



**CONSTRUCTION PLAN SUBMITTALS:** Applications and plans (hard copy and electronic upload) are due by 12:00 pm on the first business day of each month. Late submittals will be accepted until 4:30 p.m. that day. A Late Fee of \$300 shall apply. Resubmittals will follow the [Construction Plan Submittal Schedule](#) and are due by 12:00 pm (hard copy and electronic upload) as well as any applicable re-review fees.

**Date of Submittal:** \_\_\_\_\_

**Type of Submittal:**     Subdivision                       Site, Utility Extension, Greenway, etc.

**Project Name** \_\_\_\_\_

Location \_\_\_\_\_

**Owner or Developer** \_\_\_\_\_

Contact Name \_\_\_\_\_

Street Address, City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Prepared by** \_\_\_\_\_

Engineering Firm \_\_\_\_\_

Engineer (First, Last Name) \_\_\_\_\_ PE License # \_\_\_\_\_

Street Address, City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Engineer's Certification Statement:**

I certify that all information requested on the construction plan application checklist has been included as part of this construction drawing submittal and to the best of my knowledge the information provided is complete and accurate.

Engineer's Signature: \_\_\_\_\_

**SEAL**

**ELECTRONIC SUBMITTAL REQUIREMENTS: SUBMIT IN IDT PLANS WEBSITE**

[Click here to access IDT Plans Website](#)

1 Electronic Upload on IDT Plans of Construction Plans (<http://townofapex.contractorsplanroom.com>) 24" x 36" size with a scale not less than 1" = 50' horizontal, 1" = 5' vertical. Each page shall be saved as a separate .pdf file and uploaded in landscape position.

1 Electronic Upload on IDT Plans of Construction Plan Application, Stormwater Impact Statement [as required in UDO Section 6.1.7(A)(2) & 6.1.7(B)(2)], Calculations, Soil Erosion and Sedimentation Control Plan Request for Plan Approval, and Financial Responsibility Form

**HARD COPY SUBMITTAL REQUIREMENTS: SUBMIT TO DEVELOPMENT SERVICES – 73 HUNTER STREET, 3<sup>RD</sup> FLOOR**

- 4 Hard Copies of Construction Plans – Bound and Rolled
- 1 Original and 2 Copies of the Construction Plan Application and Checklist (pages 1 – 9)
- 1 Original Soil Erosion and Sedimentation Control Fees and Process Information (page 1)
- 1 Original Soil Erosion and Sedimentation Control Plan Request for Plan Approval (pages 1 – 2)
- 1 Original Soil Erosion and Sedimentation Control Checklist (pages 1 - 2)
- 1 Original Financial Responsibility Form (pages 1 – 5)
- 1 Original Stormwater Management Plan including Stormwater Control Measures (SCM) supplements, drainage area maps, SHWT evaluation, water quality/quantity calculations, outlet protection calculations, HGL analysis, gutter spread, and culvert design documents
- 1 Original NPA application for proposed ‘allowable’ and ‘allowable with mitigation’ riparian buffer impacts (if applicable)
- 1 Original Downstream Sewer Capacity Study (including pump stations)
- 1 Original and 1 electronic version in Bentley WaterCAD / WaterGEM of fire flow analysis

**CONSTRUCTION PLAN FEES – PAYABLE BY CASH OR CHECK ONLY**

**Subdivision Plan Review:**

\$500.00 Base Fee + \$10/Lot \_\_\_\_\_ No. of Lots     \$\_\_\_\_\_ Fee Amount  
*(Re-submittal Fee: 1/2 original fee after 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> TRC submittal)*

**OR**

**Site, Utility Extension, Greenway, Etc. Review:**

\$500.00 Base Fee + \$15/Sheet \_\_\_\_\_ No. of Sheets     \$\_\_\_\_\_ Fee Amount  
*(Re-submittal Fee: 1/2 original fee after 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> TRC submittal)*

**Soil Erosion and Sedimentation Control Plan Fee:**

\$500 per disturbed acre, no maximum (rounded to the nearest dollar) \_\_\_\_\_ Acres Disturbed  
 (Proposed, round to nearest 1/10) \$\_\_\_\_\_ Fee Amount

+ \$50 per disturbed acre for future development, no maximum (rounded to the nearest dollar)  
 \_\_\_\_\_ Acres Disturbed (Future, round to nearest 1/10) \$\_\_\_\_\_ Fee Amount

**Stormwater Review Fee:**

\$500 base review fee for projects disturbing up to 5 acres. Add \$50 per additional disturbed acre beyond 5 acres. Development projects that disturb less than 1 acre of land are not subject to the stormwater plan review fees since they are exempt from stormwater controls. The stormwater plan review fee will be limited to a maximum of 50 acres.

