TOWN OF HILTON HEAD ISLAND STORMWATER PLAN REVIEW CHECKLIST

Use this checklist to prepare the required Development Plan Review submittals. Please note that the following checklist is not all-inclusive. This checklist is intended to guide the preparation of the construction plans and calculations and is subject to change as necessary for clarification and updated according to current code and agency requirements.

CONSTRUCTION PLANS – GENERAL INFORMATION			
Requirement	Yes	No	N/A
PROFESSIONAL SEAL AND SIGNATURE required on final and complete approved			
plans, drawings, technical reports and specifications			
DESIGNER INFORMATION - The engineer, surveyor, and/or landscape architect's		П	
name, address, telephone number, and e-mail address			
APPLICANT INFORMATION - The owner's and/or developers name, address,			
telephone number, and e-mail address	<u> </u>		<u> </u>
PLAN DATE and all revision dates with a brief description of the items revised			
TITLES AND NUMBERING for all plan sheets			
VICINITY MAP with street names and the site location			
SCALE at 1" = 30' minimum - Provide a graphic scale			
NORTH ARROW			
PLAN LEGEND with line types and symbols			
BOUNDARY SURVEY of project site (Metes and Bounds, computed acreage,			
benchmarks, control points, property corners, reference plats)			Ш
PROPERTY INFORMATION for all parcels and adjacent parcels (tax map and parcel			
number, owner's name and address)			
OFF-SITE CONSTRUCTION requires a recorded easement or notarized right of entry		П	
from the affected property owner(s)			<u> </u>
PROJECT OR CONSTRUCTION PHASE LINES (where applicable)			
TOPOGRAPHY of the site and surrounding vicinity, showing existing and proposed	_		
contours with intervals of one (1) foot (max) and spot elevations as necessary.			Ш
Reference source and date of all topography.			
VERTICAL DATUM - NAVD88 required			
EXISTING AND PROPOSED SITE FEATURES - buildings, parking lots, patios, pools,		П	
water bodies, driveways, sidewalks, and bike paths.			
PERVIOUS MATERIAL - Location of existing and proposed pervious surface materials			
including pavers, granite stone #57 or CR-14 (stone choked with sand, not Crusher			
run)			
FINISH FLOOR ELEVATIONS of proposed buildings			
EXISTING AND PROPOSED UTILITIES - Show and label all existing and proposed			
utilities (above ground and underground).			
EXISTING AND PROPOSED RIGHTS-OF-WAY – Location, width, and ownership			
information for existing and proposed rights-of-way.			
EXISTING AND PROPOSED DRAINAGE EASEMENTS - Location, width, and			
recordation information for all existing and proposed drainage easements per Section 16-5-109.G. of the LMO			Ш
EXISTING AND PROPOSED DRAINAGE STRUCTURES AND FACILITIES – Location of natural and manmade drainage infrastructure including pipes, swales,			
ditches, channels, curb and gutter, roof drains per Section 16-5-109 of the LMO.		Ш	Ш
DRAINAGE PATTERNS with flow direction arrows			
OCRM CRITICAL LINE delineated and shown on plan (where applicable)	\dashv		\Box

ENVIRONMENTALLY SENSITIVE AREAS such as wetlands, floodplains, critical soils, buffers, etc.			
FLOODPLAIN LIMITS and FEMA FIRM PANEL referenced with designated special flood hazard areas or zone designations associated with the site (where applicable)			
AREA OF DISTURBANCE – Tabulation of disturbed area and limits of disturbance delineated on plans. Includes area required for implementation of erosion and sediment controls, stockpile areas and utilities.			
IMPERVIOUS SURFACE COVERAGE - Tabulation of impervious cover applicable to			
the zoning district in which development is located			
CONSTRUCTION PLANS - PLAN INFORMATION	1		
DRAINAGE INFORMATION			
1. Storm sewer – invert elevations, lengths, size (15" min. diameter or equivalent), material types, pipe class and slopes for all segments labeled on plan and correspond to calculations. Reinforced Concrete Pipe AASHTO M170 or ASTM Spec C-76, Class II and III, and corrugated High Density Polyethylene ASTM F2648 are permitted for drainage systems within the Town. Such other pipe as is approved in writing by the Town Engineer may be used.			
Drainage structures (inlets, manholes, junctions, etc.) - rim elevations, invert elevations, inlet type and required grate or top unit and lengths labeled on plan			
 and correspond to calculations. 3. Pipes and structures numbered or labeled and correspond to calculations 4. Adequate horizontal clearance from other site utilities or structures 5. Delineation of ponding, headwater, surcharge or backwater areas which may affect adjacent existing or proposed buildings, structures or upstream adjacent properties 			
PROFILES are encouraged to expedite review. If not provided, ensure all pipe			
segments have adequate minimum cover, do not exceed maximum depths of cover for			
the type/class of pipe specified, and do not conflict with other site utilities or excavation			
areas EROSION AND SEDIMENT CONTROL PLAN per Section XX-X-XXX of the LMO and			
in accordance with SCDHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist For Design Professionals.			
CONSTRUCTION DETAILS			
 Typical bedding details for all proposed storm pipe Standard details or reference note for all proposed access structure types (inlets, manholes, junctions, etc.) 			
Catch basins shall provide for a bottom sand trap of 1.0 feet below the inlet or outlet, i.e. basins may be required to provide baffles for oil and grease trap operation			
 Step detail or applicable reference note (if depth 4 ft. or more) Open channel details: shape, bottom width, top width, side slopes, etc. Outlet protection All special design structures (flumes, basin outlets, energy dissipators, etc.) Storm water management details for embankment, principal spillway, trash rack, anti-vortex device, anti-seep collars, etc. Construction Details of standard structures (Drop Inlets, Curb/Gutter, etc.) Catch basins provide for a bottom sediment trap of 1' below the inlet or outlet 			
STORM WATER FACILITY – GENERAL INFORMATION			
 Basic considerations for safety and unauthorized entry Proper length/width ratio 	∥ ∦	님	片
3. Safety bench around permanent pool; 10' Minimum width	ΙH	Ħ	H

