Huntington Stormwater Utility

Stormwater Management
&
Sediment and Erosion Control Requirements
for Construction Sites

Application Only

Authorized by Huntington City Code
Articles: 971, 970, 930, 935, and 955,

Updated May 2026

Huntington Stormwater Utility Application

Application for Stormwater Management and Sediment & Erosion Control

Note: The application form and supporting documentation must be completed in its entirety, or it will be returned, and the project review may be delayed. The omission of required items may be cause for rejection or delay in the review of this submittal. Please see the instructions for more details in completing this application.

Property Owner Information	
Legal deed-holding property owner:	
Address of property owner:	
Phone Number:	Fax:
Email:	
Project Contact	
Name:	
Address:	
Phone:	Email:
Name and contact information of Engineer if different from project contact:	
Name:	
Address:	
Phone & Email	
Project Information	
Project Name:	
Project Location/Address:	
County Tax map number:	Parcel ID Number:
Latitude:	Longitude:
Deed Book Number:	Deed Page Number:
Existing Impervious Area (SQ FT):	Total footprint of project (SQ FT):
Proposed Impervious Area (SQ FT): (Include driveways, sidewalks, rooftops, parking lots, etc.) This number must reflect the total amount of impervious surface when the project is completed.	
Total earth disturbance of project (SQ FT)?	
If the project is one acre or greater of disturbance, attach WVDEP Construction Stormwater Approval Letter.	

Did you perform a soil infiltration test? If not, assume an infiltration rate of .07" per hour. (See the WV Stormwater Management Design and Guidance Manual, Appendix B)	NO

Stormwater Facility Maintenance – Local Contact Information Please include the name, email address, and phone number of the responsible party who will be conducting maintenance of the stormwater facility.			
Name:			
Email Address:		Phone:	

Runoff Reduction Credits (Select all that apply)	
	Redevelopment
	Brownfield Redevelopment
	High Density (>7 units per acre
	Vertical Density (Floor to area ratio >2, or >18 units/acre
	Mixed use or transit-oriented development
	Total credits (0.2" each up to 0.75" max)
	Rainfall volume to manage (1" – total credits, Minimum 0.25")

All items shall be initialed by the owner or the design engineer as included or marked as N/A. If an item is marked as N/A, provide an explanation in the "Comments" Section below.

Narrative Description
Provide a detailed description of the project, including the general scope, purpose, and *proposed stormwater management facilities* (SMFs) on the site.

Initial below	Existing Site Conditions
	Existing and proposed contours, streets, and rights of way.
	Existing utilities, sewers, and storm drainage structures and facilities.
	Proposed Site Plan
	Location of proposed manholes, inlets, catch basins, and other stormwater infrastructure
	Drawing that contains all post-construction impervious surface areas clearly marked, including the total in square feet. (i.e.: rooftop, driveway, sidewalks, parking, etc.)
	Profiles of all proposed storm sewers, culverts, and stormwater facilities (including percent grade, pipe diameters, material, lengths, and invert elevations).
	Locations, details, and standard drawings for all stormwater facilities. All stormwater facilities numbered for identification and reference.
	Each contributing drainage area on the site clearly marked with an appropriate stormwater management facility serving that drainage area. Elevations clearly marked.
	If stormwater management facilities require infiltration, provide a geotechnical report with soil testing results including hydrologic soil group and infiltration rate. If no testing was performed, soils are assumed to be type D with an infiltration rate of 0.07” per hour.