<u>Project Size (disturbed acres)</u>	<u>Stormwater Plan Review Fee</u>
< 1	\$0
1 to 5	\$500
5 to 50 (max.)	\$500 + \$50 per additional disturbed acre

*Stormwater plan review fee should be submitted to Development Services with construction plan application. All fees are per disturbed acre or portion of acre.*

\_\_\_\_\_ Amount of Disturbed Area                                     \$\_\_\_\_\_ Fee Amount

**TOTAL FEE SUBMITTED (May be one check):**                                     \$\_\_\_\_\_

# CONSTRUCTION PLAN CHECKLIST

**\*\*THIS CHECKLIST SERVES AS A MINIMUM GUIDE ONLY AND IS NOT TOTALLY INCLUSIVE OF ALL FEDERAL, STATE, OR LOCAL REQUIREMENTS. IT IS THE DUTY OF THE DESIGN ENGINEER TO ENSURE ALL REQUIREMENTS ARE MET\*\***

**GENERAL**

- All required plan notes from the Site/Subdivision Plan shall be carried over to the Construction Plan and is consistent with Town approved Site/Subdivision Plan – see Checklist at the end of the applicable Site/Subdivision Plan Application.
- All conditions set forth by the Town Council and TRC have been met
- All plan sheets must be signed and sealed by a design professional. **This includes details sheets and electronic sheets. Plans not signed and sealed will not be accepted for review.** Preliminary statements can be affixed to the documents to allow design professionals to seal preliminary plans. **A Professional Engineer licensed in the State of North Carolina must sign and seal all sheets proposing utility improvements and public roadway improvements.** All sheets proposing SCMs and any alterations thereof shall be signed and sealed by a North Carolina registered professional (professional engineer, landscape architect, or land surveyor). Please see UDO Section 6.1.12 for further information on professionals qualified to design SCMs
- Include **Easement Exhibit Page(s)** in each set. See example of an acceptable [Easement Exhibit](#) on our website.
- Include **Signage/Striping Page(s)** in each set. See example of an acceptable [Street Signage/Striping Exhibit](#) on our website.
- Add the signature block below to the lower right hand corner of every construction plan sheet (including details and architectural sheets), except the cover sheet

**The signatures affixed below certify that this sheet has been reviewed and approved solely per the certifications signed on the cover sheet of these construction plans.**

PW – Transportation	Date	WR – Stormwater	Date
Building Inspections	Date	Planning	Date
WR – Utility Engineering	Date	Planning – Transportation	Date
Electric	Date	Fire	Date
WR – S&E	Date	Parks, Recreation & Cultural Res.	Date

**COVERSHEET**

Add the following certification statements to the cover sheet of the Construction Plan

**BUILDING INSPECTIONS TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Building Inspections Department, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Code of Ordinances and the North Carolina State Building Codes. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**ELECTRIC TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Electric Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer / engineer / contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**FIRE DEPARTMENT TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Fire Department, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Standard Specifications, Fire Protection Ordinances, and the North Carolina International Fire Code. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PARKS, RECREATION, AND CULTURAL RESOURCES  
TOWN OF APEX CERTIFICATION**

These plans have been reviewed by the Town of Apex, and to the best of my knowledge and belief, conform to representations made by the developer to myself and the Parks, Recreation, and Cultural Resource Advisory Commission consistent with the projects requirements for public Parks and Recreation, either in total or in part, as outlined in Section 7.3 of the Town's Unified Development Ordinance and Article IV, Section 19 of the Town Code. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer / engineer /contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PLANNING/ZONING TOWN OF APEX CERTIFICATION**

This construction drawing has been reviewed by the Town of Apex Planning Department, and to the best of my knowledge and belief, conforms to the Subdivision or Site Plan that was approved by the Town of Apex Board of Commissioners, and meets the Town of Apex Zoning, Subdivision, or Unified Development Ordinance. This signature does not constitute a variance from any requirements of the originally approved Subdivision or Site Plan cited above, or any federal, state, or local code, law, specification, rule, guideline, or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PUBLIC WORKS TRANSPORTATION  
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, provides an acceptable transportation system with consideration for the elements contained within the Transportation Plan conforming to the requirements established in the Standard Specifications of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**WATER RESOURCES SOIL EROSION & SEDIMENTATION CONTROL  
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, conforms to the requirements established in the Soil Erosion and Sedimentation Control Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

**This signature does not constitute plan approval, only plan requirements. A separate letter of plan approval will be mailed to the financially responsible person at a later date according to the construction sequence.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**WATER RESOURCES STORMWATER ENGINEERING  
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Water Resources Stormwater &Utility Engineering Division and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements. **This signature serves as the stormwater permit for this project.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**WATER RESOURCES UTILITY ENGINEERING  
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Water Resources Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**COVERSHEET - continued**

- All site and/or subdivision plan conditions and all rezoning conditions shall be listed on the cover sheet of the Construction Plan
- Add the Site / Subdivision Plan Expiration Date to the cover sheet
- Add Public Infrastructure Table to the cover sheet listing all new public infrastructure **added** as follows:
  - Water Lines - LF
  - Sewer Lines - LF
  - \*Curb & Gutter - LF
  - Storm Drain (public) - LF
  - Sidewalk/Greenways - LF
  - \*\*New Streets (public) - LF-Lane

*\*Curb & Gutter (public) – All new/replaced public curb & gutter on both sides of street*  
*\*\*New Streets (public) – LF per lane*

The Public Infrastructure Table will be used to assess construction inspection fees. An invoice for construction inspection fees will be prepared upon receipt of the hard copy signature set. Half of the invoice will be payable upon release of the approved construction plans and the remainder will be due prior to first plat for subdivisions or first certificate of occupancy for site plans.

