



BUNCOMBE COUNTY
PLANNING AND DEVELOPMENT
CHECKLIST FOR SUBMISSION OF A RETAINING WALL PLAN

*Any person seeking to build a retaining wall or wall system greater than ten (10) feet in cumulative height must comply with the Retaining Wall Ordinance of Buncombe County. Please read the ordinance before completing the items included in the application. All items required in the ordinance should be completed prior to submittal of plans to the County. A copy of the **COMPLETED Certificate of Compliance and Checklist must be submitted with your plans.***

Submission Information

Please enter all information requested. Place a check mark in any box applicable to your plans to indicate that the item has been completed.

Date: _____

PROPERTY INFORMATION

(PIN) _____ and address: _____

CONTACT INFORMATION

Owner Name: _____

Address: _____

Phone: _____

Email: _____

Design Engineer Name and Company Name: _____

Address: _____

Phone: _____

Email: _____

Surveyor Name and Company Name: _____

Address: _____

Phone: _____

Email: _____

Primary Contact for Submission: _____

Address: _____

Phone: _____

Email: _____

RETAINING WALL PLAN SUBMISSION

Please include the following in your submission:

- Completed Application for Certificate of Compliance
- Completed Checklist
- Plans drawn to a known scale, showing:
 - The actual dimensions of the lot to be built upon
 - The location on the lot of the retaining wall(s) proposed
 - The location of public or private streets (showing edge of pavement)
 - The location and type of any planting required
 - The location and type of any safety barriers required
 - The height of the wall(s) proposed
- Application Fee:
 - Single Family Residential Wall, \$50.00
 - Multi Family, Commercial, Office, or Industrial Wall, \$125.00

RETAINING WALL ORDINANCE REQUIREMENTS

Ordinance requirements vary based upon the cumulative vertical height of the proposed wall/wall system and the proximity of that wall/system to roadways and other vehicular traffic areas.

- Terracing of retaining walls is required when the cumulative vertical height of the wall system exceeds twenty (20) feet.** (Sec. 26-540(a))
 - The lowest level of a terraced wall system may be no more than twenty (20) feet tall at its highest point, and each successive level of terracing may not exceed fifteen (15) feet in height.
 - The required terrace depth shall account for the type and size equipment needed for proper maintenance of the wall but in no case shall be less than ten (10) feet.
- Landscaping is required and must meet the standards set forth in Sec. 26-540(b) regarding approved species, location, and type.**
 - Bushes must be planted on terraces regardless of cumulative vertical height or proximity to streets
 - Foreground landscaping and attached vegetative screening is required if:
 - The wall or wall system exceeds (20) twenty feet in height and the base of the wall system is closer than 100 feet to the edge of the road surface of a public or private street; or
 - The cumulative vertical height of the wall or wall system exceeds thirty (30) feet, regardless of proximity to a street

Please note: tree planting requirements apply only to the ground level at the base of the retaining wall system, and trees shall not be planted in terraces. The planting of bushes and vegetative screening is required at each base level of any terraced system.

- Safety Barriers are required.** (Sec. 26-540(c))
 - Fencing is required at the top level of the retaining wall/wall system and shall be a minimum of four (4) feet tall, and consist of a chainlink or solid visual barrier fence.
 - Guardrail installation is required where vehicular traffic will be within ten (10) feet of the edge of the top level of the retaining wall.

ITEMS REQUIRED PRIOR TO OBTAINING A CERTIFICATE OF COMPLIANCE

Please note that certain items cannot occur or be submitted at the time of application, but will be required prior to the issuance of a Retaining Wall Ordinance Certificate of Compliance and the issuance of a Certificate of Occupancy by Building Permits and Inspections.

- The Ordinance Administrator must conduct an inspection of the completed wall/wall system. Please contact the Buncombe County Planning Inspections Line at 828-250-4858 to schedule an inspection once all required items have been installed.
- Provide a signed and sealed certification by the Design Engineer that the constructed wall has been built to design specifications as approved by the Buncombe County Permits and Inspections Department, which shall also indicate:
 - The foundation support system is adequate for the intended site conditions
 - Measurement of the quality of construction materials for conformance with building code specifications
 - Determination of the similarity of actual soil conditions to those anticipated in design; and
 - Examination of backfill materials and any drainage systems for compliance with plans and specifications.
- Wall systems greater than forty (40) feet in cumulative height require a survey to be performed within thirty (30) days of the completion of any section of the wall to be recorded at the Buncombe County Register of Deeds (*please provide the Planning Department with a to-scale copy of the registered plat*) and to include:
 - Both vertical and horizontal data sufficient to establish a baseline datum for future inspections
 - Wall slope and any existing cracks, undulations or anomalies
 - The location of permanent control markers (containing coordinates and elevations tied to the NC grid system and NAVD 88) on site as required by Sec. 26-540(e)(iii), inclusive of an easement to protect these markers
 - The location of permanent reference marks on each retaining wall terrace required by Sec. 26-540(e)(iv); these shall be surveyed with a positional accuracy (error probability of 95%) of 0.007 m horizontally and 0.010 m vertically relative to the permanent control markers established on site separate from the wall system

OFFICE USE ONLY

RWS20 ___ - _____ **Comments:** _____

BLD20 ___ - _____ _____

Date Received: _____ _____