



RETAINING WALL PERMIT

Walls ten (10) feet or more in cumulative height

A. Location of wall/wall system

(PIN) _____ Address: _____

Gated/Restricted Access? No Yes, Gate Entry Code: _____

B. Retaining Wall Information

Cumulative Vertical Relief (Height) of the Wall/Wall System:

Cumulative vertical relief is the total height of the wall system from the lowest point of the wall system after grading to the highest point of the wall system, including the cap block. If the height is greater than 10 feet, a complete site plan is required. See checklist on the following page for required items.

_____ FT tall
after grading

Is the wall system terraced?

No

Yes, Lowest section up to _____ FT tall; Highest section up to _____ FT tall

Distance from the wall/wall System to the edge of the road surface of the closest public or private street, as measured at the closest point:

_____ FT

Proximity of the edge of the top level of the wall/wall System to vehicular traffic areas:

_____ FT

Fencing is required at the top of the retaining wall/wall system, and shall be a minimum of four (4) feet tall, and shall consist of a solid visual barrier or chain link fence.

_____ Type of fencing

Guardrail installation is required where vehicular traffic will be within 10 feet of the edge of the top level of the retaining wall/wall system.

Will install
 Not required

C. Contact Information

Name of applicant: _____ Telephone Number(s): (____) _____

Mailing address: _____

Email: _____

Name of Designing Engineer: _____ Telephone Number(s): (____) _____

The undersigned hereby certifies that he/she is the owner, contractor, or authorized agent of the owner, and the above information is correct to the best of his/her knowledge and hereby makes application for a certificate of compliance. Any information given herein that is incorrect will cause this certificate to become null and void. Any changes made to the initially reviewed application or plans, inclusive of structural design, placement, or contact information must be provided to the Planning Department immediately and may require additional approval.

Signature of applicant: _____ **Date:** _____

I understand that I need to call **828-250-4830** or email **PlanningInfo@BuncombeCounty.org** for a Zoning Inspection at the end of my project. _____ Initial

OFFICE USE ONLY:

Received by: _____

Date: _____

Steep Slope / Protected Ridge Floodplain

RWS _____ - _____

Hillside Subdivision Watershed

ZON _____ - _____

SPR _____ - _____

Notes: _____

D. Site Plan Requirements

Include the following on a scaled site plan:

- Property lines - The closest property lines and their dimensions to the walls
- Retaining walls - The location and height of the proposed walls
- Roads - The location of public or private streets (showing edge of pavement)
- Landscaping / Screening - The location and type
- Safety barriers - The location and type
- Vehicular Guardrails - The location and type
- Overlays – Show nearby Steep Slope/High Elevation, Protected Ridge Overlays, or Floodplains on site plan
- Easements, infrastructure lot lines, or right-of-way locations for the wall, if applicable

E. Elevation Drawing

Submit elevation drawings of the retaining wall/wall system showing the following:

- Tallest and shortest portions of the retaining wall after anticipated grading, to-scale, with dimensions
- Location of safety barriers and guardrails in relationship to top of wall, including their height and type

F. Terracing

Terracing of retaining walls is required when the cumulative vertical height of the wall system exceeds twenty (20) feet.

- 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.

G. Landscaping

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:
 - a) 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
 - b) 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.

H. Safety Barrier Requirements

Safety Barriers are required when walls are over 10 feet in height.

- 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.

Please note: These safety barrier requirements are the minimum to obtain a Zoning permit. Additional requirements for walls under 10 feet in height may exist to meet building code standards.

I. Retaining walls across property lines

Retaining walls which exceed 10 feet in height must meet Zoning setback requirements from property lines. Walls constructed as part of communal infrastructure for a development, when crossing property lines, must be placed within a designated infrastructure lot. Infrastructure lots should be created as part of the subdivision process to ensure that other lots meet minimum lot size requirements.

J. Items Required Prior to Obtaining a Certificate of Compliance

The following items are required prior to the issuance of a Retaining Wall Certificate of Compliance:

- Zoning Inspection –Please call (828) 250-4830 or email PlanningInfo@Buncombecounty.org at least five (5) business days in advance to schedule an inspection prior to obtaining a final building inspection.
- Signed and sealed certification by the Design Engineer stating the following:
 - Wall was constructed to their design specifications as approved by the BC Permits & Inspections Departments
 - 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 be performed within thirty (30) days of the completion of any section of the wall to be recorded at the BC Register of Deeds. A copy of the recorded survey must be provided to the Planning Department. The survey must include the following items:
 - 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