



*Township of Upper Pottsgrove*  
MONTGOMERY COUNTY, PENNSYLVANIA  
1409 Farmington Avenue Pottstown, PA 19464  
Phone: 610-323-8675 Fax: 610-327-1967  
Webpage: [uptownship.org](http://uptownship.org) Email: [administration@uptownship.org](mailto:administration@uptownship.org)

## GRADING PERMIT APPLICATION

This Application must be accompanied by plans and fees and submitted to the Township Office.

Application number will be assigned upon submission.

**PLEASE NOTE THAT OUR BUILDING INSPECTOR HAS UP TO 15 / 30 (RESIDENTIAL / NON-RESIDENTIAL) BUSINESS DAYS TO PROCESS A PERMIT APPLICATION.**

County: <b>Montgomery</b>	Municipality: <b>Upper Pottsgrove Township</b>	Parcel ID #: <b>60-00-0</b>
Site Address: _____, Pottstown, PA 19464		
Owner/Applicant Name: _____	Phone #: _____	
Mailing Address: _____		
E-Mail: _____		
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY		
Principal Contractor: _____	Phone #: _____	
Mailing Address: _____		
E-Mail: _____		HIC #: _____
<input type="checkbox"/> CALL ME WHEN PERMIT IS READY		
Architect (if applicable): _____	Phone #: _____	
Mailing Address: _____		
E-Mail: _____		

Permit No.: \_\_\_\_\_ (Assigned by LTL)

Permit Issuance Date: \_\_\_\_\_

Between \_\_\_\_\_ & \_\_\_\_\_  
Cross Street Cross Street

Subdivision Name and Lot No. (if applicable): \_\_\_\_\_

### Grading Plan (Please attach 3 copies)

Title: \_\_\_\_\_

Preparer's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Last Revised: \_\_\_\_\_

\*\*The plan shall show all of the following information or the application will automatically be denied: present contours, proposed contours, lot lines, minimum building setback lines, streets, driveway(s), building(s) with finish floor and garage floor elevations (basement floor if a walk-out basement), retaining walls, trees over 10" in diameter, details and location of proposed drainage facilities. All plans shall be dated and bear the name of the applicant, the person who prepared the plan, and the owner of the land.

### Estimated Dates of Activity

Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Purpose

State the purpose for which the grading application is filed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Erosion and Sediment Control Plan

If an erosion and sediment control plan has not yet previously been approved, it must accompany this plan.

Erosion and sediment control plan has previously been approved: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Drainage Study

Previously approved: \_\_\_\_\_ Date: \_\_\_\_\_

Clean Fill

No grading permit shall be issued for the filling of materials other than clean fill.

Notice to Adjacent Property Owners

Before commencing any excavation or fill, notice shall be sent to adjacent property owners not less than 14 days before work is to begin. Copies of these letters shall be sent to the Upper Pottsgrove Township Secretary. Attach copies of these letters.

Permit Fee

- **NON-REFUNDABLE APPLICATION FEE FOR RESIDENTIAL AND/OR AGRICULTURAL IS \$50.00.**
- **APPLICATION FEE FOR NON-RESIDENTIAL IS \$500.00 PER SUBMITTAL. THIS FEE SHALL BE APPLIED TO THE COST OF THE PERMIT & ANY REMAINING BALANCE SHALL BE REFUNDED TO THE APPLICANT.**
- **MAKE CHECKS PAYABLE TO UPPER POTTS GROVE TOWNSHIP OR CASH (DUE UPON SUBMISSION)**

**- OFFICIAL USE ONLY -**

**TOWNSHIP APPLICATION FEE PAID: CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ DATE: \_\_\_\_\_**

I hereby certify- that the above information is correct and hereby state that the work to be

performed will be as presented herein, and in accordance with all applicable laws and ordinances of UPPER POTTSGROVE TOWNSHIP.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\*\*\*OFFICIAL TOWNSHIP USE ONLY\*\*\*\*\*

GRADING PERMIT

Engineer's Recommendation: \_\_\_\_\_ Approval \_\_\_\_\_ Denial

Engineer's Comments: \_\_\_\_\_

Permit Fee Paid: \$ \_\_\_\_\_

Escrow Amount: \$ \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Township Engineer's Signature: \_\_\_\_\_

**Note: This application, when approved and signed, is your permit. It must be accompanied by the approved permit plan.**

**G. GRADING PERMIT FEES**

<u>Plan Type</u>	<u>Admin Fee</u>	<u>Deposit Amount</u>	<u>Financial Security</u>
Simplified Approach	\$ 250.00	\$ 750.00	\$ 1,000.00
Minor Engineered Plan	\$ 250.00	\$ 1,500.00	\$ 5,000.00
Full Engineered Plan	\$ 500.00	\$ 3,000.00	•
Full Engineered Plan (with NPDES permit required)	\$ 500.00	\$ 4,000.00	•

- as determined based on construction cost estimate submitted by design engineer and approved by the Township Engineer

**SECTION 2.** In addition, the following rules and regulations shall apply to the fee and escrow requirements set forth above.

