



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

## Stormwater Management Permit Application

*Note: This application must be completed in its entirety prior to submitting. Failure to provide information will result in the application being returned as incomplete and will delay the processing of your application. Your application will not be reviewed until all the required information has been provided to the Borough of Hanover. If you have questions regarding this application you may contact the Department of Planning and Engineering to discuss, however department staff are not permitted to complete the application for you.*

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The instructions as listed below are intended to assist applicants in completing and applying for a Borough stormwater management permit.

PAGES 2, 3 & 4

**1: Project Information** – Please complete this section to keep the Borough’s records up to date in case they need to contact you regarding your application. In the section titled “reason for application”, be as specific as you can about the nature of your project. This information helps provide the Borough with a general background on the project that they may not be aware of.

**2: Property Type of Work or Improvement** – please list the square footage(s) of the project and if you have any previous stormwater permits on file that could be utilized by the Borough in their review / processing efforts.

**3: PROVIDE A SKETCH OF THE PROPERTY, LISTING SQUARE FOOTAGES OF EXISTING (and new or proposed) IMPERVIOUS STRUCTURES.**

**4: Sign** – the application must be signed by the property owner.

**Complete all other attachments, if new structure(s) is > 500 square feet or project is larger than 1 acre.**

Homeowner Certification Form or As-built Plan Certification Form – this form will be presented at the time of inspection of the stormwater facility. The contractor, designer or owner will need to sign.

Operation and Maintenance Agreement – the agreement must be signed and notarized by the owner (or representative) and the Borough of Hanover. Exhibit A (stormwater management plan) and Exhibit B (operation and maintenance component) will be labeled as such and is included in the agreement. These documents must be recorded at York County Recorder-Deeds Office and receipt of recordation must be given to the Borough.

Address: 28 E Market Street, York, PA 17401  
Phone: (717) 771-9295 (it is recommended that applicants call to confirm fees)

Fees related to the review of plans, coordination of agreements, inspection of improvements, etc. shall be invoiced to the applicant on a “time and materials” basis using the Engineering Review/Inspection Fees listed in the BOROUGH USE ONLY section on page four. All invoiced efforts shall be due upon receipt and paid in full prior to final closure of the stormwater management permit.



**Department of Planning & Engineering (DP&E)**  
**Hanover Borough, York County, PA**  
*An Equal Opportunity Borough*

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**Step 1: Project Information:** (Please Print)

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

Owner / Applicant Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Step 2: Property Type of Work or Improvement (ft<sup>2</sup>)**

Type of Property:

- Commercial
- Residential
- Current Rental (how many units \_\_\_\_\_)

A – new/alterd pavement \_\_\_\_\_

B – new/alterd building (excluding demolition) \_\_\_\_\_

C – new/alterd sidewalk or patio \_\_\_\_\_

D – new/alterd swimming pool \_\_\_\_\_  
*(only include if impervious area surrounds pool)*

E – new/alterd stormwater facility \_\_\_\_\_  
*(project is to handle sump pump discharge or other drainage concerns (no addition to impervious*

F – Other \_\_\_\_\_

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

If so, please list the projects and permit number(s) \_\_\_\_\_





**Department of Planning & Engineering (DP&E)**  
**Hanover Borough, York County, PA**  
*An Equal Opportunity Borough*

**Step 4: Applicant's Verification**

I verify that the statements made in the foregoing application are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S.A. §4904, relating to unsworn falsification to authorities.

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

**BOROUGH USE ONLY**

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

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

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

Total Impervious Area \_\_\_\_\_ ft<sup>2</sup>

Filing Fee \$ _____	
Borough Engineer (In-House) _____	\$96.00/hour
Planning & Engineering Dept. Stormwater/Planning Staff	\$42.00/hour
Planning & Engineering Dept. Code Staff	\$42.50/hour
Planning & Engineering Dept. Zoning/Bldg. Permit Staff	\$72.00/hour
Third Party Firm, Engineer, Inspector, etc.	As invoiced
Stormwater Management Permit Application Fee	\$45.00

*Disclaimer: subject to change pending revision of Fee Schedule by Borough Council*

**Project Application:**

Less than 500 ft<sup>2</sup>

Greater than 500 ft<sup>2</sup>

NPDES  Disturbed area: \_\_\_\_\_ ft<sup>2</sup>

*Reviewed / Approved by*  
**Engineer or Permit Associate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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 more particularly described in that deed dated \_\_\_\_\_ and recorded in the Office of the Recorder of Deed in and for York County, Pennsylvania in Deed Book \_\_\_\_\_ at page \_\_\_\_\_ which has a property address of: \_\_\_\_\_ (hereinafter "Property"); 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 onsite SWM BMPs be constructed and maintained on the Property; and

