

How to Obtain Applicable PWD Stormwater Management Approvals



All projects that result in earth disturbance must install Erosion and Sediment Control (E&S) measures during construction. Projects that propose 5,000 square feet (SF) or more of earth disturbance must also submit an Existing Resources and Site Analysis (ERSA) Application and obtain stormwater management approvals. Stormwater management approval is required to obtain a zoning, building, demolition, or site permit.

STEP 1: Determine the project's Limit of Earth Disturbance (LOD)

Earth disturbance is the primary factor that determines whether an ERSA application is required.

Examples of Earth Disturbance include, (but are not limited to):

- Excavation
- Land development
- Moving, depositing, stockpiling, or storing soil rock and other earth materials
- Foundation and building slab removal
- Subsurface utility connections and replacements
- New paving or full depth pavement replacement
- Grading, clearing, grubbing, landscaping
- Street maintenance activity

If the project will be developed in phases, combine the total earth disturbance for all phases to determine if you need to submit an ERSA application.

Refer to [Section 1.1.3](#) of the Philadelphia Stormwater Management Guidance Manual for further explanation of earth disturbance triggers.

STEP 2: If the earth disturbance will be 5,000 SF or greater, submit an ERSA Application

Summary of building permit sign-off requirements, based on amount of earth disturbance:

< 5,000 sf of earth disturbance	5,000 – 15,000 sf of earth disturbance	> 15,000 sf of earth disturbance
<p>No ERSA Submission Required.</p> <p>Note: Some projects may need to submit an ERSA Application if they trigger stormwater management requirements under the Wissahickon Watershed Overlay (WWO).</p> <p>Contact the Philadelphia City Planning Commission for additional information about this Overlay (§14-510 in the City Code).</p>	<ol style="list-style-type: none"> 1. Submit ERSA Application through the Project Dashboard and include E&S Plan. 2. Obtain Conceptual Approval Letter. PWD will accept applicable permits in eCLIPSE, Licenses & Inspections permitting system, after issuing the approval letter. <p>Refer to Manual Section 2.3.2 for complete instructions.</p>	<ol style="list-style-type: none"> 1. Submit ERSA Application through the Project Dashboard and include Conceptual Stormwater Management Plan. 2. Anticipate a two-phase review process and review fees. After Conceptual Approval Letter is issued project will undergo comprehensive Post-Construction Stormwater Management Plan (PCSMP) review culminating with PCSMP Approval and acceptance of construction permits in eCLIPSE. The PCSMP must be prepared by a PA licensed professional. <p>Refer to Manual Section 2.3.1 for complete instructions.</p>

The ERSA Application initiates the conceptual review. The specific items that must be attached to the ERSA Application, and the review process, will differ depending on if the earth disturbance is more or less than 15,000 SF. **See full details on back of this sheet.**

Items that must be attached to the ERSA Application, and review processes:

Earth disturbances 5,000 SF – 15,000 SF

(All watersheds except the Darby and Cobbs Creek)

Include the following items with the ERSA Application:

- ERSA Worksheet
- Site Photographs
- Existing Conditions Plan

Details for preparing an E&S Plan can be found in **Manual Section 2.3.2**.

Review Process: Each review takes approximately five days, but multiple reviews may be necessary to address all comments. At the end of the review process, PWD will email a **Conceptual Approval Letter** and accept all applicable zoning, building, demolition, or site permits in **eCLIPSE**.

Earth disturbances greater than 15,000 SF

(or 5,000 SF in the Darby and Cobbs Creeks Watershed)

These projects are required to meet PWD's Stormwater Regulations.

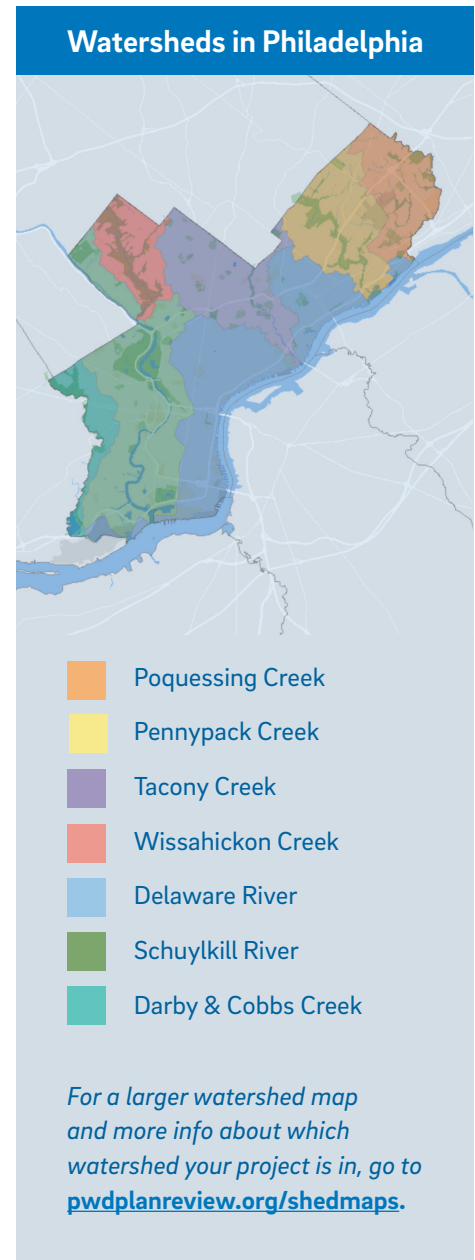
Include the following items with the ERSA Application:

- Conceptual Stormwater Management Plan
- Existing Conditions Plan
- Existing Site Photos

Review Process: Projects that trigger the regulations will follow a comprehensive two-phase review path—Conceptual and PCSMP—to confirm compliance with regulations.

1. The Conceptual Review takes approximately five days, but multiple reviews may be necessary to address all comments. A Conceptual Review Fee must also be paid. At the end of the review process, PWD will email a **Conceptual Approval Letter** and accept all applicable zoning permits in **eCLIPSE**.
2. After obtaining a **Conceptual Approval Letter** submit a PCSMP Submission Package. The PCSMP Review takes approximately 15 days, but multiple reviews may be necessary to address all comments. At the end of the review process an hourly review fee, Operations and Maintenance (O&M) Agreement, and recording fee will be issued. When fees and O&M are returned, PWD will email a **PCSMP Approval Letter** and accept all applicable demolition, building, and site permits in **eCLIPSE**.

Details for preparing a Conceptual Stormwater Management Plan and PCSMP Package can be found in **Manual Section 2.3.1**.



Philadelphia Water Department: More Information and Contact List

Access Philadelphia Water Department's **Stormwater Management Guidance Manual** online:


 water.phila.gov/SMGM

Upload all submissions and request pre-application meetings via the project dashboard:

[Pre-Application Meeting Request Form](#)

Contact **Stormwater Plan Review** with questions:

 PWD.PlanReview@phila.gov

 (215) 685-6387