- Allowed & proposed built-upon area clearly indicated in site data table
- Provide latitude and longitude (decimal degrees) on the centroid of the project in site data table
- Primary or secondary watershed protection overlay district indicated in site data table
- Type of grading indicated (mass vs staged) in site data table
- Indicate amount of natural drainage patterns preserved in site data table
- Add the following Table to the Coversheet for Approved Exceptions

<b>APPROVED EXCEPTIONS</b>									
<p>The following items have been approved as exceptions for this drawing by the Town of Apex Department Director(s), and to the best of my knowledge and belief, this drawing conforms to the requirements established by the Director(s) allowing deviation from the Standard Specifications and Standard Details of the Town of Apex. The signature below represents that the requesting Engineer has been granted a variance ONLY for the items listed. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.</p> <p>(List items below add number as needed)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; padding: 5px;"><b>APPROVED EXCEPTION</b></th> <th style="width: 60%; padding: 5px;"><b>DIRECTOR GRANTING EXCEPTION</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3.</td> <td style="padding: 5px;"></td> </tr> </tbody> </table> <p>By: _____ Date: _____                      Requesting Engineer</p>		<b>APPROVED EXCEPTION</b>	<b>DIRECTOR GRANTING EXCEPTION</b>	1.		2.		3.	
<b>APPROVED EXCEPTION</b>	<b>DIRECTOR GRANTING EXCEPTION</b>								
1.									
2.									
3.									

**EXISTING CONDITIONS SHEET**

- Riparian buffers shown in accordance with Town Watershed Protection Overlay District Map or on-site field determination
- Reference riparian buffer call project number (if applicable)
- Riparian buffers measured from top of bank with all zones properly labeled
- Topography: Town LIDAR or field-verified survey. No Wake County GIS allowed

- 100-year floodplain boundary clearly shown and labeled (if applicable)

### **GRADING AND DRAINAGE PLAN SHEET**

- All public and private storm drainage infrastructure clearly shown and labeled
- All public and private drainage easements clearly shown and labeled
- Junction box, yard inlet, or other structure separating public / private clearly shown and labeled
- All SCMs clearly shown and labeled
- Grading plan shows all off-site contributing drainage areas entering and exiting the project boundary
- All SCM maintenance & access easements tied to a public ROW clearly shown and labeled
- All riparian buffers clearly shown and labeled
- Limits of disturbance clearly shown and labeled
- All outlet protection clearly shown and labeled with dimensions
- All retaining walls clearly shown and labeled
- 100-year floodplain boundary clearly shown and labeled; if not covered by current FEMA FIRM Panel, 100-year floodplain shall be calculated
- All culvert crossings designed from actual field survey topo and centered in flow line of channel at correct elevation with correctly sized headwalls, end walls and wing walls

### **UTILITY PLAN SHEET**

- Water and Sewer systems designed in accordance with 15A 02T, and NCAC 18C Rules
- Water and Sewer systems designed in accordance with current Town of Apex Standard Specifications and Standard Details
- Water and Sewer systems designed in accordance with the Town of Apex Master Facilities Plans
- A downstream sewer capacity study, including pump stations, has been performed and provided
- All water and sewer mains and points of connection clearly shown and labeled
- Pool discharge rates do not exceed 50 GPM, downstream sewer capacity or pump station capacity
- All appurtenances clearly shown and labeled
- All cross connection devices clearly shown and labeled with appropriate model based on degree of hazard
- All manholes clearly shown and labeled
- All water and sewer services clearly shown outside of driveways / paved surfaces
- All required public utility easements clearly shown and labeled with proper width per Town of Apex Standard Specifications and Standard Details
- All required public utility easements are free and clear of impoundments, structures, retaining walls, concrete or paved surfaces (unless approved by Director of Water Resources), private utilities, plantings, landscape/hardscape,
- All sewer extensions up each natural draw clearly shown
- All sewer lines in or within 50 feet of a wetland have been designed to water line pressure standards
- All water and sewer extensions are designed to reach entire frontage of development
- Riparian buffers measured from top of bank with all zones properly labeled.
- All retaining walls clearly shown and labeled
- All SCMs clearly shown and labeled including exterior slopes
- All footprints of stock piles or borrow pits clearly shown and labeled

