

CITY OF WESTOVER
STORM WATER PERMIT APPLICATION

PERMIT INFORMATION (Please Print Clearly or Type):

Applicant Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Office Phone #: _____ Home Phone #: _____ Cell #: _____
E-Mail Address: _____

1. PROJECT INFORMATION:

☐ Single ☐ Other (Multifamily, ☐ Site Plan ☐ Storm Water ☐ Sedimentation and Erosion
Family Comm., Indust., Attached Management Control Plan
Dwelling Parking, Etc.) Plan Attached Attached

2. TYPE OF CONSTRUCTION:

☐ House ☐ Multifamily ☐ Commercial/Industrial ☐ Parking ☐ Other (Please explain in #7)

3. PROJECT ADDRESS:

Street Address: _____ City: _____ State: _____ Zip: _____

4. LOT SURFACE COMPOSITION:

A. Pre Non-Imperious: _____ Sq. Ft. B. Post Non-Imperious: _____ Sq. Ft. C. Post Imperious: _____ Sq. Ft.
D. Pre Imperious: _____ Sq. Ft. E. Total Site Area: _____ Sq. Ft. F. Percent Imperious: _____ %

* ALL GRAVEL SUBJECT TO VEHICLE TRAFFIC SHALL BE CONSIDERED IMPERIOUS.

5. CONTRACTOR INFORMATION:

Contractor: _____ Site Representative: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone (Office)# : _____ Cell #: _____ Email: _____

6. DEP Approval Required: 1-3 Acres-Notice of Intent; 3+ Acres-WVDEP Construction Storm Water Permit
YES or NO: _____ If YES provided copy: _____

7. ADDITIONAL INFORMATION ABOUT PROJECT (Please Explain in detail):

Printed Name: _____ Signature (Required): _____ Date: _____

PROJECT EVALUATION (For Office Use Only):

PROJECT REQUIREMENTS:

☐ Sedimentation and Erosion Control ☐ Storm Water Management Plan ☐ Other (See Comments)

ROOF DRAINS/DISCHARGE PIPE SHALL CONNECT TO:

☐ Ext. Storm Line ☐ Dry Well ☐ Ditch ☐ Stream ☐ Ground ☐ Other (See Comments)

WATERSHED INFORMATION:

Receiving Stream: _____ Impaired or TMDL: _____

COMMENTS:

Permit Fee: _____ Permit No.: _____ Date Received: _____

Reviewed By: _____ Date Reviewed: _____

CITY OF WESTOVER APPLICATION

PLAN REVIEW

Submittal Date _____

Type of Work: ☐ Demo ☐ Asbestos ☐ New SFD ☐ New COMM ☐ Garage
☐ Addition ☐ Deck ☐ Sprinkler ☐ Fire Alarm ☐ Grading
☐ Remodel or Repair ☐ Shed ☐ Other _____

Property Information:

Street Address (where work will be done): _____

Square ft. of Build _____ Cost of Project \$ _____ Sprinkler Head Count _____

SIGNATURE OF APPLICANT: _____ PRINT NAME: _____

ADDRESS OF APPLICANT: _____

Contact EMAIL: _____ Contact Phone: _____

COMMENTS: _____

OFFICE USE ONLY

Application Processed By: _____ Date: _____

Total Fee: \$ _____



CITY OF WESTOVER MS4 Registration No. WVR030022
STORMWATER REGISTRATION & PERMIT REQUIREMENT
FOR GRADING, DRAINAGE, STORMWATER MANAGEMENT
& EROSION AND SEDIMENT CONTROL

Site Name:
Developer:
Designer:

Date Received:
Date Reviewed:
Engineer Review by:

- ☐ Grading Permit/ Building Permit/ Land Disturbance Application Submitted
☐ Class 1 - Permit

- | | | |
|---|--|---|
| <p><input type="checkbox"/> City of Westover - Stormwater Management Permit Erosion and Sediment Control Permit</p> <p><input type="checkbox"/> Class 1 - Permit
SF Required
< 3,000 SF</p> <p><input type="checkbox"/> Site Registration</p> | <p><input type="checkbox"/> Class 2 - Permit
SF Required
≥ 3,000 SF - 25,000 SF
&
if ratio of impervious area vs total
site area ≥ 75%
must have stormwater management
and comprehensive drainage plan</p> <p><input type="checkbox"/> Site Registration
<input type="checkbox"/> Sediment and Erosion Control Plan
<input type="checkbox"/> Impervious Area SF ≥ 5,000
<input type="checkbox"/> Post Construction Storm Water
Control</p> | <p><input type="checkbox"/> Class 3 - Permit
SF Required
≥ 25,000 SF
&
if ratio of impervious area vs total site
area ≥ 75%
must have stormwater management
and comprehensive drainage plan</p> <p><input type="checkbox"/> Site Registration
<input type="checkbox"/> Sediment and Erosion Control Plan
<input type="checkbox"/> Impervious Area SF ≥ 5,000
<input type="checkbox"/> Post Construction Storm Water
Control</p> |
|---|--|---|

