

STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (BMP) SUBMITTAL GUIDE

Go to www.derrytownship.org (then go to Departments – Community Development – Community Development Ordinances, Maps, and Plans – Stormwater Management Ordinance) to view/print the regulations in their entirety (Ord. No. 601) and the application mentioned below.

Submission must include (at a minimum):

- Completed application - 1 original
- Filing fee:*
 - \$150.00 for projects involving up to 4,999 s.f. of new impervious area
 - \$400.00 for projects involving more than 4,999 s.f. of new impervious area
- Escrow fee* – to be determined by the Township. *Contact Jenelle Stumpf or Chuck Emerick at 717-533-2057, Opt. 2.*
 - *NOTE: MAKE CHECKS PAYABLE TO DERRY TOWNSHIP. THE FILING FEE AND ESCROW AMOUNT CAN BE ON THE SAME CHECK.
- Stormwater management site plan - 1 copy
- Stormwater management report – 1 copy
- Professional Services Contract – 2 copies, signed by the applicant(s)
 - Contact Jenelle Stumpf (717-533-2057, Opt. 2 or jenelles@derrytownship.org) to obtain this Contract
- PDF files of all submission documents, e-mailed to Jenelle Stumpf at jenelles@derrytownship.org.

What to expect/plan for during the review process:

- All submissions are reviewed by the Township’s consulting engineer, HRG, Inc.. The average review time is 3 days. *However*, be aware that if revisions are required, the overall processing time increases to include the time involved in revisions being made, resubmitted to the Township, and reviewed by HRG, Inc. The Township is required to respond within 45 calendar days of submission as to whether or not the stormwater management site plan and report have been approved.
- An Operation and Maintenance Agreement, signed by the current property owner(s) and notarized, is required prior to final approval. The Township will provide this Agreement to the applicant during the review process.
- Financial security is required prior to final approval.
- The property deed must be revised to include the following restriction:
“UNDER AND SUBJECT TO the Operation and Maintenance Agreement dated _____, recorded in the Office of the Recorder of Deeds of Dauphin County, Pennsylvania, at Instrument No. _____, [record O&M first and then fill in number] regulating the BMP associated with _____” [type in the improvement associated with BMP]

E-mail a draft of the revised deed to Jenelle Stumpf at jenelles@derrytownship.org for review prior to finalization.

When the plan is approved:

- The Township will notify the applicant of the approval and inform them that the Operation and Maintenance Agreement/stormwater management site plan are ready to be picked up for recording.
- Proof of recording of the BMP information and the revised deed is required prior to zoning and/or building permit issuance.
- The escrow fee that was provided will be returned after the plan review process is over and all review invoices have been paid.