CITY OF BATESVILLE
STORMWATER PERMIT

PERMIT REVIEW REQUIREMENTS

The permit application must be filed at the office of the City of Batesville Building Commissioner located at 132 S. Main St., Batesville, In.

1. Plans, when submitted, are to be in compliance with the City of Batesville Development and Construction Standards Manual Chapter 3, “Stormwater Specifications”

2. Plans MUST be certified by a licensed engineer or land surveyor.

3. The applicant will be requested to complete the Stormwater Improvements Permit Application form including all required attachments and documentation.

4. Any other City permits that are needed for the execution of the project are the responsibility of the applicant or applicant’s representative.

5. Any changes in the original submission will require re-permitting.

6. When the project is released for construction a copy of the Stormwater Improvements Permit will be on file at the City of Batesville Building Commissioner’s office.

CITY OF BATESVILLE
STORMWATER IMPROVEMENTS PERMIT APPLICATION

To be completed by applicant after initial meeting with City of Batesville.

GENERAL INFORMATION:

Name of proposed improvements project: _____
Location of Proposed improvements:
Along Road/Street _____ At or Between Roads/Streets _____

Project Owner: _____
Project Authorized Representative: _____
Mailing Address: _____
Phone _____ Fax_____

SUBMITTAL CHECKLIST: All required information and attachments required as part of the Minimal Submittal Package Checklist are included with this permit application.

The above information and submittals, to my knowledge and belief are both true and accurate.

Project Authorized Representative: _____

DATE _____

****
TO BE COMPLETED BY ADMINISTRATOR

Are the Submittals in proper form and sufficient to permit reasonably thorough review? _____

DISPOSITION:
Project Approved: _____ By: _____
Date: _____

_____
Signature

Project Denied: _____ By: _____
Reason: _____
_____

_____
Signature

CITY OF BATESVILLE
STORMWATER PERMIT APPROVAL PROCESS

The applicant is encouraged to review the Batesville Stormwater Specifications section in preparation of submitting the stormwater improvements application and documents to be attached. Following is a chronological list of activities that make up the stormwater approval process.

1. The applicant shall request in writing a meeting with the Batesville Building Commissioner to review the permitting process requirements. A copy of the Batesville Stormwater Specifications section will be reviewed with and given to the applicant. The applicant may submit a sketch or concept plan of the proposed stormwater improvements. No filing fee is required.

2. Applicant shall review the Batesville Stormwater Specifications section including the permit process, all forms, specifications, construction details, etc.

3. Applicant will incorporate stormwater requirements into the stormwater improvement project documents to be submitted for review and permitting.

4. The Stormwater Improvements Permit Application form including plans, specifications, design documentation, etc. as required in the Batesville Stormwater Specifications section shall be submitted to the Batesville Building Commissioner. A filing fee of $50 is required to initiate the application review process.

5. Upon receipt of the Stormwater Improvements Permit Application and attachments the information will be reviewed by the Batesville Building Commissioner for completeness of the minimum requires identified in the Stormwater Specifications section.

6. The City of Batesville will issue a Submittal Response to the applicant. The response will indicate if the required information has been accepted for review or if additional information is required before the review process can begin.

7. The Permit application attachments will be reviewed against the design criteria. The project will either be issued a Stormwater Construction Permit or deficiencies with comments will be directed to the applicant for changes to be made and resubmitted for approval.

INFORMATION REQUIREMENTS

The following information and data provided by an Indiana licensed professional engineer or land surveyor engaged in storm drainage design shall be submitted to the City at the time of application for a new subdivision for a building permit for any development, redevelopment, or new construction on real estate which lies within the Regulated Area.

A. Topographic & Soils Map
A soil map of the proposed development indicating soils names and their hydrologic classification must be provided when Soil Conservation Service (SCS) hydrologic methods are used. In addition, a topographic map of the land to be subdivided and such adjoining land whose topography may affect the layout or drainage of the development must be provided. The contour intervals shall be one foot when slopes are less than four percent, and shall be two feet when the slope exceeds four percent. On this map, the following shall be shown:

1. the location of streams and other floodwater runoff channels, the extent of the flood plains at the established 100-year flood elevation, where available (regulatory floodway), and the limits of the floodway, all properly identified.

