

STORMWATER MANAGEMENT BEST MANAGEMENT PRACTICES (SWM 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 the regulations in their entirety (Ord. No. 2023-08) and the application mentioned below.

Submission must include (at a minimum):

- Completed, signed, and dated application - 1 original
- Filing fee:
 - \$172.00 for projects involving up to 4,999 s.f. of new impervious area
 - \$450.00 for projects involving more than 4,999 s.f. of new impervious area
 *NOTE: MAKE CHECK PAYABLE TO DERRY TOWNSHIP.
- Stormwater management plan - 1 copy
- Stormwater management report – 1 copy
- Contract for Professional Services Contract – 2 originals, signed by the property owner(s)
 - Contact Jenelle Stumpf, Planning/Zoning Coordinator (717-533-2057, Opt. 2 or jenelles@derrytownship.org) to obtain this Contract. The following information will need to be provided: The address of the subject property; the full name(s) of the owner(s) of the subject property; the current mailing address of the owner(s) of the subject property (if different from the subject property address); a description of the proposed project; and the proposed new impervious cover amount.
- Escrow fee – Amount to be determined by the Township. Contact Jenelle Stumpf, Planning/Zoning Coordinator (717-533-2057, Opt. 2 or jenelles@derrytownship.org) to obtain this amount.
- 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 5-7 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 plan and report have been approved.
- A Stormwater Operation and Maintenance Agreement and Access Easement, signed by the current property owner(s) and notarized, is required prior to final approval. The Township will provide this Agreement to the property owner(s) during the review process.
- Financial security is required to be posted prior to final approval.

- The property deed must be revised to include the following restriction:
“UNDER AND SUBJECT TO the Stormwater Operation and Maintenance Agreement and Access Easement dated _____, recorded in the Office of the Recorder of Deeds of Dauphin County, Pennsylvania, at Instrument No. _____, [record Stormwater Operation and Maintenance Agreement and Access Easement first and then fill in the Instrument Number by hand] regulating the BMPs 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 Stormwater Operation and Maintenance Agreement and Access Easement and the stormwater management site plan are ready to be picked up for recording.
- Proof of recording of the SWM BMP information and the revised deed is required prior to building/zoning permit issuance.
- The escrow fee that was provided will be returned after the review and inspection process is over and all invoices have been paid.