



## Instructions

This form is for the use on projects that will disturb less than 1 acre and are **not** a part of Larger Common Plan (LCP) for development or sale. It may **not** be used on projects located in the eight counties comprising the S.C. Coastal Zone (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties).

### Completing the Application:

You must type or print legibly. You must include the original, signed notification form and one (1) copy of a sketch plan outlining the anticipated activities and the location of all proposed sediment and erosion control devices.

**Where to File:** (For projects that are **not** located within the Coastal Zone and are **not** part of a LCP.)

#### Via Email

[Stormwaterlessthan1@dhec.sc.gov](mailto:Stormwaterlessthan1@dhec.sc.gov)  
(All files must be submitted as PDFs.)

#### Via Mail

S.C.DHEC—Stormwater Permitting Section  
2600 Bull Street  
Columbia, SC 29201-1708

### Project/ Site Name

The Project/ Site Name should be a unique or distinguishing name (e.g., not Proposed Subdivision).

### Property Information

The official or legal name of the Project Owner/ Operator should be listed under section A. If the Project Owner/ Operator is a company, then a Permit Contact person should be listed under section B. This can be someone other than the person that has signatory authority for the company. **Please provide all requested information including email addresses.**

#### Property Information

- A. If this project is part of a Larger Common Plan for sale or development, then mark Yes. Otherwise mark No.
- B. List a city/town only if the site is within the city/ town limits. See the following website for assistance in obtaining latitude/ longitude coordinates: [http://www.epa.gov/tri/report/siting\\_tool/index.htm](http://www.epa.gov/tri/report/siting_tool/index.htm). Latitude (from 32° to 35°) and longitude (78° to 83°) should be for the center of the site to the nearest 15". Minutes (') should be from 0 to 59, and seconds (") should be 0, 15, 30, or 45.
- C. If the Project Owner/ Operator does not own the project site, then list the official or legal name of the current Property Owner of the site. NPDES coverage will be issued to the Project Owner/ Operator (Section I), not the Property Owner, unless same entity.

### Site Information

- A. The total and disturbed areas should be rounded to the nearest tenth of an acre.
- B. List the estimated start and completion dates of the construction activity.
- C. If there are any downstream flooding problems, then mark Yes. Otherwise mark No.
- D. If S.C. DHEC has issued a Notice to Comply or Notice of Violation for this site or LCP check Yes, otherwise check No.
- E. Identify the type of activity on this site by checking all that apply. Institutional includes schools and other publicly owned projects, except Linear projects. Site Preparation includes clearing, grubbing, and grading only; no new impervious areas should be proposed if this activity type is checked.
- F. If any of the property is located inside an urbanized area or MS4, then list the entity and contact the respective MS4 or UA to identify applicable project requirements. See the following website for information about MS4s: <http://www.scdhec.gov/environment/water/swnsms4.htm>.  
Urbanized area boundary maps are available at <http://cfpub.epa.gov/npdes/stormwater/urbanmapresult.cfm?state=SC>.

### Waterbody Information

- A. The nearest receiving waterbody is the nearest Waters of the State (WOS)(see definition in S.C. Regulation 61-9—<http://www.scdhec.gov/environment/water/reg.htm>) to which the site's stormwater will discharge. If this waterbody is unnamed, then provide a description that references the nearest, named waterbody (e.g., tributary to Grove Creek). If the site's stormwater discharges to multiple waterbodies, then list all such waterbodies and attach additional sheets, if necessary.
- B. If there are other waters of the U.S./ State on the site not listed in item A (e.g., lake, pond), then mark Yes under item B.1. If there are proposed impacts to these or any WoS, then mark Yes under item B.2. It is also advised that you contact USACOE (866-329-8187) and/ or S.C. DHEC Water Quality Certification, Standards & Wetlands Programs Section (803-898-4300) about these impacts.
- C. If items B.1 and B.2 where marked Yes, then describe the scope of all impacts to the referenced Waters of the State and list all permits and certifications that have been applied for or obtain which addresses each impact.

### Signatures and Certifications

**DO NOT SIGN IN BLACK INK!** This form must contain original signatures.

- A. If the Project Owner / Operator is a company, print the name of the person who is signing the NOI for the Project Owner / Operator. A person with signatory authority for the Project Owner / Operator must sign the application. Please see §122.22 of S.C. Reg. 61-9 (Appendix C of the CGP) for complete information about signatory authority.

### Office Mechanics & Filing

- A. Form will be available online for all applicants.