2. the normal shoreline of lakes, ponds, swamps, and detention basins, their flood plains, and lines of inflow and outflow, if any.

3. the location of regulated drains, farm drains, inlets and outfalls, if any of record.

4. storm, sanitary, and combined sewers and outfalls, if any of record.

5. septic tank systems and outlets, if any of record.

6. seeps, springs, flowing and other wells, that are visible or of record.

B. Preliminary Drainage Plan
A comprehensive drainage plan, in preliminary form (or in combined preliminary and final form), designed to handle safely the stormwater runoff and to detain the increased stormwater runoff must be provided. The plan shall provide or be accompanied by maps or other descriptive materials indicating the feasibility of the drainage plan and showing the following:

1. the extend and area of each watershed affecting the design of detention facilities as shown on USGS quadrangle maps or other more detailed maps as required by the City.

2. the preliminary layout and design of proposed storm sewers, the outfall and outlet locations and approximate elevations, the receiving stream or channel and its 100-year return period water elevation.

3. the location and design of the proposed street system, especially including depressed pavements used to convey or temporarily store overflow from the heavier

rainstorms, and the outlets for such overflow.

4. the locations, cross-sections, and profiles of existing streams and flood plains to be maintained and new channels to be constructed.

5. the materials, elevations, waterway openings, and the basis for design of proposed culverts and bridges.

6. existing detention ponds and basins to be maintained, enlarged, or otherwise altered and new ponds or basins to be built and the basis of their design.

7. the estimated depth and amount of storage required in the new ponds or basins.

8. the estimated location and percentage of impervious surfaces existing and expected to be constructed when the development is completed.

9. any interim plan which is to be incorporated into the development pending completion of the development and the final drainage plan.

C. Valley Cross-Section
One or more typical cross-sections must be provided showing all existing and proposed channels or other open drainage facilities carried to a point above the 100-year high water elevation; showing the elevation of the existing land and the proposed changes thereto, together with the high water elevations expected from the 100-year storm under the controlled conditions called for by this ordinance; and showing the relationship of structures, streets, and other facilities.

D. Site Plan
A plan drawn to scale showing dimensions of the site with existing and proposed storm drainage facilities must be provided.

E. Final Drainage Plans
Upon approval of the preliminary drainage plans by the City, final drainage plans shall be submitted to the City. The final plans shall provide or be accompanied by calculations, maps, and/or other descriptive material showing the following:

1. the extent and area of each watershed tributary to the drainage channels in the development.

2. the street storm sewers and other storm drains to be built, the basis of their design, outfall and outlet locations and elevations, the receiving stream or channel and its high water elevation, and the functioning of the drains during high water conditions.

3. the parts of the proposed street system where pavements are planned to be depressed sufficiently to convey or temporarily store overflow from storm sewers and over-the-curb runoff resulting from the heavier rainstorms and the outlets for such overflow.

4. existing streams and flood plains to be maintained, and new channels to be constructed, their locations, cross-sections, and profiles.

5. Proposed culverts and bridges to be built, their materials, elevations, waterway openings, and basis of their design.

6. existing detention basins and ponds to be maintained, enlarged, or otherwise ltered and new basins or ponds to be built and the basis of their design.

7. the estimate location and percentage of impervious surfaces existing and expected to be constructed when the development is completed.

8. the slope, type, and size of all sewers and other waterways.

9. for all detention basins, the following information shall be included in the plans or calculation sheets for detention basins proposed in new developments within the corporate limits of Batesville:

F. LOCATION MAP, which shall show:

1. Tract boundaries for the land encompassing the dam, spillways, and basin area.

2. Outline of areas inundated by (a) the design-storage flood and (b) the emergency spillway design flood.

3. Proposed off-site easements as required for the temporary or permanent impounding of waters on the lands of others.

4. All fill zones, with compaction specifications noted.

5. The service spillway structure(s).

6. The emergency spillway structure(s) and downstream overflow path or outlet drain, with proposed easements as required.

7. The proposed basin configuration, by means of topographic contours drawn to a contour interval of one foot.

8. The existing topography within the basin site, including immediately adjacent areas, and by contours drawn at two-foot intervals.