- All required notes are clearly shown

### **UTILITY PROFILE SHEET**

- Sheets are to be plan view on top portion of sheet and matching profile below
- Utility Profiles (Water/Sewer/Storm Drain) and other known conflicting utilities clearly shown and labeled
- 100 Year Flood Plain Elevation clearly shown and labeled (if applicable)
- Aerial Crossings with structural design clearly shown and labeled (if applicable)
- Stream Crossings to be field surveyed and accurately shown on profile with structural design (if applicable)
- Clearly label all manholes with proper diameter, invert information, rim elevation, cone or flattop, any special wraps or coatings, drop inlets
- Clearly label all sewer mains with proper size, slope, and material information
- Clearly label sewer material as: SDR35, C900/C905-DR18, DIP, RJDIP
- Clearly label any special bedding if applicable
- Any sewer line less than 3 feet deep is DIP
- Clearly label all water lines with proper size and material
- Clearly identify bore casings (if applicable)

### **SEWER PUMP STATIONS AND FORCE MAINS**

- Has been previously approved by the Director of Water Resources
- All shop drawings, design calculations, and site layout have been submitted for review
- Meets Master Facilities plan and /or is designed to meet basin requirements for 2030 land use plan
- Meets all Federal, State, and Local requirements
- Has dedicated parcel of land for site including buffer requirements
- Has dedicated driveway from public ROW with appropriate sized access road or easement to station
- Identify all new or existing manholes within 1,200 feet of a force main discharge to be coated per Town of Apex Standard Specifications and Standard Details
- Identify any required ARV(s) and identify ARV manhole to be coated per Town of Apex Standard Specifications and Standard Details

### **BUILDING INSPECTIONS ITEMS**

- Schematic Floor Plans (for Site Plans only)

### **FLOODPLAIN ITEMS**

- For proposed developments that encroach Special Flood Hazard Areas, a [Floodplain Development Permit Application](#) must be submitted for approval.

### **TRANSPORTATION ITEMS**

- Road Plan/Profiles
- Roadway Typical Sections including pavement design
- Include roadway stationing and cross sections at 50-foot intervals along existing and proposed thoroughfares and collector streets
- Transportation Facility (TF) Permit approved by NCDENR Division of Air Quality for large parking lots (1500+ surface parking spaces, 750+ structured parking spaces, or 1000+ combination surface/ structured parking spaces). **Construction plans will not be approved without this permit being approved by the Division of Air Quality.**

### **STORMWATER CONTROL MEASURE (SCM) ITEMS**

- Include the following note on all SCM Plans:

The following must occur prior to Final Plat and/or Certificate of Occupancy (CO):

1. All SCMs must be installed in accordance with the approved construction drawings.
  2. During the SCM conversion process, all efforts shall be made to protect downstream water resources. The drain valve shall not be left open at any time during SCM conversion. A skimmer drawdown system shall be installed and utilized until the SCM is fully converted.
  3. The design engineer must submit an as-built package which meets all requirements presented in the Town Spec Book including a signed and sealed certification statement.
  4. Record the appropriate signed SCM O&M agreement with the Wake County Register of Deeds and submit the original to Lindley Paynter in Water Resources at P.O. Box 250, Apex, NC 27502. For subdivisions only, a 25% maintenance guarantee is required to be submitted to Jean Weatherman in Development Services at (919) 249-3394.
  5. A final inspection by the Stormwater & Utility Engineering staff shall be conducted once the as-built submittal has been received. Once approved, staff will send an official SCM approval letter to the owner.
  6. In lieu of SCM completion and final approval by staff, the Town may accept a 125% performance guarantee in accordance with UDO Section 6.1.12(G). This guarantee will be collected by Jean Weatherman in Development Services at (919) 249-3394.
  7. All SCMs are required to be completed prior to a final CO for a site plan or at the direction of the Town for Subdivisions. If the subdivision is to be phased, all SCMs shall be completed prior to issuance of 90% of COs within that phase.
  8. If a SCM counts towards RCA, the required landscaping shall be installed during the appropriate growing season and coordinated with the Town Zoning Compliance Officer at (919) 249-3426.
- All SCMs have been designed in accordance with the Town's UDO storm water control requirements, Town Standard Specifications and Standard Details Manual, NC Stormwater Design Manual
  - All SCM water quality/quantity calculations have been submitted
  - SCM contributing drainage area maps have been submitted
  - NCDEQ SCM supplements have been submitted
  - SHWT evaluation has been conducted with summary report included in calculations
  - SCM details provided (including plan view, cross-section, riser/barrel, dam embankment, high-flow bypass, etc.)
  - SCM landscaping plan is included

### **PARKS AND RECREATION CHECKLIST & FEES**

Construction Plans will not be accepted at first submittal without required plan and profile sheet(s) for all public greenways, to be consistent with the Town of Apex Standard Specifications and Construction Details for paved and non-paved greenways.

Greenway Construction Cost Estimate must be reviewed and approved by Town Staff prior to submittal of the hard copy Construction Drawings (signature set).



