

Town of Apex Construction Sequence

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

1. Through Development Services at (919) 372-7467, schedule a pre-construction meeting with Town staff.
2. Request an invoice for the S&E performance guarantee from Development Services at (919) 249-3355.
3. Submit the applicable S&E performance guarantee to Development Services at 105-B Upchurch Street, Apex, NC 27502. The erosion control **Letter of Plan Approval** will not be issued until the performance guarantee has been submitted.
4. Request a **Letter of Plan Approval** for sedimentation and erosion control measures from Water Resources staff at (919) 372-7470. Submit the **Financial Responsibility/Ownership (FRO)** form and **Request for Plan Approval** form at or within 7 days prior to the pre-construction meeting.
5. 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>
6. Complete a Grading Permit Application and receive a Grading Permit from the Building Inspections & Permitting Department as required by the North Carolina Building Code Appendix J for Grading. **Both the Grading Permit and Certificate of Coverage from NCDEMLR must be submitted to the Environmental Field Services Supervisor prior to the commencement of any land disturbance activity.**
7. Complete a **Tree/Protection Fencing Installation Permit Application** through the Planning Department.
8. Have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits.
9. Contact an Apex Planning Department Zoning Compliance Officer at (919) 249-3426 to request approval for tree protection fencing locations.
10. Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call Planning at (919) 249-3426 for a final inspection of protection measures. Planning will forward approval to Water Resources Erosion Control field staff.
11. Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other measures as shown on the approved plans. Clear only as necessary to install these devices.
12. When completed, call Water Resources Erosion Control field staff at (919) 372-7470 for an on-site inspection and to request a **Certificate of Compliance**. Water Resources will also forward a copy to the Building Inspections & Permitting Department.
13. Post Grading Permit prominently on site at all times.
14. Begin clearing, logging, 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.

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.