



A. Project Information

Permit Number: _____ Date: _____
Project Name: _____

B. Closeout Checklist

The following items shall be incorporated with a request for stormwater permit closeout.

		Applicant		Staff Use	
1. CLOSEOUT SUBMITTAL DOCUMENTS		✓	N/A	✓	N/A

a	Drawings marked “As-Built” or “Record Drawings” reflecting actual field conditions and final representation of the stormwater management system installed. Any required stormwater maintenance easement should also be shown on the drawings. Sealed by design professional, electronic copy.				
b	Executed operations and maintenance (O&M) Agreement (draft may be submitted first for approval, if desired); if owner is a corporation, signature must be provided by registered agent or managing member with state business bureau, or documentation of signatory authority must be provided.				
c	O&M Manual (see checklist below)				
d	Plat book and page number of easements for stormwater infrastructure located on private property and stormwater agreement reference, or draft plat for review if not yet recorded. Recordation is required prior to permit closeout.				
e	Engineer’s sealed certification that the stormwater system has been installed in compliance with the approved stormwater management plan, is complete, and is functioning as designed.				
f	Electronic file of the stormwater system as-builts that is readable by GIS systems. This can be in a shapefile (.shp, .dbf, .shx, .prj, and .sbx) or .dwg or .dxf. Projection and datum information must be provided with these. <i>Note: if .dwg is provided, please save to an AutoCAD version prior to 2016 for compatibility with County’s GIS system.</i>				
g	Calculations for any BMPs or stormwater conveyance that had reduced capacity or could increase discharge rate from the originally approved plans.				
h	Approval from Buncombe County Erosion Control to convert temporary measures into permanent measures and remove bypasses, if applicable. <i>(Note: documentation does not need to be provided. This step just needs to be completed)</i>				

		✓	N/A	✓	N/A
2. OPERATION AND MAINTENANCE MANUAL					

a	Narrative describing each component of the stormwater system				
b	Inspection requirements				
c	Operation and maintenance required for each measure (following NC Stormwater Design Manual). <i>Note: if proprietary BMP is used, append manufacturer’s O&M manual.</i>				
d	Outline steps needed to restore measures in the event of a failure				
e	Anticipated maintenance budget for 20 years <i>(include inspection costs)</i>				

		✓	N/A	✓	N/A
3. SITE INSPECTION REQUIREMENTS					

a	Clear access provided to all permanent stormwater measures (e.g. BMP, conveyance, outlets, etc.)				
b	BMPs installed per the plans, functioning, and not in need of maintenance				
c	Piped conveyance installed and clear of debris				

d	Conveyance channels installed per the plans, stabilized (vegetation well established if vegetated), and free of debris				
e	Outlet protection correctly installed (e.g. stone size, dimensions, orientation, etc.)				
f	Drainage area to structural BMPs stabilized				