9. Benchmark location, elevation (on MSL datum), and source reference for benchmark to be established within 200-foot radius of the control section for emergency spillway.

10. All features or structures within the area of influence of the emergency spillway design flood, and which features or structures might either obstruct flood flow or be damaged by flood waters.

11. All utility lines existing or proposed within or under a dam or other filled embankment for the detention basin and all utilities to be located beneath the floor of the detention basin.

12. The plan layout for all low-flow conduits in the basin area.

13. The point locations and nominal designations for all soil-test holes or other geologic investigations of subsurface conditions.

14. The areas affected and the measures to be taken to control or minimize erosion/sedimentation.

15. The position and citations for all significant profiles, cross-sections and detail drawings for the detention basin or its component parts and which are shown elsewhere in the plans.

G. ENGINEERING DRAWINGS

1. A longitudinal basin profile and, as applicable, lateral basin profiles to include major tributary drains, and both showing the water surface profiles of the design-storage flood and the emergency spillway design flood.

2. A dam centerline profile, with stationing at 50-foot intervals.

3. A plan view of the dam.

4. Dam cross-sections at each 50-foot station, showing external and internal details.

5. Service spillway detail drawings, including major appurtenances details.

6. Emergency spillway detail drawings, including (as appropriate) the water surface profile or cross-section for the emergency spillway design flood.

7. Low-flow conduit detail drawings, including profile gradients, cross-sections, transitions, and related features.

8. Special structure detail drawings.

H. HYDROLOGIC/HYDRAULIC INFORMATION

1. Watershed map, including the delineation of individual component drainage areas and the notation of acreages and runoff coefficients therefor.

2. A written report must be included with each preliminary and final drainage plan. The report will contain a summary description of: (a) the significant drainage problems associated with the project; (b) the analysis procedure used to evaluate these problems and to propose solutions; (c) any assumptions or special conditions associated with the use of these procedures, especially the hydrologic or hydraulic methods; (d) the proposed design of the drainage control system; and (e) the results of the analysis of the proposed drainage control system showing that it does solve the project's drainage problems. Any hydrologic or hydraulic calculations or modeling results will be included as appendices to the written report and must be adequately cited and described in the summary description. If hydrologic or hydraulic models are used, the input and output files for all necessary runs must be included in the appendices. A map showing any drainage area subdivisions used in the analysis must accompany the report.

3. Submittal and Consideration of Plans
   Preliminary and final drainage plans and/or construction plans shall be submitted to the City. All preliminary plans, final plans, and/or construction plans in compliance with the standards of this ordinance shall be approved by the City. The City's representative shall stamp such approval on a copy of such plans and deliver the same to the applicant. The City shall approve or disapprove any preliminary plans, final plans and/or construction plans within sixty (60) days of submission unless the applicant consents to a continuance or extension.

   The City is authorized to review engineering summaries of projects. Appeals or changes ordered by the City to plans may be appealed to City Council, which can authorize exemptions from any and all requirements of this section and/or waive any requirements of this section at its discretion.

CITY OF BATESVILLE
STORMWATER APPLICATION
SUBMITTAL RESPONSE

Date: _____

Project: _____

Owner: _____

_____

_____

Engineer: _____

_____

_____

Your submittal package

( ) Has been accepted for review

Firm assigned to the review: _____

Reviewer assigned to project: _____

Date of review initiation: _____

Comments can be expected (date): _____

( ) Is in need of additional information before the review process can be initiated.

These items were omitted or did not correspond to the referenced page number on the submittal checklist:

_____

_____

_____

_____

Your cooperation and quick response will aid in an earlier review initiation.

CITY OF BATESVILLE
STORMWATER APPLICATION

MINIMAL SUBMITTAL PACKAGE CHECKLIST

NAME OF PROJECT _____
PROJECT LOCATION _____
_____

OWNERS' NAME _____
OWNERS' ADDRESS _____
_____
OWNERS' PHONE NUMBER _____
OWNERS' FAX NUMBER _____

NAME OF ENGINEER _____
ENGINEERING FIRM _____
ADDRESS _____
_____
_____
PHONE NUMBER _____
FAX NUMBER _____

PAGE #

____ A. PACKAGE CHECKLIST

____ B. PROJECT NARRATIVE

____ C. MISCELLANEOUS INFORMATION
- ___ 1. Legal Description
- ___ 2. Dated Plans
- ___ 3. Graphic & Written Scale
- ___ 4. North Arrow
- ___ 5. Legend for all symbols
- ___ 6. Certified 2-foot contour interval
- ___ 7. Location & elevation of property benchmark
- ___ 8. Adjacent site topography (when applicable)
- ___ 9. Dated revisions on the site plan