- Site Registration**
☐ Land Disturbance Permit Form
complete

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complete

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complete

- Training**
☐ Developer Training

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- Site Plan Checklist**
A. Title Block with:
- 3 ☐ Development Name
 - 4 ☐ Owner
 - 5 ☐ Design Firm
 - 6 ☐ legend
 - 7 ☐ North Arrow
 - 8 ☐ Vicinity Map
 - 9 ☐ Scale
 - 10 ☐ Sheet Numbers
 - 11 ☐ Date
 - 12 **B. Topographical Features**
 - 13 ☐ Original contours 2-vertical feet
 - 14 ☐ Existing Drainage components, i.e.
streams, ponds, pipes, etc.
 - 15 ☐ Property Boundary lines
 - 16 ☐ Existing Streets, buildings, and utilities
 - 17 ☐ 100-year flow plane
 - 18 ☐ Off-site Drainage entering site
 - 19 ☐ Original drawing no larger than 24-in x
36-in @scale 1-in = 10 ft to 1-in = 50 ft
 - 20 **C. Site Plan:**
 - 21 ☐ Existing and Proposed structure,
roads, building, paved areas
 - 22 ☐ Existing and proposed stormwater
management system and
components, including sizes, lengths,
pertinent elevations, etc.
 - 23 ☐ Proposed stormwater Tie-in locations
to existing systems and detailed
specifications for installation and tie-
in

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24	Swales: location, grade, cross sections BMP's implemented per WV DEP E&S Manual: locations and design	Swales: location, grade, cross sections BMP's implemented per WV DEP E&S Manual: locations and design	Swales: location, grade, cross sections BMP's implemented per WV DEP E&S Manual: locations and design
25	Existing and Proposed Ground Cover	Existing and Proposed Ground Cover	Existing and Proposed Ground Cover
26	Total Impervious Area	Total Impervious Area	Total Impervious Area
27	Control Release Facilities: cross sections and profiles	Control Release Facilities: cross sections and profiles	Control Release Facilities: cross sections and profiles
28			
29	D. Final as-built drawings Provide within 3-month of substantial completion. If not provided, City will prepare. Responsible party will bear the cost.	D. Final as-built drawings Provide within 3-month of substantial completion. If not provided, City will prepare. Responsible party will bear the cost.	D. Final as-built drawings Provide within 3-month of substantial completion. If not provided, City will prepare. Responsible party will bear the cost.
30	Submitted in Autocadd DXF or DWG file format	Submitted in Autocadd DXF or DWG file format	Submitted in Autocadd DXF or DWG file format
31			
32	Revised Contours and spot elevations stormwater management system: location, length, size, final elevations	Revised Contours and spot elevations stormwater management system: location, length, size, final elevations	Revised Contours and spot elevations stormwater management system: location, length, size, final elevations
33			
34	Impervious areas accurately depicted	Impervious areas accurately depicted	Impervious areas accurately depicted
	Engineer Design Review	Engineer Design Review	Engineer Design Review
35	Existing Utilities Located on the plan	Existing Utilities Located on the plan	Existing Utilities Located on the plan
36	Property Boundaries/ Map and Parcel Number	Property Boundaries/ Map and Parcel Number	Property Boundaries/ Map and Parcel Number
37	Area of Disturbance delineated on the plan	Area of Disturbance delineated on the plan	Area of Disturbance delineated on the plan
38	Existing Contours	Existing Contours	Existing Contours
39	Proposed Grading/Finished Contours	Proposed Grading/Finished Contours	Proposed Grading/Finished Contours
40	Scale Bar	Scale Bar	Scale Bar
41	North Arrow	North Arrow	North Arrow
42	Dimensions on the Drawing	Dimensions on the Drawing	Dimensions on the Drawing
43	Invert Elevations on existing and proposed storm sewers	Invert Elevations on existing and proposed storm sewers	Invert Elevations on existing and proposed storm sewers
44	Size, material, slope of storm sewers identified?	Size, material, slope of storm sewers identified?	Size, material, slope of storm sewers identified?
45	Conflicts between Existing Utilities and Proposed Utilities	Conflicts between Existing Utilities and Proposed Utilities	Conflicts between Existing Utilities and Proposed Utilities
46	Installation details for proposed storm sewer pipes	Installation details for proposed storm sewer pipes	Installation details for proposed storm sewer pipes
47	Existing Utilities tie-into Proposed/New Utilities ?	Existing Utilities tie-into Proposed/New Utilities ?	Existing Utilities tie-into Proposed/New Utilities ?
48	City of Westover landscaping requirements met	City of Westover landscaping requirements met	City of Westover landscaping requirements met
49	City of Westover Code met for Dumpster enclosure	City of Westover Code met for Dumpster enclosure	City of Westover Code met for Dumpster enclosure
	Fill Quantities/Excavation Quantities - Source of material or disposal location of material	Fill Quantities/Excavation Quantities - Source of material or disposal location of material	Fill Quantities/Excavation Quantities - Source of material or disposal location of material
50			
	Swales or Ditches: used? Shape, side slopes, stabilization of swale	Swales or Ditches: used? Shape, side slopes, stabilization of swale	Swales or Ditches: used? Shape, side slopes, stabilization of swale
51			
52	Final stabilization of site	Final stabilization of site	Final stabilization of site
53	Hydroseeding	Hydroseeding	Hydroseeding
54	Rip Rap Apron sized	Rip Rap Apron sized	Rip Rap Apron sized
55	Storm Sewer pipes sized based on drainage area contributing to pipe?	Storm Sewer pipes sized based on drainage area contributing to pipe?	Storm Sewer pipes sized based on drainage area contributing to pipe?
56	DOH standard inlets used in high traffic area	DOH standard inlets used in high traffic area	DOH standard inlets used in high traffic area
57	Construction Sequence on plan sheet	Construction Sequence on plan sheet	Construction Sequence on plan sheet
58	Site served by the City?	Site served by the City?	Site served by the City?
	- Size, Material, slope of Sanitary and Stormwater Sewer identified?	- Size, Material, slope of Sanitary and Stormwater Sewer identified?	- Size, Material, slope of Sanitary and Stormwater Sewer identified?
59			
	- Inverts existing and proposed sanitary sewers	- Inverts existing and proposed sanitary sewers	- Inverts existing and proposed sanitary sewers
60			
	- Approval from IPP Coordinator for grease traps/pre-treatment devices	- Approval from IPP Coordinator for grease traps/pre-treatment devices	- Approval from IPP Coordinator for grease traps/pre-treatment devices
61			
	Erosion and Sediment Control Plans	Erosion and Sediment Control Plans	Erosion and Sediment Control Plans
62			
63	BMP's Identified	BMP's Identified	BMP's Identified
	BMP's meet WVDEP Stormwater Manual Specifications	BMP's meet WVDEP Stormwater Manual Specifications	BMP's meet WVDEP Stormwater Manual Specifications
64			