	A planting plan (including names, quantities, and locations of all plants) appropriate for the chosen stormwater facilities (See Appendix F of the WV Stormwater Management and Design Guidance Manual).
	All relevant dimensioning and notes needed for the proper construction of stormwater facilities are included on the drawings.
	Any structural practices or facilities used that are not referenced in the WV Stormwater Mgmt and Design Guidance Manual are explained and illustrated with detailed drawings.
	Maintenance
	Required maintenance activities for each stormwater facility provided on construction drawings. Indicate who will be responsible for each maintenance task. Maintenance activities are in accordance with the WV Stormwater Mgmt and Design Guidance Manual.
	A completed contract between the property owner and an appropriate landscape company or equal for ongoing maintenance.
	Design Calculation
	Pre-development and post-development runoff calculations, including assumptions made, methodology used, drainage area description and summary of calculations for the 2, 10, 25, 50 and 100-year storm events.
	Calculations showing storage volume needed to reduce post-development peak flows to pre-development levels.
	Completed water quality spreadsheet with target water treatment volume.
	Stormwater management facility sizing calculations showing storage equal to or greater than both the water quality target volume and the volume required to reduce post-development peak flows to pre-development levels. Include a breakdown of storage for each layer of the stormwater facility, where applicable.
	Additional Required Notes on Drawings
	If stormwater facilities (such as bioretention cells) are to be used as sediment ponds during construction, include the following note on the contract drawings: *"All sediment shall be removed from the basins and the bottom of each basin ripped to a depth of at least 18 inches prior to conversion to a stormwater management facility (Bioretention, infiltration or specific type of stormwater facility). Equipment shall not enter the basin to avoid compacting the subgrade and reducing infiltration capacity"*.
	The following note included on the contract drawings regarding stormwater facility installation: *"Prior to installation of the stormwater management facilities, the contractor shall coordinate the installation schedule with the design engineer. The design engineer must be given a minimum of one week notice prior to installation. The design engineer must be present during the installation of all layers. The design engineer must also provide a written report to the HSU certifying that the construction of the stormwater management facilities was done in accordance with the approved design."*
	Performance Bond and As-Built Construction Drawing Submittal
	In some instances, a performance bond may be required. If one is required, the Utility will obtain prior to approval. The performance bond will be returned to the owner when the following items are received by HSU. 1. Written report from the design engineer to the Huntington Stormwater Utility that the construction of the stormwater facilities was done in accordance with the approved design. 2. As-built construction drawings for the stormwater facilities.
	Proprietary stormwater products

	Include the installation and maintenance guide for any proprietary stormwater products that are used, i.e.: SNOUTS, Inlet filters, Infiltration structures, etc.

Additional comments:

Right of Entry

I, the undersigned, hereby grant the designated officer of the Huntington Stormwater Utility the right to enter my property for the purpose of pre-permit site visits, inspection, and monitoring for compliance with the approved sediment and erosion control plan and stormwater management for this project.

I, the undersigned, certify that I fully understand the provisions of the Huntington Stormwater Utility Stormwater Ordinances (Articles 970 & 971) and will construct and maintain all approved stormwater controls in accordance with applicable Ordinances and approved stormwater plans.

I understand that a signed, notarized, and recorded stormwater facility maintenance agreement is required for stormwater management facilities.

I understand that the design engineer, or a competent person who understands the stormwater management facility, is required to be onsite during the construction of stormwater management facilities. This person will take photos of the installation of the stormwater management facilities.

I will provide as-built drawings within 60 days of completion of this project.

Property Owner Signature

Date

Print Name

Huntington Stormwater Utility

Sediment & Erosion Control Plan Checklist

Project Name: Date:

Address:

_ _____ Zip: _

This checklist is provided to assist in the development of the erosion and sediment control plan to be submitted with the permit application.

Section I – Sediment & Erosion Control Plan Narrative

The narrative for the Sediment and Erosion Control Plan must include the following information:

Project Description

a) Total project area in square feet.
b) Total proposed impervious area.
c) Total proposed area to be disturbed in square feet.
d) Total volumes of proposed cuts/fill.

Existing Site Conditions

a) Description of the existing topography.
b) Description of the existing vegetation.
c) Description of the existing drainage.

