

APPENDIX 2. SUBMITTAL REQUIREMENTS.

TEXT AMENDMENT

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of amendments to text prior to approval.)
- The application shall contain a reference to the specific section subsection, paragraph or item proposed to be changed, as well as the wording of the proposed change and the reasons therefor.

MAP AMENDMENT

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of amendments to the map prior to approval.)
- A map exhibit showing the boundaries of the property and existing and proposed zoning district.

CONDITIONAL ZONING

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the rezoning amendments prior to approval.)
- Existing Resource/Site Analysis Plan (conservation residential development only). See Appendix 2A.
- Yield Plan (conservation residential development only). See Appendix 2B.
- Site plan drawn to scale per chart in Appendix 2B (architect, landscape architect, or engineer licensed to practice in the state). Said site plan, including all additional information shown on it, shall constitute part of the application for rezoning to a conditional zoning district
- *Development Standards* located on the site plan or as a separate notes section shall include any supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations and conditions that, in addition to all predetermined requirements of this chapter, will govern the development and use of the property.
- *General Provisions*
 - Site Location. Tax parcels, existing and proposed zoning district.
 - Existing uses.
 - Statement regarding vested rights.
 - A detailed description of all proposed phasing of development for the project.
- *Permitted Uses*
 - Proposed Uses and designated areas where those proposed uses will occur.
 - Number of units and an outline of the areas where the structures will be located.
 - Lot sizes for residential and nonresidential uses and proposed outparcels, as applicable.
 - Detailed information on the number, height, size and location of structures.
- *Transportation*
 - All existing and proposed points of access to public streets from the development.
 - Traffic impact analysis. The applicant shall be required to meet the requirements described in both the Traffic Impact Analysis Process and Procedures Manual, and Appendix C: Traffic Impact Analysis.
- *Design Guidelines*
 - All proposed setbacks, buffers, screening and landscaping.
 - A general description of other proposed signs including number, location, type and size of all signs. Actual approval of signs shall be a part of the administrative review of sign permits.

- Scale and physical relationship of buildings relative to abutting properties. This may be accomplished by providing existing and proposed topographic elevation cross-sections of the site showing proposed structures relative to existing adjacent properties.
- Lighting plan.
- Pedestrian Connectivity Plan.
- *Architectural Standards*
 - Conceptual elevations (for mixed use, commercial or non-residential; residential at option of applicant).
 - Written description of exterior treatments of all principal structures including proposed materials and general architectural design and description of variations, façade fenestration, etc. (for mixed use, commercial or non-residential; residential at option of applicant).

VARIANCE

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of a variance prior to approval.)
- Name, address and telephone number of the applicant, and property owner (if different from applicant), and a description of the subject property with reference to the deed book and page.
- Names and addresses of adjoining and contiguous property owners on all sides and across any street and public right-of-way from the subject property. This information shall be based upon the current year Union County and Mecklenburg County tax records.
- A map clearly showing the subject property and all contiguous property on either side and all property across any street or public right-of-way from the subject property.
- The application shall have the applicant respond to the following:
 - special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - a literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
 - said circumstances do not result from the actions of the applicant.
 - granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district.
 - no nonconforming use of neighboring land, structures or buildings in the same district and no permitted use of land, structures or buildings in other districts will be considered grounds for the issuance of a variance.

APPEAL

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of an appeal prior to approval.)
- A summary of the decision and reasoning for appeal.

PRELIMINARY PLAT (FOR SUBDIVISIONS)

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the preliminary plat and construction plans prior to approval.)
- Preliminary Plat with detailed information per Appendix 2A.

CONSTRUCTION DOCUMENTS (ALL) SEE SECTION D-609

- No separate application.

- No separate fee. However, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review.
- Construction plans requirements per Town of Weddington Construction Plan Guidelines as may be updated from time-to time by the Town Engineer.
- Landscape Plan.
- Detailed Elevations, as applicable (for non-residential developments during construction plan phase).

FINAL PLAT (FOR SUBDIVISIONS)

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the plat prior to approval.)
- Final Plat with detailed information per Appendix 2A.
- Signature Blocks as follows:

Certificate of Ownership and Dedication.

