W*2/12 = X*Y*D*0.4$  (ASSUME: X=W, D=2FT)  
 REQUIRED VOLUME OF BED =  $X*Y*D$

$Y=0.21*L$   
 RATIO: 4.76 TO 1  
 (IMPERVIOUS TO INFILTRATION)

**NOTES**

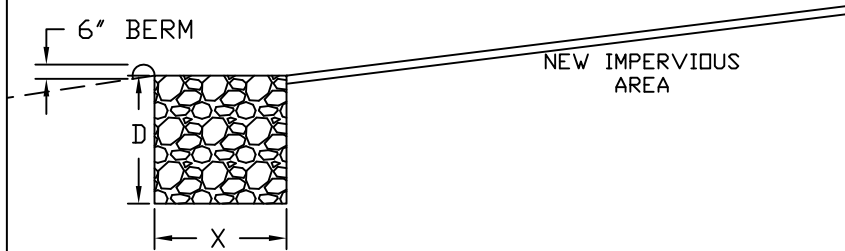
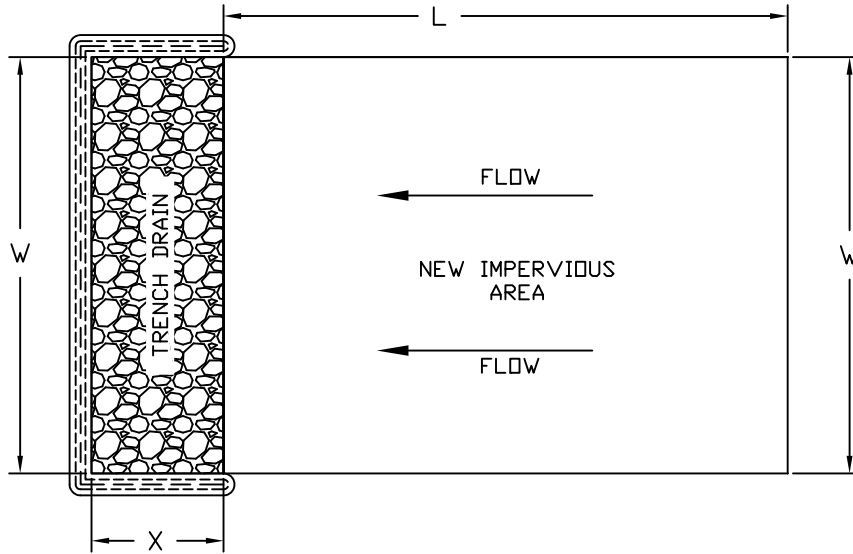
1. PIPING AND CLEANOUTS TO BE CENTERED WITHIN INFILTRATION BED.
2. BOTTOM AND SIDES OF BED TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
3. BED TO BE FILLED WITH CLEAN STONE (AASHTO #2 TYP.)
4. BED TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
5. BED TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.



# THE BOROUGH OF HANOVER

## ATTACHMENT B3 STORMWATER MANAGEMENT EXAMPLE: STRUCTURES WITH GUTTERS

DATE	11/29/11	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	3 OF 4



**KEY**

- L = LENGTH OF NEW IMPERVIOUS SURFACE (FT)
- W = WIDTH OF NEW IMPERVIOUS SURFACE (FT)
- W = LENGTH OF SEEPAGE TRENCH/BED (FT)
- X = WIDTH OF SEEPAGE TRENCH/BED (FT)

REQUIRED VOLUME OF RUNOFF CAPTURE =  $L*W*2/12 = X*W*D*0.4$   
 FOR BASIC DESIGN ASSUME:  $X=.21*L$ ,  $D=2FT$  WITH PIPE IN TRENCH;  
 $X=.28*L$ ,  $D=1.5FT$  WITHOUT PIPE

REQUIRED VOLUME OF TRENCH/BED =  $X*W*D$

**NOTES**

1. PIPING AND CLEANOUTS TO BE CENTERED WITHIN INFILTRATION BED.
2. BOTTOM AND SIDES OF BED TO BE WRAPPED IN CLASS 1 GEOTEXTILE.
3. BED TO BE FILLED WITH CLEAN STONE (AASHTO #2 TYP.)
4. BED TO BE CONSTRUCTED AT 0% SLOPE ON UNDISTURBED SOIL.
5. BED TO BE CHECKED REGULARLY TO MAINTAIN PROPER OPERATION.



# THE BOROUGH OF HANOVER

## ATTACHMENT B4 STORMWATER MANAGEMENT EXAMPLE: AT-GRADE IMPERVIOUS

DATE	3/26/2015	DRAWN BY	ZRS	DWG NO.	N/A
SCALE	NOT TO SCALE	CHECKED BY		SHEET	4 OF 4



**Inspection Form for Pervious Pavement**

\*All other facilities will need an inspection form developed by the property owner and approved by the Borough.