- Both the Admin and Escrow fees shall be paid at the time of the initial submittal of the plan. If a waiver from plan submittal is being requested, the applicable fees shall still apply.
- The Admin fee is non-refundable.
- The Deposit Amount is refundable and will be held until the completion of the project [issuance of occupancy permit]. The Township will bill the applicant each time they receive an invoice from the Township Engineer. If the applicant fails to pay the invoices in a timely manner, the Township will direct the Township Engineer to stop work on the project until such time as all outstanding balances have been paid.
- The applicant shall be responsible for all costs and shall reimburse the Township for all engineering and other consultant fees incurred in excess of the escrow fee paid. In order for the Township to issue the permit, all outstanding invoices must be paid. The Escrow fee shall remain 100% intact and available through the construction stage.
- Engineering and other consultant fees shall be billed at the applicable effective hourly billing rate adopted by the Township.
- The above fee schedule does NOT apply to stormwater management features when same are associated with a subdivision and/or land development plan review and approval process.
- The Financial Security shall be deposited with the Township commensurate with the issuance of the permit.
- The Financial Security is refundable and will be held by the Township until such time as all required stormwater management facilities have been satisfactorily installed as determined by the Township or their designee.
- For projects that involve NPDES permits, there will be additional fees required that are related to long term maintenance and/or inspection requirements.

**H. CHAPTER 22 – SUBDIVISION AND LAND DEVELOPMENT**

<b>SUBDIVISION FEES</b>		
<u>NO. OF LOTS</u>	<u>FILING FEE (Non-Refundable)</u>	<u>ESCROW FEE</u>
2-5	\$ 250.00	\$ 1,500.00
6-49	\$ 263.00, plus \$ 21.00 for each lot in excess of 5	\$ 250.00 / Lot
50 or more	\$ 263.00, plus \$21.00 for each lot in excess of 5	\$ 12,500.00 Minimum, plus \$ 50.00 / Lot (Maximum of \$ 15,000.00)
Annexation or Resubdivision Only	\$ 105.00	\$ 525.00

**UPPER POTTS GROVE TOWNSHIP**  
**GRADING PERMIT**  
**ORDINANCE NO. 386**

Date: \_\_\_\_\_

Grading Permit

Number: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Development Name: \_\_\_\_\_

Site

Address \_\_\_\_\_

Estimated volume of excavation/fill: \_\_\_\_\_ CY

Disturbed Area: \_\_\_\_\_ Acres. Total Property Area: \_\_\_\_\_ Acres.

Work Begin: \_\_\_\_\_ Work End: \_\_\_\_\_

**Grading Permit Fee:**

**All work shall comply with the current Grading and Stormwater Management Ordinances. A grading permit shall be required as specified in Section 104 - Requirement for a Township Grading Permit. Each grading permit application shall be accompanied by the following information, as required in Sections 105 unless exempted in writing by the Township Supervisors.**

1. Five (5) copies of the proposed plan, including specifications and development schedules, shall be submitted to the Building Inspector/Zoning Officer for a grading permit. One (1) copy shall be forwarded to each of the following: Upper Pottsgrove Township Planning Commission and the Township Engineer.
2. An area plan, or plans, describing existing and proposed features of the area surrounding the site of the work including topography, existing vegetation, watercourses, wetlands, man-made features, the affected watersheds and other pertinent natural features. This may be in the form of a recent USGS map with the property and required features located thereon.
3. A topographical survey of the site at a suitable scale of no less than 1" = 50' and contour interval of no more than 2'-0", prepared by a registered surveyor or registered engineer, including also a boundary line survey, the location and description of vegetative cover, existing features, wetlands, and any other pertinent existing natural or man-made features.
4. An improvements plan at the same scale as Subsection (2) showing and describing all changes to the site including cuts, fills, structures, paving and utilities. (This may be combined with Subsection (2) on simple projects).
5. A written description of soil erosion and sediment control measures (with appropriate plans and specifications), in accordance with standards and specifications of the Pennsylvania Department of Environmental Protection, Montgomery County Conservation District and Township Ordinances, including without limitation, retention basins or other control measures necessary to limit the rate of stormwater runoff to comply with the requirements hereof.
6. A time schedule indicating the anticipated starting and completion dates of the development sequence, the expected date of completion of construction of each of the measures and the time of exposure of each area prior to the completion of such measures.

