



# City of Prattville

## Post-Construction Stormwater Permit Application Packet

---

**PLEASE NOTE:** All qualifying new development and redevelopment of areas greater than one acre, less than one acre and part of a common plan of development greater than one acre, or a development where stormwater management is required to provide adequate protection of the City's MS4 require a Post Construction Stormwater Permit. See Section 4(e) of the Post Construction Stormwater Management ordinance for additional exceptions to the Post Construction Stormwater Permit requirements.

### **The Post Construction Stormwater Permit Packet contains:**

Attachment A Application for Post Construction Stormwater Permit;

Attachment B Post Construction Stormwater Technical Memorandum and Forms:

#### Prattville Waiver Forms

- Form 1A – Existing Development Waiver Request Form
- Form 1B – Redevelopment Impervious Area Waiver Request Form
- Form 1C – Regional Stormwater Management Waiver Request Form
- Form 1D – Non-Qualifying Development Waiver Request Form
- Form 1E – Special Residential Development Waiver Request Form

#### Prattville Detention Pond Forms

- Form 2A.1 – Detention Pond Design Form
- Form 2A.2 – Detention Pond Design Form Attachment
- Form 3A – Detention Pond As-Built Certification Form
- Form 4A – Detention Pond Annual Inspection Form

#### Prattville Retention Pond Forms

- Form 2B.1 – Retention Pond Design Form
- Form 2B.2 – Retention Pond Design Form Attachment
- Form 3B – Retention Pond As-Built Certification Form
- Form 4B – Retention Pond Annual Inspection Form

#### Prattville Underground Detention Pond Forms

- Form 2C.1 – Underground Detention Design Form
- Form 2C.2 – Underground Detention Design Form Attachment
- Form 3C – Underground Detention As-Built Certification Form
- Form 4C – Underground Detention Annual Inspection Form

#### Prattville Bioretention Area Forms

- Form 2D.1 – Bioretention Area Design Form
- Form 2D.2 – Bioretention Area Design Form Attachment
- Form 3D – Bioretention Area As-Built Certification Form
- Form 4D – Bioretention Area Annual Inspection Form

#### Prattville Hydrodynamic Separator Forms

- Form 2E.1 – Hydrodynamic Separator Design Form
- Form 2E.2 – Hydrodynamic Separator Design Form Attachment



# City of Prattville

## Post-Construction Stormwater Permit Application Packet

---

Form 3E – Hydrodynamic Separator As-Built Certification Form

Form 4E – Hydrodynamic Separator Annual Inspection Form

Prattville HOA Form

Form 5A – Home Owners Association (HOA) Escrow Account / Maintenance Request Form

Attachment C Stormwater Operation and Maintenance Agreement and Grant of Easement;

Attachment D Regional Detention Use Stormwater Operation and Maintenance Agreement and Grant of Easement

Attachment E Maintenance Escrow Agreement;

### **Post Construction Stormwater Permit Application Instructions:**

Fill out the Application ENTIRELY. Do not leave any blank lines. An incomplete or inaccurate application shall not be accepted and will delay the application review process.

#### Property Location and General Information:

- Include the Tax Parcel I.D. (County Tax Map) number(s) available from the land records or the Real Estate Tax Map.
- Identify the development type.
- If the proposed development qualifies for a waiver from the post-construction stormwater requirements as described in the Technical Memorandum, complete and submit either Form 1A – Existing Development Waiver Request Form, Form 1B – Redevelopment Impervious Area Waiver Request Form, Form 1C – Regional Stormwater Management Waiver Request Form, or Form 1D – Non-Qualifying Development Waiver Request Form.
- If the proposed development is required to incorporate post-construction stormwater requirements as described in the Technical Memorandum, complete and submit the applicable design form.

#### Contact Information:

- Provide contact information for Property Owner, Engineer / Designer and Contractor.