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Weddington and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

<p>_____</p> <p>Owner</p>	<p>_____</p> <p>Date</p>
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Certificate of Survey and Accuracy in Accordance with the Standards and Practice for Land Surveying in the State.

On the face of each map prepared for recordation there shall appear a certificate acknowledged before an officer authorized to make acknowledgments and executed by the person making the survey or map including deeds and any recorded data shown thereon. The certificate shall include a statement of error of closure calculated by latitudes and departures. Any lines on the map which are not actually surveyed must be clearly indicated on the map and a statement included in the certificate revealing the source of the information. The certificate shall take the following general form:

State of North Carolina, _____ County

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, etc.) (Other); that the ratio of precision as calculated by latitudes and departures is 1: _____, (that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____); that this map was prepared in accordance with G.S. 47-30, as amended.

Witness my original signature, registration number and seal this ____ day of _____, A.D. 20 ____.

	<p>_____</p> <p>Registered Land Surveyor</p>
Official Seal	
	<p>_____</p> <p>Registration Number</p>

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements.

I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to N.C. Department of Transportation and/or Town of Weddington specifications and standards in the _____ Subdivision or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Weddington have been given and received.

_____ Subdivision Administrator, North Carolina	_____ Date
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Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Weddington, North Carolina and that this plat has been approved by the town for recording in the Office of the Register of Deeds of Union County.

_____ Date	_____ Subdivision Administrator Town of Weddington, North Carolina
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OTHER MISCELLANEOUS SUBDIVISION PLAT APPROVALS – EXEMPT, RECOMBINATION, LOT LINE REVISIONS

- Application provided by the Town.
- Fee.
- Final Plat with detailed information per Appendix 2A.

Certificate of Approval for Recording

I hereby certify that the plat shown hereon has been found to comply with the zoning regulations of the Town of Weddington, North Carolina. This plat is exempt from the Town of Weddington's subdivision regulation ordinance.

_____ Date	_____ Subdivision Administrator Town of Weddington, North Carolina
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EROSION CONTROL PERMIT

- Application (less than 1 acre disturbed) to be submitted with a zoning permit – Erosion and Sedimentation Control Compliance Form provided by the Town.
- Application (1 acre or greater disturbed) – Financial Responsibility/Ownership Form
- Fee
- Erosion Control Plan – Per Appendix 2C Erosion and Sedimentation Control Plan Checklist
- NCG01 Permit -New structures in a common plan of development or lots with areas greater than 1 acre disturbed must fill out an electronic Notice of Intent (e-NOI) form to receive a Certificate of Coverage (COC) under the NCG01 permit through NC DEMLR. A COC is required prior to obtaining a zoning permit.

ZONING PERMIT

1. *Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for single-family and two-family dwellings, as well as any additions thereto, shall consist of the following items:

- a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 - d. Architectural details including the following:
 - Floor plans of the proposed structure (only where the dwelling includes an elevator shaft, or an accessory dwelling is associated with the proposal); and
 - Building elevation drawings depicting proposed height and building materials.
 - e. *Exception.* If the proposed dwelling is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
2. *Principal Uses Other Than Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for a principal use other than single-family and two-family dwellings, as well as any additions thereto, shall consist of the following items:
- a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A survey of the subject parcel as prepared by a licensed surveyor.
 - d. Civil plans, prepared by a licensed engineer, consisting of the following:
 - Cover sheet with site data table;
 - Demolition plan, if applicable;
 - Site plan;
 - Paving, grading and drainage plan;
 - Utility plan;
 - Lighting plan; and
 - Landscape plan.
 - e. Architectural details including the following:
 - A floor plan of the proposed structure; and
 - Building elevations drawings depicting proposed height and building materials.
 - f. Traffic Impact Analysis (TIA), if applicable, prepared consistent with the most recent version of the Town's TIA Procedures Manual.
3. *Accessory Buildings, Decks, and Patios on Residential Property.*
- a. All Zoning Permit submittals for an accessory building, deck or patio that is less than or equal to 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and

- Distance of the proposed structure from the front, side, and rear lot lines.
 - 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
- b. All Zoning Permit submittals for an accessory building, deck or patio that is greater than 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 4. Architectural details including the following:
 - A floor plan of the proposed structure; and
 - Building elevation drawings depicting proposed height and building materials.
 5. Exception. If the proposed accessory structure is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
- c. All Zoning Permit submittals for buildings for agricultural purposes shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and
 - Distance of the proposed structure from the front, side, and rear lot lines.
 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
- 4. *Upfits.* All Zoning Permit submittals for an upfit of an existing residential or non-residential building, as well as any associated accessory structures or decks, shall be accompanied by the following items:
 - a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A floor plan depicting the existing and proposed improvements.