**WHEREAS**, the Landowner has submitted a SWM BMP Plan, attached hereto and made a part hereof and identified as Exhibit A, which provides for management of stormwater within the confines of the Property through the use of BMPs, which Plan has been approved by the Borough; and

**WHEREAS**, the Borough requires, through the implementation of the SWM BMP Plan (Exhibit A), that the SWM BMPs as required by said Plan and the Municipal Stormwater Management Ordinance be adequately operated and maintained by the Landowner, his successors and/or assigns, in accordance with an Operations and Maintenance Plan (O&M Plan). The O&M Plan is attached hereto and made a part hereof and identified as Exhibit B.

**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 SWM BMPs in accordance with the approved Plan (Exhibit A) and in accordance with applicable industry standards and practices.
2. The Landowner shall operate and maintain the SWM BMPs as shown on Exhibit A in good working order in accordance with the specific operation and maintenance requirements set forth in Exhibit B.
3. The Landowner shall inspect the SWM BMPs at intervals outlined on the approved Plan or as set forth in Article VIII Section 310-34. of the Stormwater Management Ordinance (below), whichever inspection schedule is stricter.
  - a. Annually for the first five (5) years.
  - b. Once every two (2) years thereafter.
  - c. A report of all inspections shall be submitted to the Borough by the end of the calendar year in which the inspections were conducted.
  - d. 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.

- e. The Borough or its designee may inspect all phases of the construction, operation, maintenance and any other implementation of SWM BMPs.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. 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.

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: Legal Entity (if applicable): \_\_\_\_\_

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

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

ATTEST: BOROUGH OF HANOVER

\_\_\_\_\_ By: \_\_\_\_\_  
Nan Dunford, Borough Manager

COMMONWEALTH OF PENNSYLVANIA :

COUNTY OF YORK

: ss

:

ON THIS, the \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned officer, personally appeared \_\_\_\_\_ of \_\_\_\_\_, known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to the foregoing instrument, and acknowledged that he/she/they executed the same for the purposes herein contained.

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 \_\_\_\_\_, 2020, before me, the undersigned officer, personally appeared \_\_\_\_\_ of \_\_\_\_\_, 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 \_\_\_\_\_ 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 \_\_\_\_\_, 2020, before me, the undersigned officer, personally appeared **Nan Dunford**, Borough Manager of the Borough of Hanover, a Pennsylvania Borough, and that she 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 herself as such officer.