#### Owner and Applicant Signatures:

- The Application SHALL be signed by the Property Owner or authorized agent. If the Application is signed by an authorized agent, documentation delegating the authorized agent to sign on the Property Owner's behalf shall accompany the Application.

[www.adem.state.al.us/programs/water/constructionstormwater.cnt](http://www.adem.state.al.us/programs/water/constructionstormwater.cnt).

Submit the application to the City of Prattville Annex Building, Planning Department, Permits Counter, 102 West Main Street, Prattville, Alabama 36067:

### **Post Construction Stormwater Permit Application Process:**

1. Submit a Post Construction Stormwater Permit to include the following:
  - a. Post Construction Stormwater Permit Application;
  - b. Application Review Fee;



# City of Prattville

## Post-Construction Stormwater Permit Application Packet

---

- c. Site Development Plan / Preliminary Plat;
- d. Applicable attachments that include the following forms and all supporting information:
  - Form 1A – Existing Development Waiver Request Form
  - Form 1B – Redevelopment Impervious Area Waiver Request Form
  - Form 1C – Regional Stormwater Management Waiver Request Form
  - Form 1D – Non-Qualifying Development Waiver Request Form
  - Form 1E – Special Residential Development Waiver Request Form
  - Form 2A – Detention Pond Design Form
  - Form 2B – Retention Pond Design Form
  - Form 2C – Underground Detention Design Form
  - Form 2D – Bioretention Area Design Form
  - Form 2E – Hydrodynamic Separator Design Form

### **Post Construction Stormwater Close Out Process:**

1. Upon completion of all construction activity and prior to the issuance of a Certificate of Occupancy or Final Plat approval, the owner/developer shall submit as-built documentation for all BMPs constructed in accordance with the Post Construction Stormwater Technical Memorandum to include:
  - a. Retain the services of a professional land surveyor to collect as-built survey data for each Post Construction Stormwater BMP;
  - b. Retain the services of a professional engineer to review the as-built survey and to conduct an inspection of each Post Construction Stormwater BMP;
  - c. The professional engineer shall complete the applicable As-built Certification Form for each Post Construction Stormwater BMP; and,
  - d. Provide the actual construction cost of each Post Construction Stormwater BMP.
2. Upon completion of all construction activity and prior to the issuance of a Certificate of Occupancy or Final Plat approval, the owner/developer shall submit the following documents:
  - a. Operation and Maintenance Agreement (OMA)
    - i. A fully reviewed and recorded OMA, per Section 18 of the ordinance, shall be executed and recorded for any development or redevelopment required to construct Post Construction Stormwater BMPs in accordance with the Technical Memorandum.
    - ii. The main body of the agreement including all signature pages signed and notarized appropriately by the owner/developer. The standard template and signature pages the City has pre-approved and accepts may be found at:  
<http://www.prattvilleal.gov/departments/post-construction-stormwater-management.html>
    - iii. **Exhibit A** - Provide a copy of the final recorded plat and legal description of the development property as recorded at the Office of the Probate Judge within the county of said development. This exhibit shall be included in the agreement following the signature pages of this agreement..
    - iv. **Exhibit B** - Provide a site sketch showing the as-built location of the BMPs and the access easement area. Provide a legal description of the access easement area in addition to the site sketch. This exhibit shall be included in the agreement following the signature pages of this agreement. The OMA and supporting documentation shall be submitted to the Public Works



# City of Prattville

## Post-Construction Stormwater Permit Application Packet

---

Department for review and approval.

- v. Upon approval of the Public Works Planning Department, the OMA and supporting documentation shall be forwarded to the City Attorney for review and processing. Upon approval of the City Attorney, the Public Works Department shall inform the owner/developer to proceed with executing and recording the OMA.
  - vi. The owner/developer shall record the OMA at the appropriate office of the Probate Judge and provide a copy of this recorded agreement (showing the deed book and page number stamp) to the Public Works Department.
  - vii. Individual Site Development – A fully executed OMA shall be recorded in the office of the Probate Judge of the appropriate county and a copy provided to the City at the time a certificate of occupancy is requested.
  - viii. Residential Subdivision – A fully executed OMA shall be provided to the City at the time signature is requested on an approved final plat. The signed plat and executed OMA shall be released to the applicant for recording. After the final plat is recorded, the Book/Page reference on the recorded plat shall be added to the OMA prior to its recording.
3. After all items described in this section are completed to the satisfaction of the City, the City shall issue a Final Plat approval for the development, unless the development is a Residential Subdivision. Additional requirements for Residential Subdivisions are listed below.

