



Florence County MS4

Date: January 1, 2013

To: All Engineers

RE: Permitting Procedures for Florence County

The following is the permitting procedures for all Large Commercial Land Disturbance Permits:

1) Submittal:

Submit Package to Florence County Planning Department.

2) Initial Review:

- Notice of Intent (NOI), completed with original signatures (do not use black ink)
- Completed Checklist for Design Professionals. Checklist must indicate the location of each item with the corresponding page number in the SWPPP or supporting calculations.
- Delineation of all Waters of the State (WoS), including wetlands, that will be impacted. Engineer or developer is encouraged to meet with Florence County to determine whether delineation will be required. Florence County requires a delineator's report if there are wetland indicators on the site. If WoS are to be impacted, the necessary permits will need to be acquired before work can begin.
- One copy of the C-SWPPP (Comprehensive Storm Water Pollution Prevention Plan)
- One set of the stormwater and sediment erosion control calculations. Include a summary sheet of pre and post development flows (at least 2-year, 10-year and 25-year, 24-hour storm events). Also include a summary sheet for determination of all curve numbers.
- One complete set of plans. The Engineering Dept. only needs those sheets that are pertinent to the stormwater submittal.

- Detention Pond Maintenance Plan & Responsibility Agreement (If Applicable)
- State / County Encroachment Permits (A copy of the encroachment application will meet the requirements for the initial review)

3) Complete Review:

Once these completed items have been received by Florence County, the complete review will begin. Florence County has 20 days to review and comment.

The complete review procedure shall be the following:

- Zoning Compliance – Including all buffer requirements
- Final approval of the NOI
- Complete review of the Checklist for Design Professionals. Review will make sure that all page numbers correspond to the correct item and that all applicable items are included in the submittal.
- All delineated Waters of the State (WoS), including wetlands, are indicated on the submitted plans. Plans shall include impacts, protection, etc. for all wetlands. A separate plan sheet shall show all WoS on the site and the impacted areas with a description of the activity.
- Final approval of the SWPPP
- Final approval of the calculations
- Final approval of the plans
- Final approval of the Detention Pond Maintenance Plan and Responsibility Agreement
- One copy of the approved State / County Encroachment Permit
- Submittal of the appropriate review fees. Include \$250 + \$100/AC (Not to exceed \$2,250) made payable to Florence County.
- Florence County submits the approved plans and letter to SCDHEC for NPDES coverage. SCDHEC typically has 7 days to review and comment.
- Once NPDES coverage is obtained from SCDHEC, Florence County will require a Pre-Construction Conference with the permit holder and contractor, if applicable.
- Engineer shall bring additional sets of plans to the Pre-Construction Meeting for Florence County MS4 stamp approval.