**PARKS AND RECREATION CHECKLIST & FEES - continued**

Include the following information on the Site Data Table on the Cover Sheet. Please fill in known information below at the time of 1st Submittal for Construction Drawings

Fee-in-lieu of dedication

# of single-family detached units \_\_\_\_\_ x \$ \_\_\_\_\_ \* / unit = \_\_\_\_\_

# of single-family attached units \_\_\_\_\_ x \$ \_\_\_\_\_ \* / unit = \_\_\_\_\_

# of multi-family units \_\_\_\_\_ x \$ \_\_\_\_\_ \* / unit = \_\_\_\_\_

**Total Fee-in-lieu of dedication** \_\_\_\_\_

*\*Use current fee schedule*

**And/or**

Acres of Land Dedication

# of single-family detached units \_\_\_\_\_ x 1/30 (.03329) acre / unit = \_\_\_\_\_

# of single-family attached units \_\_\_\_\_ x 1/45 (0.0223) acre / unit = \_\_\_\_\_

# of multi-family units \_\_\_\_\_ x 1/51 (.01964) acre / unit = \_\_\_\_\_

**Total Land Dedication** \_\_\_\_\_

**Greenway Construction**  Yes  No

Greenway Construction Cost Estimate \$ \_\_\_\_\_ x 125% of estimate = Greenway Performance Guarantee \$ \_\_\_\_\_ (payable by cash, certified check, surety bond, or letter of credit). Please contact Jean Weatherman, Development Services Supervisor at (919) 249-3394 prior to submitting the Performance Guarantee.

**ENVIRONMENTAL PERMITTING**

Yes  No Does the proposed construction project have environmental impacts that will require a 401 permit from NCDWR?

Yes  No Does the proposed construction project have environmental impacts that will require a 404 permit from USACE?

Yes  No Does the proposed project have environmental impacts that will require a Neuse Buffer Authorization from NCDWR?

Yes  No Does the proposed project require other environmental permits?  
If yes, please specify: \_\_\_\_\_

**If you answered yes to any of the questions above, then complete the Certification of Environmental Compliance below and deliver to Development Services. Construction Plans will not be released for construction until the following certification is received by Development Services.**

**Certification of Environmental Compliance**

I, \_\_\_\_\_, as a duly registered \_\_\_\_\_ in the State of North Carolina, do hereby certify that all environmental permits/approvals applicable to the construction of (*project name*) \_\_\_\_\_ have been granted by the appropriate regulatory agency(s).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Number: \_\_\_\_\_

**SEAL**

## CONSTRUCTION PLAN PROCESS INFORMATION

### TIMING OF APPROVALS:

1. Applicant shall submit Construction Plans to Development Services after the Site or Subdivision Plan has been through the Site or Subdivision Plan review process and has been approved by the Planning Department and/or Town Council as required.
2. Construction Plans must go through the Construction Plan review process and be approved by the Technical Review Committee prior to the issuance of any permits, including grading, sedimentation and erosion control, and building permits.
  - Staff member reviews electronic construction plan submittals and items submitted to Development Services.
  - If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
  - If plan is complete, staff releases electronic plans to TRC members for review.
  - TRC comments are sent to applicant prior to the TRC meeting date with applicant. Applicant must notify the Planning Department (as stated in the TRC Comment memo) if they request a meeting with the TRC to discuss the project.
  - Applicant submits revised electronic plans and four (4) sets of 24" x 36" of paper plans on the re-submittal date indicated on the application schedule.
  - Once plan is approved, applicant delivers one signed and sealed hard copy to Development Services for Town signatures.
  - Applicant picks up signed approved plans and returns six (6) hard copies and electronic .pdf files (provide via FTP site or CD) of each signed construction plan sheet to Development Services.
3. For properties in Apex's ETJ (Extraterritorial Jurisdiction): If a development plan application is submitted and the property or portion thereof is within Apex's ETJ, the Annexation must be approved by Town Council prior to approval of the Construction Plans.

**REVIEW FOR SUFFICIENCY:** Development Services staff checks plans for sufficiency. Incomplete plans will not be forwarded to the Technical Review Committee for review.

**TECHNICAL REVIEW COMMITTEE (TRC):** Sufficiently complete plans are forwarded to the Technical Review Committee (TRC) for review. Members of the TRC include staff from the following Town departments: Building Inspections and Permitting, Development Services, Electric, Fire, Parks & Recreation, Planning, Police, Public Works Engineering & Transportation, and Water Resources. Preliminary comments will be forwarded to the applicant and owner prior to the TRC meeting. The applicant should come to the meeting prepared to discuss and/or receive clarification on the comments provided. The TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet by appointment for approximately 10 to 15 minutes. The appointments will be scheduled by the date indicated on the Applicant Schedule. After the TRC meeting the applicant may wish to hold more detailed meetings with individual TRC members to discuss complex issues.

**REQUIRED CHANGES TO PLANS:** Final comments based on the TRC meeting will be entered in IDT Plans. The applicant must answer/reply to **all** TRC comments through IDT Plans and resubmit plans electronically through IDT Plans (with 4 hard copies delivered to Development Services) by the date indicated on the Applicant Schedule.