(Ord. No. 2022-03, 2022 10-10; Ord. No. 2023-01, 2023 02-13)

CERTIFICATE OF COMPLIANCE.

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee
- A physical survey certified* as accurate by a surveyor or engineer registered with the state including:

- the lot boundary;
- dimensions of the proposed structure;
- setbacks; and
- the distance the structure is from the front, sides and rear lot lines of the lot labeled on the plan.

*for residential properties, that if the tract that the residence is constructed on contains ten acres or more, then the person applying for the certificate of compliance shall be allowed to present a noncertified sketch in lieu thereof, provided that the residence is not to be located closer than 200 feet from any of the boundaries of the tract. If the proposed residence is to be located closer than 200 feet from any of the boundaries of the tract, then the applicant shall submit a certified survey of the improvements with respect to those boundaries only. The sketch submitted shall in all other respects comply to the requirements set forth above.

SIGN PERMIT

- Application provided by the Town.
- Fee.
- Elevation showing the linear feet of the facade from side to side, existing signs and square feet and the proposed sign and square feet.
- Site plan (for free standing signs).

TEMPORARY STRUCTURES INCLUDING MOBILE HOMES, CONSTRUCTION TRAILERS, AND SUBDIVISION SALES OFFICES

- Application provided by the Town.
- Fee
- Site plan depicting the following:
 - Size of temporary structures including dimensions
 - Location of structure including all setbacks & buffers
 - Parking for temporary use

TEMPORARY USES INCLUDING EVENTS

- A site plan showing parking and the layout of event area, temporary structures and sign locations
- Narrative including:
 - Nature of use
 - Duration of use
 - Hours of operation
 - Lighting
 - Projected attendance
 - Waste/trash disposal
- Other Submittal Requirements (if applicable):
 - Proof of adequate insurance to cover the event
 - Review from Union County Sheriff's Department regarding traffic and crowd control
 - Union County mass gathering permit
 - Department of Revenue weekend Temp Sales and Use ID# for retail sales

APPENDIX 2A.

- No Application – precursor to conservation residential development site walk and design/charette and precursor to formal application with site plan submittal.
- No Fee
- Existing Resource/Site Analysis Plan
- Conditions beyond the tract boundaries may be described on a more general basis from existing published data available from governmental agencies, and from aerial photographs and need not be as specific as those that are required for the development site. Unless otherwise requested by the subdivision administrator to facilitate readability, such plans shall be prepared at a scale of one-inch equals 100 feet or one-inch equals 200 feet, whichever would fit best on a single standard size sheet (24 inches by 36 inches). The following information shall be included in this plan:
 - An aerial photograph enlarged to the same scale as the ER/SA Map, with the site boundaries clearly marked.
 - Topography, the contour lines of which shall generally be at two-foot intervals, determined by photogrammetry. Slopes shall be clearly indicated when they are between ten and 15 percent, between 15 and 25 percent, or when exceeding 25 percent. Topography shall be prepared by a professional land surveyor or professional engineer from an actual field survey of the site or from stereoscopic aerial photography and shall be coordinated with official USGS benchmarks. Such contour lines shall also be superimposed on the aerial photo, in a contrasting color to facilitate legibility.
 - The location and delineation of ponds, lakes, streams, ditches, natural drainage swales, wetlands, and floodplains. Additional areas of wetlands on the proposed development tract shall also be indicated, as evident from testing, visual inspection, or from the presence of wetland vegetation.
 - Vegetative cover conditions on the property according to general cover type including cultivated land, permanent grass land, meadow, pasture, hedgerow, forestland and wetland, location of trees with a caliper in excess of 15 inches, the actual canopy line of existing trees and forestlands. Vegetative types shall be described by plant community, relative age and condition.
 - Soil series, types and phases, as mapped by the U.S. Department of Agriculture, Natural Resources Conservation Service in the published soil survey for the county, and accompanying data published for each soil relating to its suitability for construction (and, in unsewered areas, for septic suitability).
 - Ridge lines showing boundaries of catchment areas for stormwater runoff.
 - A viewshed analysis showing the location and extent of views into the property from public roads and from public parks, and from the boundaries of lakes, ponds, and streams on the site.
 - Geologic formations on the proposed development parcel, such as rock formations and outcroppings, and fault lines, based on available published information or more detailed data obtained by the applicant.
 - All existing manmade features including, but not limited to, streets, driveways, farm roads, forest roads, buildings, foundations, walls, wells, drainage fields, dumps, utilities, fire hydrants, and sanitary sewers.
 - Locations of all historic sites on the tract.
 - Locations of trails that have been in public use (pedestrian, equestrian, bicycle, etc.).
 - All easements and other encumbrances of property which are or have been filed of record with the county register of deeds.
 - Total acreage of the tract, and the location and acreage of primary conservation lands.

