

EROSION AND SEDIMENTATION CONTROL AND GRADING PERMIT APPLICATION, CONSTRUCTION, AND PERMIT CLOSE-OUT REQUIREMENTS

SUBMITTAL REQUIREMENTS:

NOTE: PLEASE BE ADVISED A CURSORY ZONING REVIEW WILL BE COMPLETED BY THE TOWNSHIP ZONING OFFICIAL UPON SUBMISSION AND PRIOR TO SUBMITTING YOUR GRADING PACKAGE TO THE TOWNSHIP ENGINEER FOR REVIEW. THIS DOES NOT SERVE AS A ZONING APPROVAL, BUT RATHER THE PROJECT WILL BE REVIEWED FOR SETBACKS, BUFFERS, ETC., IN THE EVENT ZONING HEARING BOARD APPROVAL IS INDICATED. IF NEEDED, ZONING HEARING BOARD APPROVAL IS REQUIRED PRIOR TO THE GRADING REVIEW PROCESS.

**REQUIRED SUBMISSION: COMPLETED PERMIT APPLICATION FORM
DOCUMENTS: THREE (3) SETS OF PLANS
 APPLICABLE FEE**

1. It is recommended that you visit the Township Office to discuss your plan prior to beginning your project. Our Township Zoning Official is available during normal business hours, Monday thru Friday, between 8:00 AM to 4:00 PM. You are welcome to call for an appointment at (215) 297-5656 or walk-ins are welcome. As a result of that meeting, arrangements may be made for a consultation with our Township Engineer. Please refer to the Resident Consultation Form, included with this package, for further information.
2. Grading Application must be completed by applicant, consultant, or homeowner and must include signature of the land owner. The Grading Permit application will not be accepted by the Township unless proof of ownership is presented (proof of ownership may be parcel deed with owner's name).
3. Three (3) sets of plans, prepared by a Professional Engineer, Land Surveyor, or Registered Landscape Architect, licensed in the Commonwealth of Pennsylvania, must be submitted with the application (PLANS MAY NOT BE SUBMITTED DIRECTLY TO THE ENGINEER). One date-stamped set will be sent by the Township to the Township Engineer within 24 hours of submission for review.

4. **Appropriate fee must accompany the application and plans. Refer to the fee schedule located on the grading application form.**
5. **The applicant will be notified by mail of plan approval, or plan nonconformities with Ordinance 2009-003, Ordinance 2009-004, Article 15 of the Zoning Ordinance or other Zoning Ordinance nonconformities.**
6. **Only one “open” permit per tax parcel is permissible. A permit application is considered “open” until a final use and occupancy permit has been issued by the Township, at which time the permit is considered “closed”.**
7. **A Foundation As-Built (Confirmation) Plan and a Final Lot As-Built Plan (Final As-Built) are required in conjunction with the Grading Permit application to document and verify proper construction of proposed improvements. Refer to “Foundation As-Built Plan” and “Final As-Built Plan” subsection of this document for submission and other requirements related to these other two plans.**
8. **An amended Grading Plan must be submitted to, and approved by Solebury Township prior to construction of any site improvement NOT shown on the approved Grading Plan. Confirmation Plan or Final As-Built Lot Plan that includes structures/features or lot grading that is not consistent with the approved Grading Plan will not be approved**

FOUNDATION AS-BUILT (CONFIRMATION) PLAN:

**REQUIRED SUBMISSION: THREE (3) SETS OF PLANS
DOCUMENTS: LOCATION & ELEVATION CERTIFICATION FORM**

1. **Three (3) sets of plans, prepared by a professional engineer or land surveyor licensed in the commonwealth of Pennsylvania must be submitted (PLANS MAY NOT BE SUBMITTED DIRECTLY TO THE ENGINEER). One date-stamped set will be sent by the Township to the Township Engineer within 24 hours of submission for review. The Township Engineer will review the plan and site conditions (at time of receipt of plan). Any nonconformity with the approved plan will be identified in writing and forwarded by the Township to the applicant in a timely manner. However, the applicant and their contractor are responsible for taking all measures necessary to ensure health and safety at the site prior to backfill of the foundation/structure.**
2. **Upon installation of dwelling foundation walls, as-constructed location and elevation of the foundation must be submitted to the Township for approval prior to backfilling foundation walls.**