**REVIEW OF REVISED PLANS:** TRC reviews revised plans. Comments are sent via e-mail to the applicant and owner, and another appointment is made with the applicant to meet with the TRC. If there are no further comments, one clean hard copy can be left for signature. If there are issues that still need to be rectified, the applicant must begin the Construction Plan review process during the following month's review cycle by the appropriate date listed in the Applicant Schedule.

**SIGNED CONSTRUCTION PLANS:** The applicant must deliver five (5) hard copies and electronic .pdf files of **each signed construction plan sheet saved separately** (via FTP site or CD) to Development Services. These signed Construction Plans must be on file prior to the issuance of any permits.

## SOIL EROSION AND SEDIMENTATION CONTROL FEES AND PROCESS INFORMATION WATER RESOURCES

105-B Upchurch Street  
Apex, North Carolina 27502

Contact: Stan Fortier, P.E.

Phone: (919) 249-1166 E-Mail: stan.fortier@apexnc.org



### SOIL EROSION AND SEDIMENTATION CONTROL FEES

Application for approval of Erosion Control Plan:

\$500 per disturbed acre, no maximum (rounded to the nearest dollar)

\_\_\_\_\_ Acres Disturbed (Proposed, round to nearest 1/10) \$ \_\_\_\_\_ Fee Amount

+ \$50 per disturbed acre for future development, no maximum (rounded to the nearest dollar)

\_\_\_\_\_ Acres Disturbed (Future, round to nearest 1/10) \$ \_\_\_\_\_ Fee Amount

\$ \_\_\_\_\_ **Total Fee**

Performance Guarantee: \$2,500 per disturbed acre in the form of a certified check, cash, or irrevocable letter of credit. The Performance Guarantee is due prior to the Town issuing a letter of soil erosion and sedimentation control plan approval. Please contact Jean Weatherman at (919) 249-3394 prior to submitting the Performance Guarantee.

### SOIL EROSION AND SEDIMENTATION CONTROL PLAN REVIEW PROCESS INFORMATION

1. Familiarize yourself with the Town of Apex Soil Erosion and Sedimentation Control Checklist.
  - Develop your Soil Erosion and Sedimentation Plans accordingly.
  - Complete and sign one (1) copy of the **Request for Plan Approval** form.
  - Complete and sign a Town of Apex **Soil Erosion and Sedimentation Control Checklist**.
  - Complete a **Financial Responsibility/Ownership** form.
  - Prepare one (1) copy of your construction plans. If your supporting calculations are on separate sheets, submit one (1) copy of your calculations.
  - Submit the Soil and Erosion Control Fee.
2. Submit the *Request for Plan Approval*, one (1) copy of the construction plans, one (1) copy of the supporting calculations, permit fees, and the *Financial Responsibility/Ownership* form to the Town of Apex Development Services.

**SOIL EROSION AND SEDIMENTATION CONTROL PLAN**

**REQUEST FOR PLAN APPROVAL**

**WATER RESOURCES**

**105-B UPCHURCH STREET**

**APEX, NORTH CAROLINA 27502**

*Contact: Stan Fortier, P.E.*

*Phone: (919) 249-1166 E-Mail: stan.fortier@apexnc.org*



The enclosed Soil Erosion and Sedimentation Control (S&E) Plan is respectfully submitted for your review and approval.

**Tax Map No.** \_\_\_\_\_ **Parcel No.(s)** \_\_\_\_\_

**Zoning** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot No.** \_\_\_\_\_

**Recorded:**

**Registry Book No.** \_\_\_\_\_ **Page No.** \_\_\_\_\_ **Map Book No.** \_\_\_\_\_

**Land Use:**

**Present:** \_\_\_\_\_ **Future:** \_\_\_\_\_

**Size of Tract:** \_\_\_\_\_ **Total Acres:** \_\_\_\_\_ **Number of Acres to be Disturbed** \_\_\_\_\_

**Total Number of Family Units:** \_\_\_\_\_ **Percent Impervious Surface:** \_\_\_\_\_

**Location of Tract:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Person Financially Responsible:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Plans Prepared By:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Documents, Maps and Computations Submitted with this Request:**

\_\_\_\_\_

The S&E Plan, supporting documents, maps, and computations submitted for the above tract are all in accordance with the Town of Apex Soil Erosion and Sedimentation Control ordinance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

# SOIL EROSION AND SEDIMENTATION CONTROL CHECKLIST

REQUEST FOR PLAN APPROVAL

WATER RESOURCES

105-B UPCHURCH STREET

APEX, NORTH CAROLINA 27502

Contact: Stan Fortier, P.E.