APPENDIX 2B.

Information to be contained in or depicted on a site plan (sketch plan) preliminary and final plats.

An "X" indicates that the information is required.

Information	Sketch Plan	Preliminary Plat	Final Plat
Title block containing the subdivision name		X	X
Location (including township, county and state)		X	X
Date or dates survey was conducted and plat prepared		X	X
A scale (not less than 100 feet per inch) listed in words and figures (Except for requirements at the sketch plan phase)	X	X	X
North arrow	X	X	X
A vicinity map with north arrow showing the relationship between the proposed subdivision and surrounding area	X	X	X
The names, addresses and telephone numbers of all owners, subdivider, mortgagees, registered land surveyors, land planners, architects, landscape architects and professional engineers responsible for the subdivision	X	X	X
The registration numbers and seals of the professional engineers and land surveyors		X	X
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented shown	X		
The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands		X	X
Streets and Lots of adjoining developed properties within 300'	X		
The names of owners of adjoining properties		X	X
The names of any adjoining subdivisions of record or proposed and under review		X	X
Required Buffers	X	X	X
Minimum building setback lines		X	X

The zoning classifications of the tract to be subdivided and on adjoining properties	X	X	
Existing property lines on the tract to be subdivided and on adjoining properties	X	X	X
Existing buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	X	X	X
Proposed lot lines, lot sizes, block numbers, and approximate dimensions	X	X	X
Percentage of Open Space Required and Provided	X	X	
The lots numbered consecutively throughout the subdivision		X	X
Marshes, swamps, rock outcrops, wetlands, ponds or lakes, streams or stream beds and any other natural features affecting the site	X	X	X
The exact location of the flood hazard, floodway and floodway fringe areas from the town's FEMA maps	X	X	X
Septic tank suitability data furnished by the appropriate county health department	X	X	
The proposed street layout with approximate pavement and right-of-way width, terminal vistas and street end "closes"	X		
A yield plan with a 40,000 sq ft minimum and showing 9,000 sq ft of buildable area.	X		
Proposed roads with horizontal and vertical alignment		X	X
Existing and platted roads on adjoining properties and in the proposed subdivision		X	X
Rights-of-way, location and dimensions		X	X
Pavement widths		X	X
Proposed grades (re: Roads)		X	X
Design engineering data for all corners and curves		X	X
Typical road cross-sections		X	X

Road names		X	X
A driveway permit for any road is proposed to intersect with a state-maintained road as required by the state department of transportation		X	X
The location and dimensions of all utility and other easements	X	X	X
A landscape/buffer plan		X	
The location and dimensions of all buffer strips	X	X	X
The location and dimensions of all pedestrian or bicycle paths	X	X	X
The location and dimensions of all school sites, both existing and proposed	X	X	X
The location and dimension of all parks and recreation areas with specific type indicated	X	X	X
The existing and proposed uses of land within the subdivision and the existing uses of land adjoining it	X	X	
The location and dimensions of areas to be used for purposes other than residential with the purpose of each stated	X	X	X
The future ownership (dedication or reservation for public use to governmental body, homeowners' association, or for tenants remaining in subdivider's ownership) of recreational and open space lands		X	X
Acreage in total tract to be subdivided	X	X	
Acreage in parks and recreational areas and other nonresidential uses	X	X	
Total number of parcels created	X	X	
Acreage in the smallest lot in the subdivision and the average lots size		X	
Limits of Disturbance and Tree Protection Fencing		X	
Linear feet in streets		X	
Union County Environmental Health approval of the proposed lots for septic tanks and wells	X	X	