**Permit Conditions**

1. Plan review and grading permit will be valid for a maximum of one year.
2. If grading is in excess of 5000 ft<sup>2</sup>, consult additional requirements in State and County regulations.
3. No construction debris will be allowed in the fill. All existing debris on site will be stockpiled separately for removal.
4. Erosion control measures must be installed and maintained as shown on the approved erosion control plans.
5. The Contractor shall provide control of fugitive dust arising from operations. The Contractor shall dustproof the work area by sprinkling with water or a water/calcium chloride mixture where necessary.
6. No dirt or mud will be left on the streets at the end of each operating day. No equipment will be loaded or parked on any paved roadway.
7. The Township may inspect all phases of earth disturbance activity:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Township Approval Date: \_\_\_\_\_

Township Designated Official \_\_\_\_\_

# Don't Let Storm Water Run Off With Your Time and Money!

## What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

### Storm Water Permit Requirements for Construction Activity

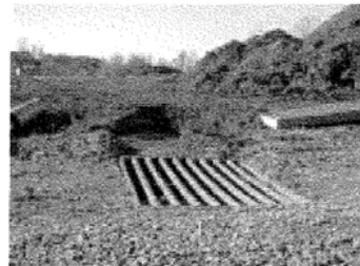
Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.

Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

### What is Storm Water?

Storm water is water from precipitation that flows across the ground and pavement when it rains or when snow and ice melt. The water seeps into the ground or drains into what are commonly called storm sewers. These are the drains you see at street corners or at low points on the sides of streets. Collectively, the draining water is called **storm water runoff**.



### Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



### An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,

## **Pollution Prevention Practices:**

- Designated fueling and vehicle maintenance area away from streams.
- Remove trash and litter.
- Clean up leaks immediately.
- Never wash down dirty pavement.
- Place dumpsters under cover.
- Dispose of all wastes properly.

minimizing clean up and maintenance costs, and the impacts to water resources caused by soil erosion during active construction. Erosion controls can reduce the volume of soil going into a sediment control device, such as a sediment trap, therefore, "clean out" frequencies are lower and maintenance costs are less. When possible, divert water around the construction site using berms or drainage ditches.

In addition, use pollution prevention and "good housekeeping measures" to reduce the pollution leaving construction sites as well. This can be as simple as minimizing the pollution source's contact with rainwater by covering it, maintaining a "clean site" by reducing trash and waste, and keeping vehicles well maintained.

## **The Best Laid Plans**

Plans such as erosion and sediment control plans and storm water pollution prevention plans are important tools for outlining the erosion control and pollution prevention practices that you will use to manage storm water runoff prior to breaking ground. Developing good plans allows for proper budgeting and planning for the life of the project. Proper installation and maintenance of erosion and storm water controls is essential to a plan that works. Training for on-site staff helps to ensure the proper installation and maintenance of erosion controls and pollution prevention practices. Inspect controls and management techniques regularly to ensure they are working, especially after storm events. If polluted storm water is leaving the site, you may need to repair or add additional storm water controls.



## **The Bigger Storm Water Picture**

Your community is preventing storm water pollution through a comprehensive storm water management program. This program addresses storm water pollution from construction, but it also deals with new development, illegal dumping to the storm sewer system, and municipal operations. It will also continue to educate the community and get everyone involved in making sure the only thing that storm water contributes to our streams is . . . water! Contact your community or the Pennsylvania Department of Environmental Protection for more information about storm water management.

### **For more information:**

Pennsylvania Association of Conservation District's:  
<http://www.pacd.org/default.html>

Pennsylvania Handbook of Best Management Practices for Developing Areas:  
[http://www.pacd.org/products/bmp/bmp\\_handbook.html](http://www.pacd.org/products/bmp/bmp_handbook.html)

Storm Water Manager's Resource Center:  
<http://www.stormwatercenter.net>

Pennsylvania Department of Environmental Protection:  
<http://www.dep.state.pa.us>