C. Earl Hunter, Commissioner

*Promoting and protecting the health of the public and the environment*

## Less Than One Acre (Not Part of LCP) Project Requirements In Non-Coastal Counties

**This document provides guidance for projects that disturb less than one (1) acre; are not part of a larger common plan for development or sale (LCP); and are located outside of the 8 coastal counties (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry and Jasper) subject to the requirements of the S.C. Coastal Zone Management Plan. ; and are not part of a MS4 or Urbanized Area (UA). If the less than one (1) acre project is to be constructed in a MS4 or urbanized area, the respective MS4 or UA must be consulted to identify applicable project requirements. The Wheretoapply guidance may also be consulted for MS4/UA contact information.**

**Regulatory Basis:** The S.C. Stormwater Management and Sediment Reduction Act (R.72-300) requires that for land disturbing activities involving two (2) acres or less of actual land disturbance which are not part of a larger common plan of development or sale, the person responsible for the land disturbing activity shall submit a simplified stormwater management and sediment control plan meeting the requirements of R.72-307H. In addition to R.72-300, all projects that disturb 1 acre or more are subject to the requirements of the NPDES General Permit for Storm Water Discharges from Large and Small Construction Activities (CGP). Additionally, projects may be subject to requirements of local governments through local ordinances, in particular, those areas that are considered Municipal Separate Storm Sewer Systems (MS4s) under the NPDES program. Please see <http://www.scdhec.gov/environment/water/swnsms4.htm> for more information. **This specific guidance addresses requirements only for less than one (1) acre non-coastal projects that are not part of a LCP.**

**Definition LCP:** The plan in LCP is "broadly defined as any announcement or piece of documentation (including a sign, public notice or hearing, sales pitch, advertisement, drawing, permit application, zoning request, computer design, etc.) or physical demarcation (including boundary signs, lot stakes, surveyor markings, etc.) indicating construction activities may occur on a specific plot." [63 Federal Register No. 128, July 6, 1998, p. 36491] For example, if master calculations have been prepared and/or submitted for an entire site, then all phases and parcels at that site would be considered part of an LCP. If the site is part of a subdivision, industrial park, commercial park, etc., then it is considered to be part of an LCP. If there have been land-disturbing activities, including clearing, grading or excavating, that resulted in one (1) disturbed acre or more since 1992, then any future land-disturbing activities at the site are considered to be part of an LCP.

### **Less Than One (1) Acre Non-Coastal Project Requirements:**

Projects that disturb less than 1 acre **and are not part of a larger common plan for development or sale (LCP)** require the submittal of a simplified plan sheet and Notification Form (DHEC Form 2628) or other form provided by DHEC. **Please note that stormwater detention is not required under R. 72-300 for projects in this program area, however, these projects are required to provide adequate sediment and erosion controls in order to insure no offsite sedimentation into Waters of the State, adjacent properties, and public right-of-ways. Please also note that the Department does not regulate the placement of fill in floodplains. You must contact your local city or county official for such approval. Following is a summary of DHEC's submittal requirements for non-coastal projects that disturb less than one (1) acre and are not part of a LCP or MS4/UA:**

1. Provide **one (1) complete (signed and dated) Notification Form** (DHEC Form 2628) or other form provided by DHEC. *Note: The Notification form must be signed and dated by the Project Owner/Operator.*
2. Provide **one (1) copy of the plan/sketch.** *Note: Plan is not required to be prepared by an engineer, Tier B surveyor, or landscape architect; however, if an individual with one of these licenses prepares the plan, then they must sign and seal the plans. The sketched plan should include:*
  - (a) A site location drawing of the proposed project, indicating the location of the proposed project in relation to roadways, jurisdictional boundaries, streams and rivers; (b) The boundary lines of the site on which the work is to be performed; (c) The location of temporary and permanent vegetative and structural stormwater management and sediment control measures; and (d) A topographic map of the site (if required by the implementing agency).
3. A **narrative description** of the stormwater management and sediment control plan to be used during land disturbing activities. *Note: This may be included on the plans instead of in a written narrative.* Include a general description of topographic and soil conditions of the property. Include a general description of adjacent property and a description of existing structures, buildings, and other fixed improvements located on surrounding properties.

Once completed, the notification package (form, plans, and narrative) may be e-mailed (as pdf) to [Stormwaterlessthan1@dhec.sc.gov](mailto:Stormwaterlessthan1@dhec.sc.gov) for electronic processing by the Bureau of Water. **A notice of receipt will be e-mailed to the applicant upon successful receipt of the notification package. Once the notification package has been screened for completeness and applicability, a letter requesting additional information or an approval letter will be e-mailed to the project owner/operator at the e-mail address provided on the notification form.** If electronic submittal is not possible or desired, Less Than One Acre notifications may be mailed to SCDHEC - Bureau of Water, Stormwater Permitting Section, 2600 Bull Street, Columbia, S.C. 29201