A Traffic Impact Assessment as required by the Traffic Impact Analysis Process and Procedures Manual, and Appendix C: Traffic Impact Analysis.	X	X	
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is listed on the U.S. Department of Interior's National Register of Historic Places or is designated as a local historic property by the county	X	X	X
The accurate locations and descriptions of all monuments, markers and control points			X
An erosion control plan		X	X
A copy of any proposed deed restrictions or similar covenants. The developer shall submit to the town evidence that the developer has created a homeowners' association whose responsibilities will include perpetual maintenance of any streets that for any reason are not accepted by NCDOT. Such evidence shall include filed copies of the articles of incorporation, declarations and homeowners' association bylaws		X	X
A separate map drawn at the same scale as the preliminary plat showing only proposed streets and lot lines, topography with contour intervals of no greater than ten feet (at the discretion of the subdivision administrator, contour intervals of five feet may be required), and an accurate mapping of soil classifications found on the site and general depths thereof		X	
A copy of notification submitted to the Facilities Director of Union County Public Schools and the Chairman of the Board of Education, stating the number of lots requested in the plat application		X	X
A copy of the approved roadway plan submitted to the appropriate office of the state department of transportation for any major subdivision		X	
A copy of permits from Army Corps of Engineers		X	
The location and dimensions of all drainage easements including P.E. certification when required		X	X
Compliance with setbacks from streams	X	X	X
Establishment of flood protection elevation (FPE)		X	X
Drainage, stormwater management plan and wetland protection plan	X	X	X

A lighting plan		X	
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APPENDIX 2C.**EROSION AND SEDIMENTATION CONTROL PLAN PRELIMINARY REVIEW CHECKLIST**

The following items shall be incorporated with respect to specific site conditions, in an erosion & sedimentation control plan:

NPDES CONSTRUCTION STORMWATER GENERAL PERMIT NCG010000:

- _____ Designation on the plans where the 7 or 14 day ground stabilization requirements apply per Part II.E.1 of the permit.
- _____ Design of basins with one acre or more of drainage area for surface withdrawal as per Part II.B.8 of the permit.

LOCATION INFORMATION:

- _____ Project location & labeled vicinity map (roads, streets, landmarks)
- _____ North arrow and scale
- _____ Identify River Basin.
- _____ Provide a copy of site located on applicable USGS quadrangle and NRCS Soils maps if it is in a River Basin with Riparian Buffer requirements.

GENERAL SITE FEATURES (Plan elements):

- _____ Property lines & ownership ID for adjoining properties
- _____ Existing contours (topographic lines)
- _____ Proposed contours
- _____ Limits of disturbed area (provide acreage total, delineate limits, and label). Be sure to include all access to measures, lots that will be disturbed, and utilities that may extend offsite.
- _____ Planned and existing building locations and elevations
- _____ Planned & existing road locations & elevations, including temporary access roads
- _____ Lot and/or building numbers
- _____ Hydrogeologic features: rock outcrops, seeps, springs, wetland and their limits, streams, lakes, ponds, dams, etc. (include all required local or state buffer zones and any DWQ Riparian Buffer determinations)
- _____ Easements and drainageways, particularly required for offsite affected areas. Include copies of any recorded easements and/or agreements with adjoining property owners.
- _____ Profiles of streets, utilities, ditch lines, etc.
- _____ Stockpiled topsoil or subsoil locations
- _____ If the same person conducts the land-disturbing activity & any related borrow or waste activity, the related borrow or waste activity shall constitute part of the land-disturbing activity unless the borrow or waste activity is regulated under the Mining Act of 1971, or is a landfill regulated by the Division of Waste Management. If the land-disturbing activity and any related borrow or waste activity are not conducted by the same person, they shall be considered separate land-disturbing activities and must be permitted either through the Sedimentation Pollution Control Act as a one-use borrow site or through the Mining Act.
- _____ Location and details associated with any onsite stone crushing or other processing of material excavated. If the affected area associated with excavation, processing, stockpiles and transport of such materials will comprise 1 or more acres, and materials will be leaving the development tract, a mining permit will be required.

