

TOWN OF APEX CONSTRUCTION SEQUENCE

The following begins only after Construction Plans are approved, signed by Town staff and copies are received.

1. Through the Infrastructure Inspections Manager at (919) 249-3386, schedule a pre-construction meeting with inspectors and other Town staff.
2. Fill out **Tree/Protection Fencing Installation Permit Application** (obtain from Planning Department).
3. Have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits.
4. Contact an Apex Planning Department Zoning Compliance Officer at (919) 249-3426 to request approval for tree protection fencing locations.
5. Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call Planning at 249-3426 for a final inspection of protection measures. Planning will forward approval to Water Resources Erosion Control field staff.
6. Submit the applicable S&E performance guarantee to the Development Services Supervisor at (919) 249-3394 in Development Services. An invoice can be requested from Water Resources at (919) 362-8166. The erosion control **Letter of Plan Approval** will not be issued until the guarantee has been submitted.
7. Request a **Letter of Plan Approval** for sedimentation and erosion control measures from Water Resources staff at (919) 362-8166.
8. Complete and submit an electronic **Notice of Intent** (e-NOI) form with NCDEMLR requesting a **Certificate of Coverage** (COC) under the NCG01 Construction Stormwater General Permit. Visit the following website: <https://deq.nc.gov/about/divisions/energy-mineral-land-resources/energy-mineral-land-permits/stormwater-permits/construction-sw> The COC must be submitted to the Town prior to the commencement of any land disturbing activity.
9. Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other measures as shown on the approved plans. Log and clear only as necessary to install these devices.
10. When completed, contact the Erosion Control Inspector for an on-site inspection to request a **Certificate of Compliance** when temporary measures have been installed. The site can be inspected as each basin is installed or after all basins are installed (not disturbing more than 20 acres). Where applicable, the riser/outlet structure and outlet pipe need to be installed during the installation of the sediment basin(s); a **Certificate of Compliance** will not be issued without the installation of the riser, outlet pipe, and skimmer attached. After a successful inspection, the Certificate of Compliance will be issued and grading/utility work is then allowed within the drainage area of the basin. Water Resources will also forward a copy to the Building Inspections & Permitting Department.
11. Complete a **Grading Permit Application**, if required, from the Building Inspections & Permitting Department.
12. Once a Grading Permit is reviewed and issued by the Building Inspections & Permitting Department, arrange a pre-construction meeting with Building Inspections staff at (919) 249-3381 prior to any grading activities. *This meeting is separate from any other pre-construction meetings required in the Construction Sequence.*
13. Post Grading Permit prominently on site at all times.
14. Begin logging, clearing, grubbing, and rough grade of the site in accordance with the approved grading plan.
15. Stockpile a sufficient amount of topsoil to cover 3 inches over landscaped areas at the end of the project.
16. Install storm sewer, if applicable, and protect inlets with inlet protection devices, sediment devices, and/or other approved measures as shown on plans. Maintain S&E measures as needed.



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17. After completion of any phase of grading or when land-disturbing activities have temporarily ceased, establish groundcover on swales and ditches and graded slopes steeper than 3:1 within 7 calendar days; slopes that are 3:1 or flatter must establish groundcover within 14 calendar days.
18. Stabilize site as areas are brought up to finished grade with vegetation or paving.
19. Prior to plat approval, all disturbed areas both public and private, must be properly stabilized. All temporary erosion control measures must be installed, be functioning properly and be maintained for the entire area contained within the plat.
20. Flush and clean all stormwater system pipes. Clean and remove sediment from temporary sediment holding devices. Follow the SCM Construction Sequence found on the Grading and/or SCM Detail sheet on the Construction Plan set.
21. Remove all temporary diversions, silt fencing, sediment basins, etc. and provide adequate cover or pave any resulting bare areas. All permanent erosion control devices should be installed at this point.
22. When vegetation has been established, call Water Resources staff at (919) 362-8166 for a final site inspection and to request a **Certificate of Completion**. The S&E performance guarantee will be released with the issuance of the **Certificate of Completion**. Visit the State website listed above and submit an electronic **Notice of Termination** (e-NOT) to end coverage under the NCG01 permit.
23. The Property Owner/Home Owners Association will be responsible for permanent erosion control maintenance of the site.

