



**Notification Form for Sites Disturbing  
Less Than 1-Acre  
(Not Part of a Larger Common Plan,  
Non-Coastal County)**

Notification #: \_\_\_\_\_ (For Official Use Only)

**Note: This form is for use on projects located outside of the eight coastal counties (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper) and that are NOT part of a larger common plan for development or sale.**

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

Project/ Site Name: \_\_\_\_\_ County: \_\_\_\_\_

**I. Project Information**

- A. Is this project part of a Larger Common Plan for Development or Sale (LCP)?  Yes  No
- B. Project Owner/ Operator (Company or person): \_\_\_\_\_  
 Company EIN: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email address: \_\_\_\_\_
- C. Permit Contact (if owner is company): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (Day) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Fax) \_\_\_\_\_  
 Email address: \_\_\_\_\_

**II. Property Information**

- A. Site Location (street address, nearest intersection, etc.): \_\_\_\_\_  
 City/ Town (if in limits): \_\_\_\_\_ Latitude: \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" N Longitude: - \_\_\_\_\_° \_\_\_\_\_' \_\_\_\_\_" W  
 Tax map # (list all): \_\_\_\_\_
- B. Property Owner (if different from section I above): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (Day) \_\_\_\_\_ Email address: \_\_\_\_\_

**III. Site Information**

- A. Disturbed area (to the nearest tenth of an acre): \_\_\_\_\_ Total area: \_\_\_\_\_
- B. Start Date (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- C. Are there any flooding problems downstream of or adjacent to this site?  Yes  No
- D. Has SCDES issued a Notice to Comply or Notice of Violation for this site or LCP?  Yes  No
- E. Type of Activity (check all that apply):  
 Residential: Single-family       Commercial       Industrial       Institutional  
 Residential: Multi-family       Residential: Multi-family       Linear       Other:  
 Multi-use (Commercial & Residential)       Site Preparation (No new impervious) \_\_\_\_\_
- E. Is any part of the property located inside an MS4 or urbanized area?  Yes  No  
 If yes, list the MS4 operator or urbanized area name: \_\_\_\_\_

**IV. Waterbody Information**

- A. Nearest receiving waterbody(s) [RWB]: \_\_\_\_\_ Distance to Nearest RWB (feet): \_\_\_\_\_
- B. 1. Are there any Waters of the United States/ Waters of the State, jurisdictional or non-jurisdictional wetlands, or any other waters located on site?  Yes  No  
 2. Are there any impacts to any of the on-site Waters of the U.S./State, jurisdictional or non-jurisdictional wetlands, or any other waters?  Yes  No
- C. If yes for impacts in item B.2, describe each impact and activity, and list all permits (e.g., USACOE Nationwide Permit, SCDES General Permit) and certifications that have been applied for or obtained for each impact.

**V. Signatures and Certifications: DO NOT SIGN IN BLACK INK!**

A. Per my signature below, I hereby certify that this project is not part of a Larger Common Plan (LCP) for Development or Sale. I understand that additional construction activities at this site may require permit coverage and I am responsible for obtaining any federal, state, or local permits that may be required for this project.

I certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of all relevant regulations, including the Storm Water Management and Sediment Reduction Act of 1991 and the Federal Clean Water Act. Failure to do so may result in penalties. I hereby grant authorization to the South Carolina Department of Environmental Services and/or the local implementing agency the right of access to the site at all times for the purpose of on site inspections during the course of construction and to perform maintenance inspections following the completion of the land-disturbing activity. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Printed name of Project Owner/Operator

\_\_\_\_\_  
Signature of Project Owner/Operator

\_\_\_\_\_  
Date

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

#### Via Mail

SCDES—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

- If this project is part of a Larger Common Plan for sale or development, then mark Yes. Otherwise mark No.
- 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.
- 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

- The total and disturbed areas should be rounded to the nearest tenth of an acre.
- List the estimated start and completion dates of the construction activity.
- If there are any downstream flooding problems, then mark Yes. Otherwise mark No.
- If SCDES has issued a Notice to Comply or Notice of Violation for this site or LCP check Yes, otherwise check No.
- 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.
- 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: <https://des.sc.gov/MS4s>. Urbanized area boundary maps are available at <http://cfpub.epa.gov/npdes/stormwater/urbanmapresult.cfm?state=SC>.

### Waterbody Information

- The nearest receiving waterbody is the nearest Waters of the State (WOS)(see definition in S.C. Regulation 61-9—<https://des.sc.gov/sites/des/files/Library/Regulations/R.61-9.pdf> 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.
- 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 SCDES Water Quality Certification, Standards & Wetlands Programs Section (803-898-4300) about these impacts.
- 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.

- 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

- Form will be available online for all applicants.



C. Earl Hunter, Commissioner  
*Science. Service. Sustainability.*

## 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 Where to apply 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 (DES Form 2628) or other form provided by SCDES. 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 (DES Form 2628) or other form provided by SCDES. *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@des.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 SCDES - Bureau of Water, Stormwater Permitting Section, 2600 Bull Street, Columbia, S.C. 29201