3. **Foundation As-Built Plan will not be approved by the Township until plan content and site conditions at time of submission are approved by the Township Engineer. Site condition inspection includes review of erosion controls, tree protection fence, temporary ground stabilization and other access and maintenance issues relative to the approved Grading Plan.**
4. **Confirmation Plan must identify lot boundary, required building setback lines, foundation location/elevation, garage/accessory structure location/elevation, pool location/elevation, approved dwelling elevations, (as identified on the approved Grading Plan), and sump pump pit location (if required).**
5. **Confirmation Plan of any structure foundation elevation that is greater than four (4) inches lower than approved, or more than twelve (12) inches higher than approved (“tolerances”) will be rejected and a revised Grading Plan (reflecting as-constructed dwelling elevations) is required. A revised Grading Permit will also be required if recommended by the Township Engineer should it be concluded as-constructed structure location and elevation may alter approved drainage patterns, drainage function, stormwater management design, or result in excessive or flat slopes. Written comment pertaining to review of the Confirmation Plan should be submitted to the Township by the Township Engineer within five (5) business days of receipt of the plan by the Township Engineer (5 days, starting the next business day after receipt of the plan). Foundation backfill will NOT be scheduled until receipt of written recommendation for approval of the Confirmation Plan by the Township Engineer and authorization by the Building Inspector. Framing of the structure may not commence until the foundation has been approved for backfill and the Confirmation Plan has been recommended for approval.**
6. **Foundations constructed outside of the required front, side, and rear yard building setbacks, will not be approved for backfill until a zoning variance is obtained.**
7. **Backfill inspection by the Township Building Inspector will not be scheduled prior to receipt of satisfactory review of the Foundation As-Built Plan.**

FINAL AS-BUILT LOT PLAN:

**REQUIRED SUBMISSION: THREE (3) SETS OF PLANS
DOCUMENTS: LOCATION & ELEVATION CERTIFICATION FORM**

1. **Three (3) copies of a plan identifying the as-constructed condition of the lot must be prepared and submitted to the Township for approval prior to issuance of Use and Occupancy Permit. Plan must be signed and sealed by a professional engineer or land surveyor licensed in the Commonwealth of Pennsylvania (PLANS**

MAY NOT BE SUBMITTED DIRECTLY TO THE ENGINEER). One date-stamped set will be sent by the Township to the Township Engineer within 24 hours of submission for review. The Engineer will review the plan and final site conditions (at time of receipt of final as-built plan). Any nonconformity with the approved plan will be identified in writing and forwarded by the Township to the applicant in a timely manner.

- 2. Written comment pertaining to review of the Final As-Built Plan should be submitted to the Township by the Township Engineer within (5) business days of receipt of the plan by the Township Engineer (5 days, starting the next business day after receipt of the plan).**
- 3. Upon completion of the dwelling, lot improvements, and final grading, seeding, and stabilization, a final as-built plan of the lot must be prepared and submitted to the Township for approval prior to issuance of use and occupancy permit.**
- 4. As-constructed plan must specifically identify swale slopes, water and sewer facilities, (including valves, clean-outs, tanks, boxes, etc.) driveway, driveway slope, driveway material, walkways, sidewalk (if required), sump pump discharge location (from house), roof leader system (including point of discharge), sump pump piping (including point of discharge), drainage pipe and sizes, collection inlet grate and invert elevations, structure foundation, garage, and first floor elevations, spot elevation at the corner of all structures, stormwater/bmp facilities (and sufficient information to verify proper construction), existing/proposed topography/features, tree clearing boundary, required replacement vegetation (location, size, species), roads, right-of-way, building setbacks, applicable zoning data, impervious surface tabulation (detailed), and any other information determined as necessary by the Township Engineer.**
- 5. Final inspection of the dwelling and lot by the building inspector will not be scheduled until receipt of written recommendation of approval of the Final As-Built Plan from the Township Engineer.**
- 6. Final As-Built Lot Plan may only be prepared upon completion of topsoil installation and final grading (except for “winter grading” condition). Prior to placement of topsoil and final grading, grade stakes should be installed by a surveyor.**
- 7. The plan must include a notation certifying the condition of the lot (e.g., 8 inches of topsoil installed, or “winter graded”) at time of as-constructed survey.**
- 8. Use and Occupancy of the dwelling/improvements will not be approved by the Township prior to receipt of satisfactory review of the Final As-Built Plan. Refer the following section “Pre-Conditions For Use And Occupancy Permits” of**

this document for conditions that must be satisfied prior to Township issuance of Use and Occupancy permit(s).