1. Property Owner: \_\_\_\_\_

2. Property Address: \_\_\_\_\_

3. SWM Permit No: \_\_\_\_\_

**All facilities:**

1. Is the area free from sediment? None Minor Some Severe
2. Is the area free from oil or other chemical stains? None Minor Some Severe
3. Is the area free of trash or other debris? None Minor Some Severe
4. Are there structural defects such as cracking or settling? Yes No
5. Has the area ever been accidentally sealed? Yes No I don't know
6. Does the surface get vacuumed by a commercial cleaning unit biannually? Yes No Yearly

Any other notable surface observations? *Please use this space to describe.*

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Are there cleanouts or grates that allow the inside of the infiltration bed to be observed? Yes No *(if no skip this section)*

1. Is there trash, debris, pollutants and other obstructions observable down the cleanout/grate? None Minor Some Severe N/A
2. Are all grates and/or caps in good condition? Yes No N/A
3. Are all cleanouts, risers, or sumps in good condition? Yes No N/A
4. Does the infiltration bed dewater after 3 days of no rain? Yes No N/A

Any other notable sub-surface observations? *Please use this space to describe.*

---

Is there an outlet pipe from the sub-surface infiltration bed that can be observed? Yes No *(if no skip this section)*

1. Is there trash or debris obstructions at the outlet pipe? None Minor Some Severe
2. Is the outlet pipe, joint(s), and structure(s) in good condition? Yes No
3. Are there signs of erosion, bare spots and sediment downstream of the outlet pipe? None Minor Some Severe

Any other notable sub-surface observations? *Please use this space to describe.*

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Are there swales, driveways, or stormwater structures (cleanouts, yard drains, roof drains or foundation drains) that connect to the sub-surface infiltration bed? Yes No *(If no skip to the end)*

1. If there is a grass or meadow tributary area(s), do they have full vegetation coverage? Yes No
2. Are there signs of erosion, bare spots and sediment in any grass area(s)? Yes No
3. Are all cleanouts, roof drains, grates, risers or sumps in good condition? Yes No
4. Are all tributary driveway drains in good condition and free from pollutants/debris? Yes No

Any other notable observations? *Please use this space to describe.*

---

Property Owner Name (Printed)

---

Signature

---

Date

**Inspection Form for Seepage Beds and Trenches**

\*All other facilities will need an inspection form developed by the property owner and approved by the Borough.

- 1. Property Owner: \_\_\_\_\_
- 2. Property Address: \_\_\_\_\_
- 3. SWM Permit No: \_\_\_\_\_
- 4. SWM Facility:   \_\_\_At Grade Seepage Bed/Trench   \_\_\_Below Grade Seepage Bed/Trench

**All facilities:**

- 1. SWM Facility
  - a. Is Facility functioning as designed?   \_\_\_Yes   \_\_\_No
  - b. No standing water exists after 3 days without rain?   \_\_\_Yes   \_\_\_No
- 2. Area surrounding SWM Facility
  - a. Are there signs that the facility is not functioning properly?
    - i. Channels or erosion occurring on the downstream side of the facility, indicating overflow?  
      \_\_\_Yes   \_\_\_No
    - ii. If Yes, have the channels been stabilized?   \_\_\_Yes   \_\_\_No
  - b. Has any damage or increased runoff occurred across the property line?   \_\_\_Yes   \_\_\_No

**At Grade Seepage Bed/Trench:**

- 1. SWM Facility
  - a. No sediment, leaves, grass clippings, or similar accumulations are present in the facility?   \_\_\_Yes   \_\_\_No
    - i. If present, have they been removed?   \_\_\_Yes   \_\_\_No   \_\_\_N/A
- 2. Area surrounding SWM Facility
  - a. Has any of the Seepage Bed/Trench stone washed away?   \_\_\_Yes   \_\_\_No
    - i. Has the stone been replaced?   \_\_\_Yes   \_\_\_No
    - ii. If a continuing problem, has larger stone been placed on Bed/Trench for stabilization?  
      \_\_\_Yes   \_\_\_No

**Below Grade Seepage Bed/Trench:**

- 1. SWM Facility
  - a. Overflow piping on downspouts have been inspected and, if necessary, cleaned?   \_\_\_Yes   \_\_\_No
  - b. Cleanouts have been inspected and, if necessary, cleaned?   \_\_\_Yes   \_\_\_No

\_\_\_\_\_  
Property Owner Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date