

**APPENDIX A  
SMALL PROJECT APPLICATION**

File Number

Date Received

Submitted Fees \$

Approval of Application Date

**Project Street Address:**

**Project Name:**

**Project Description:**

**Owner's Name and Address:**

**Phone# / Fax# / Email:**

**Please list the date of any previous Small Project Applications for the subject property:**

**Proposed Activity:**

Removal of ground cover, grading, filling or excavation of an area less than 5,000 square feet  
Total area of land disturbance:  sq. ft.

Type of Regulated Activity (check all that apply):

- Removal of ground cover
- Grading
- Filling
- Excavation
- Other earth disturbance activity (please describe)

Addition of Impervious Surface (1,000 SF to 5,000 SF )

Type of new impervious surface:  driveway,  shed,  garage,  deck,  walkway,

other (describe)

Total new impervious surface proposed for construction:  sq. ft.

Are you removing existing impervious as part of this project?

- No
- Yes – Total area of existing Impervious to be removed  sq. ft.

Net impervious surface proposed for construction:  sq. ft.

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Check all items below that will be impacted by the project:

- |   |  |
|---|--|
| <input type="checkbox"/> Floodplain   | <input type="checkbox"/> Wetlands                      |
| <input type="checkbox"/> Steep Slopes (15% or greater)                                | <input type="checkbox"/> Sinkholes                     |
| <input type="checkbox"/> Mature trees   | <input type="checkbox"/> Known Shallow Bedrock         |
| <input type="checkbox"/> Water wells  | <input type="checkbox"/> Easements                     |
| <input type="checkbox"/> Septic drain fields  | <input type="checkbox"/> Alternate septic drain fields |
| <input type="checkbox"/> Creeks, streams, wetlands, or ponds                          |  |
| <input type="checkbox"/> Existing stormwater management facility (basin, swale, etc.) |  |
| <input type="checkbox"/> Existing stormwater problem areas                            |  |

Total runoff volume to be permanently removed/managed on site from attached calculation worksheet:  gallons or  cubic feet

Proposed Stormwater Management Controls (Best Management Practice):

- |  |                      |
|--|----------------------|
| <input type="checkbox"/> Rain Garden         |                      |
| <input type="checkbox"/> Infiltration Trench |                      |
| <input type="checkbox"/> Cistern             |                      |
| <input type="checkbox"/> Rain Barrel         |                      |
| <input type="checkbox"/> Other (describe)    | <input type="text"/> |

**Sketch**

Provide a sketch of the proposed additional impervious area or land disturbance. Include the following on the sketch:

- Property boundary
- Location and approximate footprint of existing structures (buildings, patios, driveways, etc.)
- Approximate location of any of the following features which will be impacted by the project:  
Mature trees, Sinkholes, Water wells, Septic drain fields,  
Alternate septic drain fields, Creeks, streams, wetlands, ponds,  
Existing stormwater management facilities (basins, swales, etc.)
- Location and approximate footprint of proposed impervious area or land disturbance.
- Approximate footprint and location of all structures on adjacent properties if located within fifty feet (50') of the proposed impervious area or land disturbance
- Location and description of proposed stormwater management facilities (e.g. rain gardens, swales, rain barrels, etc.)
- Direction of proposed stormwater discharge (e.g. with arrows)
- Scale and north arrow

Person/Firm to be completing work:

Phone# / Fax# / Email:

Name of Person Submitting this Application:

Signature: \_\_\_\_\_

Date:

**Small Project Application Calculation Worksheet**

The applicant may use the following to calculate the amount of runoff which must be managed in accordance with Section 302.B of this Ordinance.

Project Name:

Owner Name:

Proposed Additional Impervious Area:  square feet

**Impervious Area Calculations**

Calculate the amount of runoff to be permanently removed (managed on site through reuse, evaporation, transpiration or infiltration):

Additional impervious area ÷ 12 = Permanently Removed Runoff Volume (PRV)

square feet of additional impervious ÷ 12 =  cubic feet PRV  
 cubic feet x 7.48 gallons per cubic foot =  gallons PRV

## EXAMPLE

### Small Project Application Calculation Worksheet

Landowner Name: Jane Doe (20 x 45' garage)

Owner Name: Jane Doe

Proposed Additional Impervious Area: 900 square feet

#### Impervious Area Calculations

Calculate the amount of runoff to be permanently removed (managed on site through reuse, evaporation, transpiration or infiltration) using the following formula:

*Additional impervious area ÷ 12 = Permanently Removed Runoff Volume (PRV)*

900 square feet of additional impervious ÷ 12 = 75 cubic feet PRV  
75 cubic feet x 7.48 gallons per cubic feet = 561 gallons PRV

