



Notification Form for Sites Disturbing Less Than 1-Acre, Not Located within 0.5 Miles of a Coastal Receiving Water and Automatic Permit Coverage (Not Part of a Larger Common Plan, Coastal County)

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

Note: This form is for use on projects LOCATED WITHIN 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 any portion of this Project's boundary located within an Urbanized Area or MS4?
B. Project Owner/ Operator (Company or person):
C. Permit Contact (If Owner Is Company):

II. Property Information

- A. Site Location (street address, nearest intersection, etc.):
B. Property Owner (if different from section I. B above):

III. Site Information

- A. Disturbed Area (to the nearest tenth of an acre):
B. Start Date (MM/DD/YYYY):
C. Are there any Flooding Problems Downstream of or Adjacent to this Site?
D. Has S.C. DHEC or MS4 issued a Notice to Comply, Notice of Violation or a Warning Notice for this site or LCP?
E. Type of Activity (check all that apply):

IV. Waterbody Information

- A. Nearest Receiving Waterbody(s) [RWB]:
B. Drains to Coastal Receiving Water?
C. 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?
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?
D. If checked yes for impacts in item C.2, describe each impact and activity, and list all permits

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.

Printed name of Project Owner/Operator

Signature of Project Owner/Operator

Date

**Less Than 1-Acre, Not Located within 0.5 Miles of a Coastal Receiving Water and  
Automatic Permit Coverage  
Not Part of a Larger Common Plan, Coastal County**

**Application Instructions**

This form is for use on projects that will disturb less than 1 acre, are not located within 0.5 miles of a coastal receiving water, and are **not** a part of Larger Common Plan (LCP) for development or sale. This form is also for use on projects that qualify for Automatic Permit Coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities by disturbing 0.5 acres or less on sites that are located within 0.5 miles of a Coastal Receiving Water (not part of an LCP). Coastal Receiving Waters are *receiving water bodies as defined in [South Carolina's Coastal Zone Management Program Refinements](#) including all regularly tidally influenced salt and fresh water marsh areas, all lakes or ponds which are used primarily for public recreation or a public drinking water supply, and other water bodies within the coastal zone, excluding wetlands, swamps, ditches and stormwater management ponds which are not contiguous via an outfall or similar structure with a tidal water body.*

This form is only for use on projects located within one of the eight counties comprising the S.C. Coastal Zone (Beaufort, Berkeley, Charleston, Colleton, Dorchester, Georgetown, Horry, and Jasper counties). **If this project is part of a LCP for sale or development OR if this project includes more than 0.5 acres of disturbance located within 0.5 miles of a coastal receiving water, this form may not be used. Please see SC DHEC Form [d-2617](#) for the aforementioned scenarios.**

**Completing the Application:**

You must type or print legibly. You must include the original, signed notification form and one (1) copy of a sketched plan outlining the anticipated activities and the location of all proposed sediment and erosion control devices. **See Details on Pages 3-4 for additional information.**

**Project/ Site Name:**

The Project/Site Name should be a unique or distinguishing name (e.g., not Proposed Subdivision).

**I. Project Information**

- A.** If any of the property is located inside an urbanized area (UA) 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: [S.C. DHEC MS4 Link](#). Urbanized area boundary maps are available at the following EPA Link: [EPA Urbanized Area Maps Link](#). Please verify boundaries with the MS4 entity as some boundaries may have changed since the urbanized area maps were published.
- B.** The official or legal name of the Project Owner/Operator (PO/O) should be listed under section B. The Company EIN is the Employer Identification Number as established by the U.S. Internal Revenue Service; the EIN is commonly referred to as the taxpayer ID. If the PO/O is not a company, then do not list a Company EIN. Please provide all requested information including email addresses.
- C.** If the Project Owner/ Operator is a company, then a Permit Contact person must be listed under section C. This can be someone other than the person that has signatory authority for the company. Please provide all requested information including email addresses.

**II. Property Information**

- A.** Provide all requested information, including Nearest City/Town even if project is located outside of City Limits. 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. List all Tax Map Numbers associated with the property.
- B.** 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. Exemption Notification will be issued to the Project Owner/Operator (Section I), not the Property Owner, unless same entity.

**III. Site Information**

- A.** The disturbed area and total site area should be rounded to the nearest tenth of an acre.
- B.** List the estimated start and completion dates of the construction activity.
- C.** If there are any downstream or adjacent flooding problems, then mark Yes. Otherwise mark No.
- D.** If S.C. DHEC or an MS4 has issued a Notice to Comply, Notice of Violation or Warning Notice for this site please check yes. Otherwise check No.
- E.** 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.