4. 5. 6.	Embankment or excavation side slopes labeled (slope varies per BMP type). Material with watertight joints. Support and bedding requirements for barrel – concrete cradles, etc. or as			
7. 8.	recommended by the Geotechnical Report End treatment (Flared end section, headwall, wingwall) at barrel outlet Anti-seep collar(s)			
STOR	M WATER FACILITY - ELEVATION AND DIMENSIONAL DATA			
1.	All pertinent dimensions and elevations shown		Ц	
2.	Riser diameter			\square
3.	Control orifice or weir dimensions and elevations shown		님	\square
4.	Pipe inverts, length, size, class and slope shown		H	H
5. 6.	Top of facility – elevation and width labeled (15' Minimum) Crest elevation of principal control structure spillway		H	H
7.	Minimum freeboard of one (1) foot above the 100-year design high water		H	H
, .	elevation for facilities with an emergency spillway			
8.	Minimum freeboard of two (2) feet above the 100-year design high water			
	elevation for facilities without an emergency spillway or in accordance with the		_	_
	SCS National Engineering Handbook (prior approval required)			
9.	Basin Sediment Clean-Out elevation			
	M WATER FACILITY - CROSS SECTION			
1.	5		H	H
2. 3.	Proposed grade Top of facility - constructed and settled		H	片
3. 4.	Emergency spillway with side slopes labeled (emergency spillway in cut)		H	H
5.	Barrel location		H	H
J.	Barrer location			
STOR	MWATER FACILITY - EMERGENCY SPILLWAY PROFILE			
	Existing ground			
2.	Inlet, level (control) and outlet sections		Ц	
3.	Spillway and crest elevations			Ш
PRETE	REATMENT DEVICES of adequate depth and properly designed using required			
	Itment volumes for the selected County BMP facility type			
	T PROTECTION			
1.	Sized for maximum design release			
2.	Flared end section or endwall			
3.	Dimensions		Ц	닏ㅣ
4.	Rock or riprap size, quantity and placement thickness		Н	
5.	Slope at 0 percent (Level Grade)		님	
6.	Geotextiles (nonwoven)		Ш	