PRE-CONDITIONS FOR USE AND OCCUPANCY PERMITS:

1. Temporary Use and Occupancy Permits will not be issued, except under specific conditions, described herein. If a temporary Use and Occupancy Permit is approved by the Township, a cash escrow, in an amount determined by the Township, may be required by the Township to ensure satisfaction of conditions of such temporary permit in a timely manner as designated by the Township. This security (excluding interest) will be returned to the applicant upon issuance of final Use and Occupancy Permit, and payment of any outstanding legal, engineering, administrative, and inspection fees incurred by the Township in conjunction with issuance of a temporary Use and Occupancy Permit.
2. It is the responsibility of the applicant to allot sufficient time prior to scheduled settlement dates, or other scheduled construction activities requiring inspection, to permit preparation and review of as-constructed foundation and/or lot plans, inspection of the site by the Township, and issuance of applicable Township permits/approvals. Builder schedules should also account for any field modification of the lot (e.g. regrading, etc., if necessary) and re-submission of a revised as-constructed plan (addressing nonconformities identified by the Township during review of the plan and as-constructed lot condition) that may be necessary as identified by the Township.
3. **USE and OCCUPANCY PERMIT will not be issued if any of the following conditions exist:**
 - A. **The Final As-Built Lot Plan confirms constructed ground slope within the lot is less than 2% or greater than 4:1 (25%) (Erosion and Sedimentation Control and Grading Ordinance 2009-004 Section 8);**
 - B. **Ponding water is observed on the lot at time of inspection by the Township Engineer and/or Building Inspector;**
 - C. **Approved surface drainage pattern is not achieved;**
 - D. **Sump pump discharge (if proposed) is not properly connected to permanent roof leader piping;**
 - E. **Roof leader piping and stormwater management facilities (where required) are not properly installed (and connected to roof drains) in accordance with the approved Grading Plan;**
 - F. **Roof discharge pipes are not connected to the roof leader pipe system;**

- G. **Topsoil is not installed on the lot and the ground is not final graded, seeded, and stabilized (permanent ground cover condition);**
 - H. **Sidewalk/walkway (if required) is not installed along the site frontage; and on-lot walkways (to permanent condition - concrete, stone/brick pavers, etc.), driveway (stone/paving), and paved (binder course) driveway apron (20 feet from the edge of cartway) are not installed in accordance with the approved plan.**
4. **EXCEPTION TO THE REQUIREMENT** noted under Subsection 3.G all above, shall be for projects completed during the winter. “Winter grading” consists of rough grading of the lot to approved grade (minus the required depth of topsoil) and installation of *straw* mulch with tacking agent (hay mulch is not permitted). “Winter grading” is only permitted from December 1st through March 15th. If conditions permit, topsoil must be installed, and rough graded during this time period. In all cases, soil must be installed against, and level with, the surface of the dwelling foundation, sidewalk/walkways, driveway, patios, pads, and between the curb and sidewalk (where curb and/or sidewalk is required) prior to approval of winter grading and a temporary Use and Occupancy Permit. A TEMPORARY use and occupancy permit may be granted for “winter grading” subject to any other conditions imposed by the Township and absence of any health and safety issues on the lot. At least one additional final as-built plan will be required for all “winter graded” lots to verify compliance with plan slope requirements upon completion of final grading (when conditions permit).
5. Installation of street trees, buffer trees, replacement trees, concrete monuments, lot corner pins, easement pins/monuments, and driveway wearing course (ID-2) may be completed as a condition of issuance of TEMPORARY use and occupancy permit, if approved by the Township, and subject to any other conditions imposed by the Township. However, at a minimum, prior to issuance of use and occupancy permit, all property and easement corners must be delineated in the field by wood stakes or other means acceptable to the Township.