Adjacent Areas

Are there any adjacent areas that may be affected by site disturbance? (Streams, wetlands, residential areas, roads, ditches, pipes, and/or culverts, etc.

Description of the downstream drainage path leading from the site to the receiving body of water (minimum distance of ¼ mile).

Soils

Provide a description of on-site soils, especially in the area where stormwater management facilities will be sited. Include soil name, permeability, depth, texture, and soil structure.

Minimum required elements—Construction Stormwater Pollution Prevention Plan:

a) Mark clearing limits
b) Establish construction access
c) Install sediment controls
d) Stabilize soils
e) Protect slopes
f) Protect drain inlets
g) Convey stormwater in a non-erosive manner
h) Control other pollutants
i) Control of dewatering
j) Maintenance of Sediment and Erosion Control Structures
k) Management of the project
l) Stabilization of soils during and after
m) Establishing Grass

n) Describe construction phasing and provide a schedule of construction.
o) Provide engineering calculations for sediment ponds/traps and diversion ditches.

Section II – Sediment & Erosion Control Site Plan

The Sediment and Erosion Control Plans for your project shall contain the following information:

1. General

a) Vicinity Map
b) Address, Parcel No., and Street Names labels
c) Erosion and Sediment Control Notes

2. Site Plan

a) Legal description of subject property.
b) North Arrow.
c) Indicate boundaries of existing vegetation, e.g. tree lines, pasture areas, etc.
d) Identify and label areas of potential erosion problems.
e) Identify any on-site or adjacent critical areas and associated buffers.
f) Identify FEMA base flood boundaries.
g) Show existing and proposed contours.
h) Indicate drainage basins and direction of flow for individual drainage areas.
i) Label final grade contours and identify developed condition drainage basins.
j) Delineate areas that are to be cleared and graded.
k) Show all cut and fill slopes indicating the top and bottom.

3. Conveyance systems

a) Designate locations for swales, interceptor trenches, or ditches.
b) Show all temporary and permanent drainage pipes, ditches, or cut-off trenches required for erosion and sediment control.
c) Provide minimum slope and cover for all temporary pipes or call-out pipe inverts.
d) Show grades, dimensions, and direction of flow in all ditches, swales, culverts, and pipes.
e) Provide details for bypassing offsite runoff around disturbed areas.
f) Indicate the location and outlets of any dewatering systems.

4. Erosion and Sediment Control Measures

a) Show the locations of sediment traps(s), pond(s), pipes, and structure(s).
b) Dimension pond berms widths and inside and outside pond slopes.
c) Indicate the trap/pond storage required and the depth, length, and width dimensions.
d) Provide typical section views through pond and outlet structure.
e) Provide typical details of gravel cone, standpipe, and/or other filtering devices.
f) Detail stabilization techniques for outlet/inlet.
g) Detail control/restrictor device location and details.
h) Specify mulch and/or recommended cover of berms and slopes.
i) Provide rock specifications and detail for rock check dam(s), if applicable.
j) Specify spacing for rock check dams as required.
k) Provide front and side sections of typical rock check dams.
l) Indicate the locations and provide details and specifications for silt fabric.
m) Locate the construction entrance and provide details.

5. **Detailed Drawings**

Provide drawings for any structural practices used that are not referenced in the Manual.

6. **Other Pollutant BMPs**

Indicate on the site plan the location of controls/facilities to be used for the control of pollutants other than sediments, i.e.: concrete wash water, trash, and sewage.

7. **Monitoring**

Describe inspection reporting responsibility, documentation, and filing.

Please do not provide rolled-up plans.
Plans should be folded to fit into an 8" x 10" file folder.

Expenses and fees: Sediment and Erosion Control - $300.00,
Stormwater Management review expenses - $1,600.00.
Total: $1,900.00

Checks are to be made payable to ***Huntington Stormwater Utility***

Mailed to:
Huntington Stormwater Utility
P.O. Box 7578
Huntington, WV 25777
Attn: Director