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

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

**Notary Public**

**MY COMMISSION EXPIRES:**



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

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

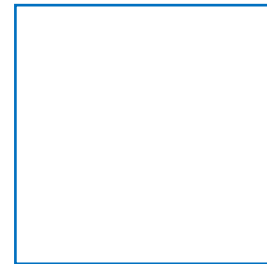
\_\_\_\_\_ / \_\_\_\_\_

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

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

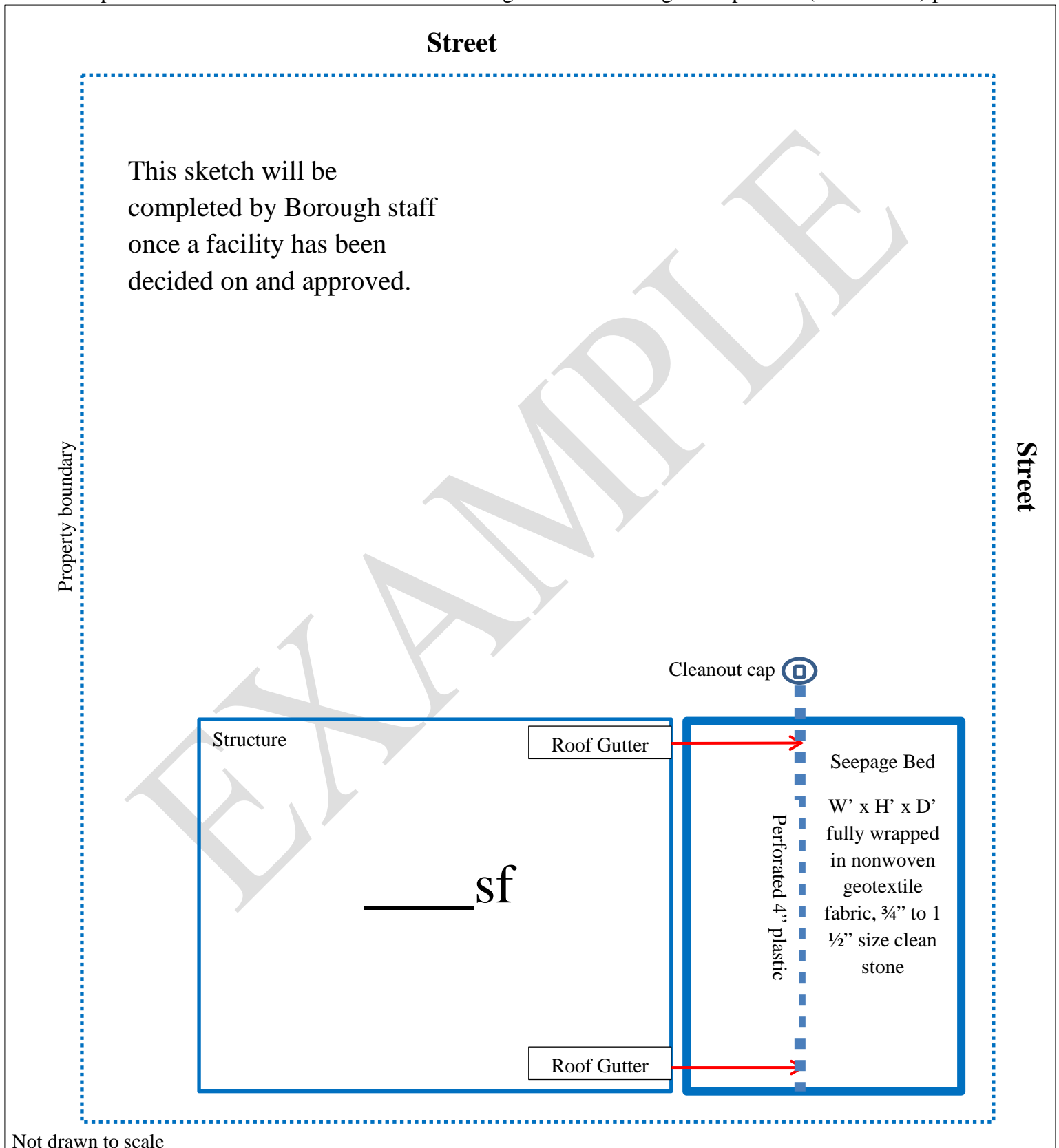
**Note:**

“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.



# EXHIBIT A

As part of the Operation and Maintenance (O&M) Agreement, this exhibit is intended to provide a representation of the installed stormwater management best management practice (SWM BMP) plan.





# EXHIBIT B

As part of the Operation and Maintenance (O&M) Agreement, this exhibit is intended to provide a generalized benchmark of acceptable conditions related to your stormwater facility. It does not relieve the owner/inspector from providing a thorough and complete inspection of all facility components, even those as may not be specifically listed below. The Borough will keep the inspection form on file and will provide a copy to the property owner in accordance with the inspection frequency.

## Type of Stormwater Management Facilities:

- Seepage Bed/Trench
- Pervious Pavement
- Bioretention (rain garden)
- Other: \_\_\_\_\_

**Circled below are the acceptable baseline conditions according to the type of facility**

Is the area free from sediment, debris, trash, leaves, oil and other stains?  <b>YES NO N/A</b>	Has the area ever been seal coated?  <b>YES NO N/A</b>	Is overflow piping on the facility or contributing downspouts operable and free of clogs or debris?  <b>YES NO N/A</b>
Are there signs of erosion, scouring or cracking in the facility?  <b>YES NO N/A</b>	Is the facility draining properly after three days without rain (viewing pipe when you twist off the cleanout cap)?  <b>YES NO N/A</b>	Is the facility discharge causing erosion, scour or other related concerns downstream?  <b>YES NO N/A</b>
Is the outlet structure free of damage and unclogged?  <b>YES NO N/A</b>	Are all grates/caps in good condition and free of debris?  <b>YES NO N/A</b>	Is the facility floor fully covered with vegetation, mulch and/or stone?  <b>YES NO N/A</b>
Are all related channels stabilized and fully vegetated or otherwise covered with mulch, stone or matting?  <b>YES NO N/A</b>	Has a commercial vac truck and/or sweeper been used?  <b>YES NO N/A</b>	Have you regularly provided maintenance and pruning of plantings, removal of weeds, etc.?  <b>YES NO N/A</b>

If any of these items are found during the owner's inspection to differ from the approved baseline condition, they should be corrected in a timely manner, in coordination with Borough staff.