STORM WATER MANAGEMENT PLAN – Storm Water Management plan and calculations in accordance with				
Section 16-5-109 of the LMO.		Nia	NI / A	
Requirement	Yes	No	N/A	
STORM WATER MANAGEMENT and DRAINAGE DESIGN REPORT signed and sealed by Professional Engineer registered in South Carolina. Shall generally include a title sheet, date, project identification, owner and preparer information, table of contents, narrative, summaries and computations as required.				
STORMWATER MANAGEMENT NARRATIVE describing the project, location, site	1			
and drainage basin soil characteristics, receiving water or drainage facility, existing site and drainage basin conditions (topography, land use, cover, slopes, etc.), proposed site development, proposed stormwater management Best Management Practices, summary of hydrology and hydraulics, maintenance program, and any special assumptions utilized for development of the stormwater management and drainage design plan or computations.				
DRAINAGE AREA MAP depicting drainage area boundaries for pre- and post-				
development conditions. Maps shall include drainage area size, runoff coefficient or curve number and time of concentration flow paths for each sub-area. Include off-site drainage where applicable. Clearly show roof drainage flow directions on buildings.				
SOILS MAP with soil symbols, Hydrologic Soil Group, soil boundaries and legend in				
accordance with the current Soil Survey of Beaufort County, South Carolina with approximate locations of the project site, BMPs and applicable drainage basins				
GEOTECHNICAL REQUIREMENTS		_		
 Groundwater Elevations – Seasonal high to be used for design purposes; Test 				
boring locations with reference surface elevations (if known).Geotechnical report prepared by a registered professional engineer with recommendations specific to BMP facility type selected.				
METHODOLOGY for surface runoff calculations in accordance with Section 16-5-109				
of the LMO				
1. Rational Method; drainage area of 20 acres or less				
2. USDA NRCS TR-55 Method; sites of any size				
3. The Savannah Intensity—Duration Curve shall be used in computations				
DESIGN STORM 25-year Frequency/24 Hour/8.4 Inch Rainfall, Antecedent Condition				
II. Type III distribution curve.		Ш		
HYDROLOGY CALCULATIONS - Provide supporting calculations for the hydrologic				
analysis of both pre-developed and post-developed conditions at <u>each</u> outfall point on				
the project site.				
Calculations to include runoff Curve Number or Coefficient and Time of				
Concentration				
2. Runoff Curve Number or Coefficient determinations: pre-developed and ultimate development land use scenarios. Shall be in all cases acceptable to			Ш	
Town Engineer.				
 Curve Numbers shall not be less than the minimums established in the latest edition of the National Engineering Handbook, Part 630 (Hydrology), and shall 				
be in all cases acceptable to the Town Engineer.				
4. Site inflow and outflow Hydrograph generation (tabular or graphical) for the 25-year design storm event		Ш	Ш	
5. Site inflows C.F.S. (Hydrograph);				
6. Site outflows C.F.S. (Hydrograph);		Ħ	Ħ	
7. Tidal backwater effects;		Ħ	Ħ	
8. Soil characteristics;		Ħ	Ħ	
9. Static water levels;				

10. Peak water levels—25-year storm; Peak water levels shall be checked relative		
to a 100 year storm frequency in setting first flow elevations; and		
11. Pre-development conditions shall be carefully evaluated as to adequacy of	Ш	Ш
drainage design (if any), and removed, replaced, or reworked if found		
unsatisfactory		
HYDRAULIC CALCULATIONS		
Elevation- or Stage-Storage curve and/or tabular data Wair / Orifice Control calculations	H	H
Weir / Orifice Control calculations Inlet / Outlet (barrel) control calculations	H	H
3. Inlet / Outlet (barrel) control calculations	H	H
4. Emergency spillway capacity and depth of flow	H	H
5. Elevation - Discharge (Outlet Rating) curve and/or table.	H	H
6. Adequate channel computations for receiving channel	H	H
 Permanent pool, 25-Year, 100-Year water surface elevations Tidal backwater effects taken into consideration 	H	H
9. Pipe calculations - Capacity, Flow Rate, Velocity, and Flow Depth; 25-year storm	H	H
event. All storm sewer pipe shall be designed and constructed to produce a	Ш	ш
minimum velocity of two (2) feet per second (ft/s) when flowing full, unless site		
conditions do not allow. No storm sewer system or portion thereof will be		
designed to produce velocities in excess of ten (10) ft/s.		
10. Hydraulic Grade Line computations; 25-year storm event		
11. Open Channel computations; Capacity, Flow Rate, Velocity, and Flow Depth;	Ħ	Ħ
25-year storm event, 2-year storm event for velocity		
12. Culvert computations – Capacity, Headwater depth, Velocity; 25-year storm		
event, 100-year storm event check		
13. Pipe thickness design computations, as required, for selected pipe type (live		
load, minimum cover, maximum height of cover, etc.)	_	
14. Downstream receiving channel check (based on field measured channel section		Ш
data); 25-year storm event		
15. Inlet / Catch Basin computations - Throat length, grate size, and inlet	Ш	Ш
placement; 2-year storm event 16. Outlet velocity and outlet protection calculations; Discharge velocities shall be		
reduced to provide a non-erosive velocity flow from a structure, channel, or	Ш	Ш
other control measure or the velocity of the 10-year, 24-hour storm runoff in		
the receiving waterway prior to the land disturbance activity, whichever is		
greater.		
17. Curb and Gutter calculations -Spread and Ponding depth; 2-year storm event		
18. Storage-Indication Routing of post-developed inflow hydrographs; 25-year		
design storm		
19. Downstream hydrographs at established study points, if conditions warrant (i.e.		
facility discharge combined with uncontrolled bypass)		
20. Provisions for retention of "First Inch" runoff from on-site impervious surfaces	 	
21. Pre- vs. Post-development peak discharge calculations		
22. Provisions for treatment of First Flush runoff	Ш	Ц
23. Design for 10-year sediment load storage		
MISCELLANEOUS	 	_
Riser / base structure flotation analyses (if warranted)	Ц	닏
2. Downstream danger reach study and/or emergency action plan (if conditions	Ш	Ш
warrant)		
Upstream backwater analyses onto offsite adjacent property (if conditions	Ш	Ш
warrant) 4. 100-year floodplain impacts (if conditions warrant)		
T. 100-year noodplain impacts (ii conditions warrant)		