Phone: (919) 249-1166 E-Mail: stan.fortier@apexnc.org



## PART A (check all items included)

- Name of Project: \_\_\_\_\_
- Soil Erosion and Sedimentation Control Checklist completed and signed
- Request for Plan Approval: One (1) copy completed and signed
- Preliminary Zoning and Subdivision Approval: One (1) copy of approved notification
- Apex Financial Responsibility/Ownership Form: Completed, signed, and notarized
- Permit Application Fees: \$500 per disturbed acre, no maximum (rounded to the nearest dollar)  
\_\_\_\_\_ Acres Disturbed (Proposed, round to nearest 1/10) \$\_\_\_\_\_ Fee Amount  
+ \$50 per disturbed acre for future development, no maximum (rounded to the nearest dollar)  
\_\_\_\_\_ Acres Disturbed (Future, round to nearest 1/10) \$\_\_\_\_\_ Fee Amount  
\$\_\_\_\_\_ Total Fee Amount
- One (1) Set of Sedimentation and Erosion Control Plans Including Details
- One (1) Full Set of the Construction Drawings
- One (1) Set of Calculations

## PART B (check all items included)

### One (1) Copy of Soil Erosion Control Plan, Including:

- Location Map (showing project in relation to State road system)
- Existing and Proposed Contours (plans and profiles for roadways)
- Boundaries of Total Tract (including project limits)
- Off-Site Conditions (ownership, zoning, drainage areas, and adjacent topography)
- Easements, Lot Lines/Numbers, Road Names, Buffers, Wetlands Limits, Streams, Ponds, and Lakes
- Flood Zones (community panel number, basin and stream number, flood fringe with elevations, flood way, RFPEs, etc.)
- Utilities (community water and sewer, plan/profiles, easements, and sediment controls)
- Borrow and Spoil Areas (located and specified on plan)
- Concrete Washout Area(s) (located and specified on plan)
- Proposed Improvements (roads, buildings, parking areas, grassed, landscaped, and natural areas)
- Stormwater Network (inlets, culverts, swales, ditches, channels, and drainage easements)
- Disturbed Area (clearly delineated with acreage specified on plan)
- Temporary Sediment Controls (locations and dimensions of gravel entrances, diversion ditches, silt fences, sediment basins, etc.)
- Permanent Erosion Controls (locations and dimensions of dissipaters, ditch linings, armoring, retaining walls, etc.)
- Detail Drawings (sections, elevations, and perspectives of measures sufficient for construction as designed)
- Construction Sequence (use Town Construction Sequence and modify as necessary)
- SCM Construction Sequence (to be followed once contributing drainage area is fully stabilized)
- Scale, Legend, Orientation, and Signature Seal
- Notes (as necessary to describe procedures to be followed)

- Specifications** (seedbed preparation, soil amendments, construction and seeding schedules, etc.)
- Indicate Watershed Protection Overlay District** [Primary or Secondary] (describe water quality protection methods)

**One Set of Calculations, Including:**

- Peak Discharge of Runoff** (pre-construction, construction, and final phase discharges for the site up to and at the property line)
- Temporary Devices** (sediment storage and Q25 capacity and dimensions)
- Ditches, Swales, and Channels** (Q25, V10, tractive force/shear stress, capacity, and geometry)
- Dissipaters** (Q10 velocities, stone size, and dimensions)
- Storm Culverts and Inlets** (inverts, length, slope, Q100 and HW100 in natural drainage ways; Q10 and HW10 for all others)

**Other Requirements**

- R40W-80W Zoning** (locations, dimension, details, calculations, and specifications for watershed protection measures)
- Narrative Describing the Nature and Purpose of Construction Activity** (phasing, clearing and grubbing, special sequencing, experimental devices, etc.)
- Name of Receiving Water** (only where stormwater system discharges are to occur)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**PART C** (Other Related Regulatory Requirements)

NPDES

The Federal Clean Water Act requires that National Pollutant Discharge Elimination System (NPDES) permits be obtained for discharges of stormwater runoff from construction activities disturbing one or more acres. In North Carolina, the NPDES stormwater discharge permit for construction activities is considered automatically effective once the NC Division of Land Resources or the delegated local program approves the Soil Erosion and Sedimentation Control Plan. Applicants will receive a copy of the permit once the Soil Erosion and Sedimentation Control Plan has been reviewed and a Letter of Plan Approval is issued. Should you have questions regarding NPDES permit, please contact Sara Knies, (DENR-Surface Water Protection) at (919) 791-4258.

Wetlands

Any project having the possibility of wetlands (indicators being flood hazard solid or alluvial soils, wetland vegetation, blue-line streams, etc.) within its boundaries should be investigated by the U.S. Army Corps of Engineers prior to any disturbance to determine the existence of wetlands and any requirements thereof. For information contact James Lastinger, Raleigh Field Office, U.S. Army Corps of Engineers, (919) 554-4884 ext. 32.

# FINANCIAL RESPONSIBILITY/OWNERSHIP FORM

SEDIMENTATION POLLUTION CONTROL ACT

WATER RESOURCES

105-B Upchurch Street

Town of Apex, North Carolina 27502

Contact: Stan Fortier, P.E.

Phone: (919) 249-1166 E-Mail: stan.fortier@apexnc.org



No person may initiate any land-disturbing activity on twenty (20) thousand square feet or more before this form has been completed and filed with the Town of Apex Water Resources Department.