- _____ Required Army Corps 404 permit and Water Quality 401 certification (e.g. stream disturbances over 150 linear feet)

EROSION & SEDIMENT CONTROL MEASURES (on plan):

- _____ Legend (provide appropriate symbols for all measures and reference them to the construction details)
- _____ Location of temporary measures
- _____ Location of permanent measures
- _____ Construction drawings and details for temporary and permanent measures. Show measures to scale on plan and include proposed contours where necessary. Ensure design storage requirements are maintained through all phases of construction.
- _____ Maintenance requirements for measures
- _____ Contact person responsible for maintenance

SITE DRAINAGE FEATURES:

- _____ Existing and planned drainage patterns (include off-site areas that drain through project and address temporary and permanent conveyance of stormwater over graded slopes)
- _____ Method used to determine acreage of land being disturbed and drainage areas to all proposed measures (e.g. delineation map)
- _____ Size, pipe material and location of culverts and sewers
- _____ Soil information: type, special characteristics
- _____ Soil information below culvert storm outlets
- _____ Name and classification of receiving water course or name of municipal operator (only where stormwater discharges are to occur)

STORMWATER CALCULATIONS:

- _____ Pre-construction runoff calculations for each outlet from the site (at peak discharge points). Be sure to provide all supporting data for the computation methods used (rainfall data for required storm events, time of concentration/storm duration, and runoff coefficients).
- _____ Design calculations for peak discharges of runoff (including the construction phase & the final runoff coefficients for the site)
- _____ Design calcs for culverts and storm sewers (include HW, TW and outlet velocities)
- _____ Discharge and velocity calculations for open channel and ditch flows (easement & rights-of-way)
- _____ Design calcs for cross sections and method of stabilization for existing and planned channels (include temporary linings). Include appropriate permissible velocity and/or shear stress data.
- _____ Design calcs and construction details for energy dissipaters below culvert and storm sewer outlets (include stone/material specs & apron dimensions). Avoid discharges on fill slopes.
- _____ Design calcs and dimension of sediment basins (note current surface area and dewatering standards as well as diversion of runoff to the basins). Be sure that all surface drains, including ditches and berms, will have positive drainage to the basins.

VEGETATIVE STABILIZATION

- _____ Area & acreage to be stabilized with vegetation
- _____ Method of soil preparation

- _____ Seed type & rates (temporary & permanent)
- _____ Fertilizer type and rates
- _____ Mulch type and rates (include mulch anchoring methods)

NOTE: *Plan should include provisions for groundcover in accordance with NPDES Construction Stormwater General Permit NCG010000.*

FINANCIAL RESPONSIBILITY/OWNERSHIP FORM

- _____ Completed, signed & notarized FR/O Form
- _____ Accurate application fee payable to NCDEQ (\$65.00 per acre rounded up the next acre with no ceiling amount)
- _____ Certificate of assumed name, if the owner is a partnership
- _____ Name of Registered Agent (if applicable)
- _____ Copy of the most current Deed for the site. Please make sure the deed(s) and ownership information are consistent between the plan sheets, local records and this form.
- _____ Provide latitude & longitude (in decimal degrees) at the project entrance.
- _____ Two hard copies of the plans (some regional offices require additional plans or multiple sizes; please contact the regional coordinator prior to such submittal.)

NOTE: *For the Express Permitting Option, inquire at the local Regional Office for availability. Express Reviews are performed by appointment only.*

NARRATIVE AND CONSTRUCTION SEQUENCE

- _____ Narrative describing the nature & purpose of the construction activity.
- _____ Pre-construction conference, if requested.
- _____ Construction sequence related to erosion and sediment control (including installation of critical measures prior to the initiation of the land-disturbing activity & removal of measures after areas they serve are permanently stabilized). Address all phases of construction and necessary practices associated with temporary stream bypasses and/or crossings.
- _____ Bid specifications related only to erosion control