



CASE #: _____

A. Project Information

Project Name: _____ Watershed: _____ Jurisdiction: _____
 PIN Number: _____ Disturbed Acreage: _____

B. Applicant **C. Engineer**

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

D. Construction Plan Review Package Requirements

The submittal package must include all applicable items below to demonstrate compliance with the Ordinance. Unless otherwise noted, all references shown in brackets must be included to be considered a complete package. Select all applicable items and provide with the submittal.

	Applicant		Staff Use	
	✓	N/A	✓	N/A

Required to Initiate Processing:

1	Notarized Buncombe County Application for Land Disturbing Permit/Financial Responsibility Ownership Form				
2	Review Fees: \$400 (One-quarter to less than one acre disturbed) (The less than one-acre requirement applies to lots with an average natural slope of 25% or greater in Subdivisions approved under Sec. 70-68 Hillside Development Standards. Refer to Chapter 26 Sec. 26-211) Plan review fees shall be double when land disturbing activity begins before a permit is obtained.				
3	Digital CD of engineering plan, documents and calculations if hard copies are preferred				

Additional Documents:

4	One(1) digital copy of a complete set of construction drawings or two hard copy sets for 1 st submission				
5	Zoning Approval: Copy of approval notification from Zoning Administrator				
6	401/404 Documentation (Buffer determination letters, PCN application, comments, approval)				
7	Cover letter stating the purpose of the submission				
8	RESUBMITTALS: Letter detailing any changes, comments, proposed solutions to comments				
9	Drainage Area Map showing drainage areas to erosion control devices				

Erosion Control Calculations, including: (See [website for](#) design criteria):

10	Ditches, swales, and channels: Q25/V25. Tractive force (shear stress), capacity and geometry				
11	Dissipaters: Q25 velocities, stone size and dimensions				

Proposed Plans:

12	Location/Vicinity Map				
13	North arrow, graphic scale, drafting version date, legend and professional seal				
14	Existing and proposed contours: plan and profiles for roadways				
15	Existing and proposed easements				

		Applicant		Staff Use	
Proposed Plans- Continued:		✓	N/A	✓	N/A
16	Bodies of water ephemeral, intermittent and perennial streams along with ponds or lakes				
17	Boundaries of tract: including project limits				
18	Limits of disturbance delineated and specified on plan				
19	Zone of undisturbed vegetated buffer around streams(hatch or shade area)				
20	Proposed improvements: roads, buildings, parking areas, grassed landscaped, natural areas				
21	Lot lines, lot numbers and road names				
22	Water and sewer utilities				
23	Stormwater conveyance: inlets, culverts, swales, ditches, channels and drainage easements				
24	TEMPORARY SEDIMENT CONTROLS: locations and dimensions of gravel entrances, diversion ditches				
25	silt fence, construction entrance, inlet protection, etc.				
26	PERMANENT EROSION CONTROLS: locations and dimensions of dissipaters, ditch linings, armoring,				
27	level spreaders, retaining walls, etc.				
28	SITE STABILIZATION PLAN: Showing seeding schedule, acres to be stabilized, methods of soil preparation, specifications for permanent and temporary vegetation and notation of groundcover requirements for exposed slopes (21 calendar days of any phase of completion) and permanent groundcover (90 calendar days at project completion)				
29	Construction Details				
Standards and Requirements: By marking items with an "X", applicant acknowledges potential standards to be applied to the proposed development.					
30	Sec. 26-247(a) Design and Performance Standards - All soil erosion and sedimentation control plans and measures must conform to the applicable standards specified in <i>North Carolina's Erosion and Sediment Control Planning and Design Manual</i> and provide protection from the calculated maximum peak rate of runoff from the twenty-five year storm. Erosion control devices must be installed to prevent any offsite sedimentation for any construction site regardless of the size of the land disturbance.				
31	*The approval of an erosion plan is conditioned on the applicant's compliance with federal and state water quality laws, and rules. A copy of the erosion control plan for any land disturbing activity that involves the utilization of ditches for the purpose of dewatering and lowering the water table must be forwarded to the director of the Division of Water Quality.				

Applicant Signature: _____ Date: _____