____ D. LOCATION & VICINITY MAPS WITH REFERENCE TO TWO MAJOR ROADS

____ E. EXISTING & PROPOSED DRAINAGE FACILITIES
- ___ 1. Flood hazard zone designation

___ 2. Direction and slope (including swales)

____ F. PLAN & PROFILE OF STORM SEWER

____ G. DESIGN CALCULATIONS: EXISTING & PROPOSED ESTIMATION OF STORMWATER RUNOFF

___ 1. Drainage Area Map (note all subareas)
  a. Acreage & runoff coefficients noted
  b. Entering off-site drainage noted
___ 2. Weighted runoff coefficient computations
___ 3. Time of concentration computations

____ H. DESIGN CALCULATIONS (Closed conduit & open channel design computations)

___ 1. Size of pipe or channel cross-section
___ 2. Pipe or channel's slope w/invert and inlet elevations
___ 3. Roughness coefficient
___ 4. Pipe length
___ 5. Velocities
___ 6. Capacities
___ 7. Pipe type and class
___ 8. Design runoff of component sheds
___ 9. Inlet spacing calculations

____ I. EROSION CONTROL PLAN

___ 1. Separate plan sheet
___ 2. Methods must be site-specific
___ 3. Type of erosion control and method of installation
___ 4. Maintenance plan

____ J. OFF-SITE DRAINAGE & DOWNSTREAM CAPACITY CALCULATIONS (if applicable)

____ K. DETENTION/RETENTION POND CALCULATIONS

___ 1. Pre-developed shed map
___ 2. Post-developed shed map
___ 3. Pre- and post-developed time of concentrations calculations
___ 4. Overland flow route to detention/retention pond
___ 5. Peak design discharge
___ 6. Time to peak discharge
___ 7. Total design storm runoff
___ 8. Inflow hydrograph
___ 9. Spillway peak outflow rate
___ 10. Emergency spillway capacity calculations
___ 11. Off-site bypass flow route
___ 12. Bottom pond slope
___ 13. Flood protection grades on plat

____ L. PERMIT FILING FEE: $50

____ M. PROFESSIONAL SEAL AND SIGNATURE ON PLANS

____ N. PETITION FOR REGULATED DRAIN

____ O. AutoCAD COMPUTER FILE OF COMPLETE PLANS (if available)

NOTES:

_____

_____

_____

_____

_____

_____

_____

_____

_____

TO BE COMPLETED BY THE CITY OF BATESVILLE

DATE OF REJECTION LETTER SENT _____ ACCEPTANCE _____

ACCEPTED FOR REVIEW BY: _____

FIRM ASSIGNED TO REVIEW: _____

DATE OF REVIEW INITIATION: _____ REVIEWER _____

DATE THE REVIEW COMMENCED: _____

CITY OF BATESVILLE
STORMWATER CONSTRUCTION PERMIT

This permit has been issued for the following project. The project has been reviewed and complies with the requirements described in the Batesville Stormwater Specifications section.

Any other City, State, and local permits that are needed for the execution of the project are the responsibility of the applicant or applicant's representative.

Any changes in the original submission will require re-permitting which is the responsibility of the permit holder.

A copy of this Stormwater Construction Permit will be at the Batesville Building Commissioner's office.

GENERAL PROJECT INFORMATION:

Name of proposed improvements project: _____
Location of Proposed improvements:
Along Road/Street _____ at or Between Roads/Streets _____

Project Owner: _____
Project Authorized Representative: _____
Mailing Address _____
Phone _____ Fax _____

****
TO BE COMPLETED BY ADMINISTRATOR

The above project has been reviewed and approved for construction subject to the requirements included in the Batesville Stormwater Specifications and Construction Standards.

DISPOSITION:
Project Approved By: _____

Date: _____ _____
Signature