## PART A

Name of Project: \_\_\_\_\_

Location of Land-Disturbing Activity: \_\_\_\_\_  
\_\_\_\_\_

Approximate Date Land-Disturbing Activity will Commence: \_\_\_\_\_

Acreeage of Land to be Disturbed: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

Land Owner(s) of Record (use blank page to list additional owners):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Current Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Current Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## PART B

Person or firm financially responsible (developer) for this land disturbing activity. Financial responsibility includes, but may not be limited to: payment of civil fines and criminal penalties and any other costs associated with bringing the project into compliance with the Town of Apex Soil Erosion and Sedimentation Control Ordinance.

Name of Person or Firm: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Current Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Street Address (if different from mailing address)  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip \_\_\_\_\_



If the financially responsible party is not a resident of Wake County, complete the following for an appointed agent, in Wake County, to receive any notice, process, pleading in any action or legal proceeding arising from a violation of the Town of Apex Soil Erosion and Sedimentation Control Ordinance. By signing below, it is agreed that any notice, process, or pleading against the person or firm who is financially responsible for this land-disturbing activity may be served on the undersigned and shall be of the same force and effect as if served on the financially responsible person or firm. The intent of this provision is to establish the presumption that the constructive notice from the Town of Apex will be addressed through the undersigned agent.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Current Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Street Address (if different from mailing address)  
\_\_\_\_\_  
\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Signature: \_\_\_\_\_

If the financially responsible party is a partnership or other person engaging in business under an assumed name, complete Page 4 of this form, or attach a copy of the Certificate of Assumed Name or Partnership as recorded in the Register of Deeds. If the financially responsible party is a corporation, complete the information on Page 5 of this form and submit a current copy of the Annual Report as filed with the Secretary of State.

The information contained in this form is true and correct to the best of my knowledge and belief and was provided by me while under oath. (This form must be signed by the financially responsible person if an individual or by an officer, director, partner, or registered agent with authority to execute instruments for a corporation or partnership if it is the financially responsible party). I agree to provide corrected information should there be any change in the information provided herein.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title or Authority: \_\_\_\_\_

Signature: \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public of the County of \_\_\_\_\_, State

of North Carolina hereby certify that \_\_\_\_\_ personally appeared before me this day and under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

SEAL

\_\_\_\_\_  
Notary

\_\_\_\_\_  
My Commission Expires

Financial responsibility encompasses personal liability by the person signing this disclosure form, if a partner in a partnership or if an officer or director of a corporation which is either: (a) dissolved lawfully under North Carolina statutes; (b) suspended from transacting business in North Carolina by the North Carolina Secretary of State; (c) insolvent; (d) in

bankruptcy; (e) undercapitalized to the extent it is unable to comply with the Soil Erosion and Sedimentation Control Ordinance; or (f) a "shell" corporation.

**PART C**

**Contractors and/or subcontractors (person(s) or firm(s) engaging in the land-disturbing activity):**

**Name Person or Firm:**

\_\_\_\_\_

**Name of Person or Firm:**

\_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Current Mailing Address:**

\_\_\_\_\_

**Current Mailing Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

The information contained in this form is true and correct to the best of my knowledge and belief was provided by me while under oath. (This form must be signed by the person or firm engaging in the land-disturbing activity of an individual or by an officer, director, general partner, attorney-in-fact, or other person with authority to execute instruments for the entity engaging in the land-disturbing activity if not an individual. I agree to provide corrected information should there be any change in the information provided herein.

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title or Authority:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

I, \_\_\_\_\_ a Notary Public of the County of \_\_\_\_\_, State of North

Carolina hereby certify that \_\_\_\_\_ personally appeared before me this day and under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary**

\_\_\_\_\_  
**My Commission Expires**

**CERTIFICATE OF ASSUMED NAME OR PARTNERSHIP  
(SEDIMENTATION POLLUTION CONTROL ACT)**

The undersigned, proposing to engage in business in Wake County, North Carolina, under an assumed name or partnership name, do hereby certify that:

**The name under which the business is to be conducted is** *(insert assumed or partnership name):*

\_\_\_\_\_

**The names and residences and mailing addresses of all the owners of the business are** *(Insert name and address of each owner):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IN WITNESS WHEREOF**, this certificate is signed by each of the owners of said business, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

*Owner's from above Sign below:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**State of North Carolina  
County of Wake**

I, \_\_\_\_\_ a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_

\_\_\_\_\_

**who are all signers of the foregoing instrument, and each acknowledges the due execution thereof. IN WITNESS**

**WHEREOF**, I have hereunto set my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary

\_\_\_\_\_  
My Commission Expires

**SEAL**

**Name of Corporation:** \_\_\_\_\_

**Name of registered agent, street address, mailing address of registered office in Wake County:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Enter first, middle, and last name of principal officers. Enter title and street address of principal officers.**

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

**Enter first, middle, and last name of directors. Enter title and street address of directors. Attach pages as necessary.**

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_

Name and Title:  
\_\_\_\_\_

Street Address:  
\_\_\_\_\_

City, State, Zip:  
\_\_\_\_\_