65 ☐ Construction Entrance (as needed)
66 ☐ Perimeter Protection/Limits of
disturbance delineated
67 ☐ Silt Fence/Compost Filter Sock
installation detail (as needed)
68 ☐ Inlet Protection (as needed)
69 ☐ Concrete Wash Out (as needed)
70 ☐ Post Rain Event Inspection Forms
(contractor completes)
71 ☐ Plan Signature/Stamp by legal
authority

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☐ Post Construction Stormwater
Control (as required by
developments that include
Impervious Areas \geq 5,000 SF)
☐ Calculations:
☐ Pre-Development Hydrology Report
(CN, Peak Rate of Discharge, Runoff
Volume)
☐ Post Development Hydrology Report
(SN, Peak of Rate Discharge, Runoff
Volume)
☐ Proposed BMP's to manage Post
Construction Stormwater Run Off
In alternative, project proposes to
manage 1st 1" of rainfall/runoff
through runoff reduction practices
☐ - Completed WV dep Runoff
Reduction Spreadsheet
☐ Control Practice:
☐ Detail Diagram of Control Practice
Installation
☐ instruction/guidelines/specifications
☐ Post Construction maintenance
agreement of control practices
☐ Legal Deed restriction for onsite
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☐ Stormwater Pollution Prevention Plan
☐ Project name/Location
☐ Site manger and BMP Plan Contact
Person
☐ Owner Name and Address
☐ Project Start Date
☐ Project End Date
☐ Description of Existing Site conditions,
purpose of disturbance, soil disturbing
type and activities
☐ Site Area (square footage)/Area of
Disturbance
☐ construction Sequence
☐ Name of Receiving Waters
☐ TMDL and Pollutants of Concern in
Receiving Waters
☐ Potential Sources of Pollution
☐ Erosion and Sediment Controls
☐ - Stabilization Practices
☐ - Structural Practices
☐ - Site Run Off management
☐ - Waste Disposal
☐ - Offsite vehicle tracking
☐ Erosion and Sediment Control
Inspection and Maintenance Practices
and Forms, Spill Prevention/Spill
control Practices
☐ SWPPP signed by Legal Authority