



# Eight Steps to Completing a Drainage Project

The following information defines the drainage permit process in Easttown Township, and does not supersede any requirements in the Township Code.



**When is a Drainage Permit required?** A drainage permit is required for any changes that significantly increase the impervious surface of the lot and/or create substantial earth disturbance on the lot (see *chart below*).

Amount of Impervious Surface	Amount of Earth Disturbance	Type of Stormwater Management Required
Between 500 to 999 sq. ft.	Less than 5,000 sq. ft.	<a href="#">Simplified Drainage Approach</a>
1,000 sq. ft. or more	Greater than 5,000 sq. ft.	<a href="#">Non-Simplified Drainage Approach</a>

1. **APPLY:** Submit a complete application package (refer to the [Application Checklist](#)), including:
  - a. [Fee Reimbursement Contract](#). This contract must be **fully executed** by the property owner. It is an agreement to pay any consultant fees incurred for the review and inspection of the drainage permit/project. Invoices will be sent to the property owner throughout the course of the project and are due upon receipt.
  - b. [Security Deposit](#). The deposit collected with the application will be held in escrow until the completion of the project. *Note: consultant fees are not deducted from this amount.*
2. **RECEIVE PERMIT APPROVAL**
  - a. Once a complete application package is received, the Township Engineer will conduct a review and issue any comments that must be addressed prior to approval. Revised plans should be submitted via email to the Township Engineer and [easttown@easttown.org](mailto:easttown@easttown.org).
  - b. Once the plans are approved by the Township Engineer, the approved permit and plan will be sent via email to the Applicant.
  - c. A BMP Agreement and Exhibit A (see Steps 3a & 3b) will be sent to the Property Owner.
3. **RECORD BMP AGREEMENT**
  - a. All projects requiring a drainage permit will have a *Stormwater Best Management Practices and Conveyances Operation and Maintenance Agreement* (the "BMP Agreement"). The BMP Agreement is a legal agreement between the Property Owner and the County identifying the requirements for inspection and maintenance of stormwater management facilities, and will be associated with your property deed.

The BMP Agreement must be **signed, witnessed and notarized by all property owners** listed on the deed and then returned to the Township for countersignature.
  - b. An Exhibit A will typically accompany the BMP Agreement to reference the approved plan (*this single page helps to reduce recording costs*).
  - c. Once all parties have signed, the fully-executed agreement (with Exhibit A) must be taken to the Chester County Recorder of Deeds for permanent recording. Recording costs and procedures can be found online at <https://www.chesco.org/169/Recorder-of-Deeds> or by calling their offices at 610-344-6330.
  - d. Email the Township Engineer and [easttown@easttown.org](mailto:easttown@easttown.org) the following items when received:
    - i. Proof of recording (copy of receipt and first page of document); and
    - ii. Copy of the recorded BMP Agreement.
4. **ATTEND PRECON MEETING**
  - a. Prior to the start of any work on the project, a pre-construction meeting with the Township Engineer is required. *This meeting should be attended by the Property Owner, contractor and engineer.*
  - b. Following the meeting, an email containing meeting minutes and additional discussion items will be provided to all attending parties.

**5. INSTALL E&S CONTROLS – SCHEDULE INSPECTION**

- a. Erosion and Soil (“E&S”) controls must be installed and properly maintained throughout construction.
- b. Contact the Township Engineer’s office via email to coordinate and schedule the first E&S observation after all controls are installed.
- c. Periodic inspections will be conducted throughout the project to ensure E&S controls remain in place and are properly maintained.

**6. OPEN EXCAVATION OBSERVATION – SCHEDULE INSPECTION**

- a. Contact the Township Engineer 72-hours prior to needing an inspection for observation of open excavated infiltration BMP prior to stone backfill or placement of amended soils.
- b. Take photos of remaining stages of infiltration BMP construction after the Township Engineer’s observation.
- c. Submit all photos taken of the remaining stages of infiltration BMP construction via email to the Township Engineer and [easttown@easttown.org](mailto:easttown@easttown.org).

**7. SUBMIT AS-BUILT PLAN**

- a. When the project is complete, submit an As-built plan via email to the Township Engineer and [easttown@easttown.org](mailto:easttown@easttown.org).
- b. The Township Engineer will conduct a review and issue final comments that must be addressed.
- c. Once the as-built plans are approved by the Township Engineer, the permit can be closed out.

**8. PROJECT CLOSE-OUT & DEPOSIT RETURN**

- a. When the Township Engineer deems a permit closed, the Township will collect any final invoices from the consultants working on the project. A final billing letter will be sent to the Property Owner by email and US Mail.
- b. Any open building permits related to the drainage project should also be closed out by scheduling a final inspection.
- c. When all fees are paid and related permits are closed out, a request to return the security deposit to the payer will be submitted to the Township finance team.
- d. After review by the Director of Finance, the request will be included for approval at an upcoming Board of Supervisors meeting.
- e. Following Board approval of outgoing funds, a check will be sent by US mail to the payer’s address of record.