### **Additional Requirements for Residential Subdivisions:**

1. Home Owners Association (HOA): For all Post Construction Stormwater BMPs that are to be owned and maintained by a HOA, property owners association, or similar entity (typically associated with residential subdivisions or other types of multi-owner developments, the owner/developer shall comply with the requirements outlined in Section 19 of the ordinance.
2. Escrow Maintenance Agreement (EMA)
  - a. A fully reviewed and recorded EMA shall be executed and recorded for any development or redevelopment required to implement post-construction stormwater management in accordance with the Technical Memorandum.
  - b. The main body of the agreement including all signature pages shall be signed and notarized appropriately by the owner/developer. The standard template and signature pages the City has pre-approved and accepts may be found at:  
<http://www.prattvilleal.gov/departments/post-construction-stormwater-management.html>
  - c. The EMA and supporting documentation shall be submitted to the Planning Department for review and approval.
  - d. Upon approval of the Planning Department, the EMA and supporting documentation shall be forwarded to the City Attorney for review and processing. Upon approval of the City Attorney, the Planning Department shall inform the owner/developer to proceed with executing and recording the EMA.
  - e. The owner/developer shall record the EMA at the appropriate office of the Probate Judge and provide a copy of this recorded agreement (showing the deed book and page number stamp) to the Planning Department.



# City of Prattville

## Post-Construction Stormwater Permit Application Packet

---

### 3. Escrow Account

- a. The developer/HOA shall establish an escrow account, that when fully funded, will be half of the initial construction cost of all Post Construction Stormwater BMPs for the purpose to maintain, operate, repair, inspect or reconstruct Post Construction Stormwater BMPs.
- b. The developer/HOA shall be responsible for all fees and expenses associated with the escrow account.
- c. The developer/HOA shall initially pay into the escrow account an amount equal to 10% of half the approved construction cost of all Post Construction Stormwater BMPs
- d. The developer/HOA shall contribute 10% of the remaining half of the initial construction cost of Post Construction Stormwater BMPs on an annual basis until the escrow account balance is equal to half of the initial construction cost of the Post Construction Stormwater BMPs.
- e. On an annual basis, the HOA shall complete and submit Form 5A Home Owners Association (HOA) Escrow Account / Maintenance Request Form to the City by 1 September.

f. Escrow account funding example:

Approved Post Construction BMPs Construction Cost (ACC)		\$100,000
Escrow Account Funding Requirements (EAFR)	(EAFR = ACC / 2)	\$50,000
Initial Deposit (ID)	(ID = 10% of EAFR)	\$5,000
Amount Remaining (AR)	(AR = EAFR – ID)	\$45,000
Annual Deposits (AD)	(AD = 10% of AR)	\$4,500

- g. After all items described in this section are completed to the satisfaction of the City, the City shall issue final plat approval.

### 4. Additional Plat Requirement for Residential Sub-divisions

- a. All plats must include the following verbiage: Restrictive Covenant. All future transferees of the Property shall be subject to the restrictive covenant that they will construct, maintain, repair, and reconstruct the BMPs in conformance with the applicable laws, the Permit, and any Agreement executed in conjunction with the development subject to this plat. Such restrictive covenants shall run with the land, provided, however, that with the approval of the Administrator, the Developer may transfer all responsibilities and obligations, hereunder, to another entity having the legal and financial ability and authority to assure fulfillment of the Developer's responsibilities under the Permit and this Agreement.