

SITE DEVELOPMENT REQUIREMENTS & EXPECTATIONS

SITE DEVELOPMENT REQUIRES 4 PERMITS:

1. NPDES Permit
2. Septic permit
3. Grading Permit
4. Building Permit

Step 1 NPDES PERMIT / LETTER OF ADEQUACY

- a) Permit applications may be obtained at the Delaware County Conservation District.
- b) An NPDES Permit is required if the planned area of disturbance exceeds 5 acres.
 - General permit: area of disturbance exceeds 5 acres
 - Individual permit: area of disturbance exceeds 5 acres in an HQ or EV water shed (Ridley Creek is rated HQ)
- c) If the entire site is less than 5 acres, the municipality may request a Letter of Adequacy.
- d) A Letter of Adequacy is also necessary if the proposed area of disturbance requires any other DEP permits that entail DCCD review.
- e) Estimated review period for a complete application = 7 days.

Step 2 OBTAINING A SEPTIC PERMIT

- a) Obtain a permit application pack (“Perk Package”) at the Township office and follow the directions provided.
- b) The septic plan must agree with the grading plan. Any changes must be submitted in writing and approved by both the Township Engineer and SEO.
- c) Once a septic area is approved, it must be protected in accordance with Title 25.
- d) A 100% replacement area is required.
- e) Both primary and replacement systems must meet minimum isolation distances as defined in Title 25, Section §73.13.
- f) Installers should be properly trained.
- g) Estimated review period for a complete application = 7-15 days.

Step 3 OBTAINING A GRADING PERMIT

- a) A septic permit must be obtained prior to the issuance of a grading permit.
- b) Grading permits are required under the following conditions:
 - Impervious coverage changes exceed 750 square feet or disturbed area exceeds 4000 square feet.
 - When there are site improvements (i.e. land development, pools, etc.).
- c) Application may be obtained at the Township office.
- d) 4 copies of the development plan must be submitted to the Township at which time a Township representative will ensure that the application is complete (based on the criteria listed in the Grading Application).
- e) Once the application is complete, it will be forwarded to the Building Inspector, the Township Engineer, and the Sewage Enforcement Officer for review.
- f) Once a grading permit is approved, the Township will schedule a pre-construction meeting, at which time there will be discussion about the following:
 - Tree protection/replacement

- Protection of the septic area
 - Erosion and sediment control, Storm water management, and grading
 - Any other applicable Township requirements/Ordinances (regarding work times, noise, etc.)
 - Inspection of the project
 - Trench safety
 - DCCD requirements
- g) Estimated review period for a complete application = 7-10 days.

Step 4 OBTAINING A BUILDING PERMIT

- a) In order to acquire a building permit, the applicant must furnish a copy of their approved septic permit and a copy of the approved grading permit, as applicable.
- b) The application must be complete and all fees must be paid before the Township Building Inspector will review the application.
- c) Each submission must include building plans prepared by an architect/engineer, as appropriate.
- d) All subcontractors must be registered in the Township (certificate of insurance is required).
- e) A permit will be issued once the contractor registration has been completed.
- f) Estimated review period for a complete application = 7-10 days.

Step 5 THE FOLLOWING INSPECTIONS ARE REQUIRED:

- a) Township Engineer
 - Storm water management basins
 - Storm sewer system
 - Sanitary sewer system
 - Road inspection
 - Grading inspection (prior to disturbance)
 - Final grading inspection (may recommend issuance of Certificate of Occupancy) (performed in conjunction with the final building inspection)
- b) Building Inspector
 - Footing & Layout inspection
 - Foundation inspection
 - Backfill inspection
 - Framing inspection (includes rough plumbing (including pressure tests), mechanical, and fire)
 - Rough and final electrical inspections – by third party underwriter
 - Final building inspection (includes final plumbing, mechanical and fire inspections) (performed in conjunction with the final grading inspection)

Step 6 GENERAL EXPECTATIONS

- a) A Certificate of Occupancy will be issued once the final grading and septic system installation has been inspected and approved.
- b) Well certification/documentation is required to support issuance of a Certificate of Occupancy.
- c) Inspections should be scheduled at least 48 hours in advance. There can be some flexibility with arranging inspections, but only on a case-by-case basis. A minimum of 24 hours notice is required.