**IV. Water Body Information**

- A.** The nearest receiving water body is the nearest Waters of the State (WOS)(see definition in [S.C. Regulation 61-9](#)) to which the site's stormwater will discharge. If this water body is unnamed, then provide a description that references the nearest, named water body (e.g., tributary to Grove Creek). If the site's stormwater discharges to multiple water bodies, then list all such water bodies and attach additional sheets, if necessary.
- B.** If your site drains to a Coastal Receiving Water as defined above, then mark Yes. Otherwise mark No. If YES, provide the distance.
- C.** 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 C.1. If there are proposed impacts to these or any WoS, then mark Yes under item C.2. It is also advised that you contact USACOE (866-329-8187), S.C. DHEC Water Quality Certification & Wetlands Section (803-898-4300), and S.C. DHEC Office of Ocean and Coastal Resource Management (843-953-0200) as applicable about these impacts.
- D.** If items C.1 and C.2 were 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 obtained which address each impact.

**V. Signatures and Certifications**

A. 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. Certified Digital Signatures through Adobe Reader are accepted.

**Where to File:** (For projects that are located **within the Coastal Zone** and are **not** part of a LCP.) **For projects located within an Urbanized Area or MS4, you must first contact the respective UA or MS4 to identify applicable project requirements.**

**Via Email**

[coastalstormwaternotification@dhec.sc.gov](mailto:coastalstormwaternotification@dhec.sc.gov)  
(All files must be submitted as PDFs.)

**Via Mail**

S.C.DHEC—Coastal Stormwater Permitting Section  
1362 McMillan Avenue, Suite 400  
Charleston, SC 29405

**Project Requirements**

The following paragraphs provide guidance for projects located within the Coastal Zone that disturb less than one (1) acre, are not located within 0.5 miles of a CRW, and are not part of a larger common plan for development or sale (LCP). The following paragraphs also provide guidance for coastal projects that qualify for Automatic Permit Coverage under the NPDES General Permit for Stormwater Discharges from Construction Activities (NPDES CGP) by disturbing 0.5 acres or less on sites that are located within 0.5 miles of a Coastal Receiving Water (not part of an LCP.) **If your project is to be constructed in a MS4 or Urbanized Area, the respective MS4 or UA must be consulted to identify additional 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 Regulations (R.72-300) require 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 Construction Activities (NPDES 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 S.C. DHEC's MS4 website for more information.

**Heightened Coastal Stormwater Requirements – Sites Located Within 0.5 Miles of Coastal Receiving Waters**

The South Carolina Coastal Zone Management Program Refinements (Program Refinements) call for regulatory approval of small sites that are located within 0.5 miles of a receiving water body as defined in Chapter III, Section XIII of the Program Refinements (See definition of receiving water body located in the instructions for this form). This type of receiving water body is also known as a coastal receiving water for the purposes of permitting requirements. Regulation 61-9, used in developing NPDES permits, defines any construction activity located within 0.5 miles of a coastal receiving water as a “Small Construction Activity”, and therefore subject to coverage under the NPDES CGP. In the NPDES CGP, sites that are located within 0.5 miles of a coastal receiving water and disturb 0.5 acres or less (not part of an LCP) qualify for automatic permit coverage with the use of appropriate best management practices.

For construction activities that include less than one (1) acre of disturbance, are not part of an LCP, where the site is located within 0.5 miles of a coastal receiving water, the following applies:

| Submittal Type                            | Size of Construction Activity | DHEC Form 0451 |
|---|-------------------------------|----------------|
| Automatic Permit Coverage* (Notification) | 0.1 – 0.5 acres               | 0451           |
| Individual Permit Coverage*               | 0.6 – 0.9 acres               | 2617           |

**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. If you are unable to determine if a plan is part of a LCP, you may contact the Department or the respective MS4/UA (when applicable) for assistance.

**Submittal Requirements:** Projects Less Than One (1) Acre, Not Located Within 0.5 Miles of a Coastal Receiving Water AND Automatic Permit Coverage that are not part of an LCP

Following is a summary of S.C. DHEC's submittal requirements for coastal projects that disturb less than one (1) acre and are not located within 0.5 miles of a coastal receiving water OR projects that qualify for Automatic Permit Coverage when either project type is not part of an LCP:

1. Provide **one (1) complete (signed and dated) Notification Form** for coastal counties (DHEC Form 0451 or other form provided by DHEC. *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 vegetative (temporary and permanent) 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.
4. Automatic Permit Coverage Only: A Coastal Zone Consistency determination is required for any site that is located within 0.5 miles of a coastal receiving water due to the permit coverage requirement. Contact DHEC's Office of Ocean and Coastal Resource Management (DHEC-OCRM) for any submittal requirements. Submit CZC submittal directly to DHEC-OCRM.

Once completed, the notification package (form, plans, and narrative) may be e-mailed (as pdf) to [coastalstormwaternotification@dhec.sc.gov](mailto:coastalstormwaternotification@dhec.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. A copy of the Notification letter will also be e-mailed to SCDHEC Regional inspectors. **If electronic submittal is not possible or desired, Less Than One Acre/Automatic Permit Coverage notifications may be mailed to SCDHEC - Bureau of Water, Coastal Stormwater Section, 1362 McMillan Avenue, Suite 400, Charleston, S.C. 29405.**

**If the project is to be constructed inside a MS4 or Urbanized Area, you must first contact the respective MS4 or UA to identify applicable project requirements.** Please note that 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.