

030 INSTRUCTIONS, SUBMITTALS AND PERMITS

030.01 INSTRUCTIONS FOR THE DESIGN PROFESSIONAL

030.01.01 The design of all infrastructure within the Town Corporate Limits and its ETJ shall be signed and sealed by a licensed Design Professional in accordance with N.C. General Statute 89. It is the responsibility of the Design Professional to ensure that the design and construction meets all Town, County, State, and Federal requirements. Design Professionals shall only design and seal those portions of a project within their area of expertise.

030.01.02 All infrastructure and development standards within the Town Corporate Limits and its ETJ shall be constructed in accordance with these Standard Specifications and Details. In the case where any requirement in the Town Code conflicts with any regulation or standard presented in this document, the Town Code shall take precedence. It is recognized that certain improvements financed wholly or in part with State and/or Federal funds are subject to the regulations and standards prescribed by those agencies. Such regulations and standards may be different than those of the Town and may take priority over Town standards presented in this document.

030.01.03 The Town recognizes that there will be instances where modifications and/or exceptions from the Standard Specifications and Details may be necessary due to particular site situations and circumstances. Requests for modifications and/or exceptions from the Standard Specifications and Details must be submitted in writing describing the request and reason(s) for request. Modifications and/or exceptions from the Standard Specifications and Details may be allowed, in writing, after investigation by the Director of Engineering. The Director of Engineering may require studies or other pertinent information to be provided by the Design Professional to help support or validate the modification request. In general, the request will need to satisfy the following criteria:

030.01.03.01 The modification to the design criteria is based on sound engineering principles and practices.

030.01.03.02 The modification to the design criteria will not create an unsafe or hazardous situation to occur.

030.01.03.03 The modification to the design criteria will be equivalent to the minimum criteria set forth herein in terms of efficiency, functionality, durability, structural integrity and long term maintenance.

030.01.03.04 The modification to the design criteria will not adversely impact adjacent properties or individual property owners, provided that safety is not compromised.

030.01.04 In order to ensure good engineering design, the Town may occasionally require more stringent standards than those presented herein. Justification for the more stringent requirements shall be provided in writing to the Design Professional.

030.01.05 Any deviations from these Standard Specifications and Details must be clearly shown on the submittal drawings, in one location, with the heading "Exceptions to the

Adopted Standard Specifications and Details of the Town of Fuquay-Varina.” Additionally, on every set of plans submitted to the Town for review, the cover sheet or first sheet in the set shall have the following certification with the Design Professional’s seal and signature affixed:

030.01.05.01 “These improvements shall be constructed in accordance with the following plans, and the Standard Specifications and Details of the Town of Fuquay-Varina. The Design Professional whose seal and signature appear below certifies that the Standard Specifications and Details of the Town of Fuquay-Varina have been thoroughly checked and are applicable to this particular project. Any exceptions to the Standard Specifications and Details are shown on sheet ____ of these drawings.”

030.01.06 Projects will be constructed according to the Standard Specifications and Details in effect at the time the project receives Town approval for construction. The Contractor must have a complete set of plans and specifications on the jobsite any time work is being performed.

030.01.07 All construction methods and material not specified within this document shall conform to any applicable Town, County, State, or Federal design requirements or regulations.

030.02 INSTRUCTIONS FOR SUBMITTAL

030.02.01 For issues pertaining to Preliminary Plat submittal, please reference Part 9, Article Q Procedures and Administration of the Town Code.

030.02.02 Persons proposing to construct development and infrastructure within the jurisdiction of the Town must submit final construction plans sealed by a Design Professional to the Town Planning Department for review by the Town. This Construction Review Stage occurs only after preliminary plat approval by the Town Board. Incomplete plans submitted to meet review submittal dates will not be accepted, reviewed, nor commented upon. The construction plan submittal shall be handled in two (2) phases as outlined below (note that each of the phases may have several review iterations):

030.02.03 Phase 1 - Submit the following items:

030.02.03.01 Construction Drawing Review Application and application fee (through Planning Department).

030.02.03.02 Five (5) sets of construction plans sealed by a Design Professional. Plan sheet size shall be 24” x 36”. A PDF submittal of Construction Drawings is also required.

030.02.03.03 Two (2) penciled copies of “Application for Approval of Plans and Specifications for Water Supply System”.

030.02.03.04 One (1) penciled copy of NCDEQ non-discharge application (for projects with wastewater collection systems).

030.02.03.05 Two (2) copies of storm sewer computations.

030.02.03.06 Two (2) copies of stormwater management facility computations.

030.02.03.07 Two (2) copies of flood study computations.

030.02.03.08 Two (2) copies of wastewater collection system and/or basin study computations, including wastewater quantity generation calculations, and calculations showing the capacity of downstream facilities and flows and capacity of upstream facilities (existing and predicted future).

030.02.03.09 Two (2) copies of wastewater pump station and force main calculations if applicable.

030.02.03.10 Two (2) copies of calculations showing water demand needs and water system model/fire flow analysis.

030.02.04 Phase 2 - Upon review and approval of the Phase 1 submittal, the Phase 2 submittal may be made. This submittal should contain the following items, each reflecting any changes required by the Phase 1 comments:

030.02.04.01 Five (5) completed Applications for Approval of Plans and Specifications for Water Supply Systems - DHS-2136.

030.02.04.02 One (1) NCDEQ non-discharge application (for projects with wastewater collection systems).

030.02.04.03 NCDOT forms as necessary (driveway permits, etc.).

030.02.04.04 Five (5) complete sets of plans.

030.02.05 The Town will review the plans and if they are found satisfactory, the Town will return executed forms and notify the Owner/Developer to forward the proper number of plans to review agencies. Erosion control plans should be submitted directly by the Owner/Developer to Fuquay-Varina for approval. The Owner/Developer is responsible for all plan review charges by State and/or Federal agencies.

030.02.06 Should the Town fail to identify Town review comments that were not addressed, plans and specifications not in compliance with the Standard Specifications and Details, or any other incorrect items, whether from lack of discovery or for any reason, it shall not relieve the Owner/Developer from their obligation to construct infrastructure to the requirements set forth in these Standard Specifications and Details, nor limit the responsibility of the Owner/Developer for complying with all Federal, State, and local standards, regulations, and/or conditions.

030.02.07 The Town will issue building permits only after all review agencies approvals are obtained, copies of review agencies approvals/permits have been forwarded to the Town, improvements have been installed to Town specifications (or bonding/letter of credit has been provided in lieu), copies of engineering certifications have been forwarded to the Town, record drawings/information has been submitted and approved by the Town, compliance approval from the Town of Fuquay-Varina Engineering Department indicating that initial erosion control measures are in place, final plats signed by the Town and

recorded at Wake County Register of Deeds, and the appropriate number of copies of the recorded plat returned to the Town.

030.02.08 If construction of the improvements included in the approved Construction Plans (subdivision) or Site Plan do not commence within twelve (12) months after the date on which the construction plans were approved, the construction plan approval and sewer and water allocation shall be null and void unless otherwise provided by the Town Code of Ordinances Part 9, Land Development Ordinance. . If a project approval is deemed null and void, all submittal procedures shall be repeated, and the resubmittal shall reflect any revisions in the Standard Specifications and Details in effect on the date of the resubmittal.

030.03 PLAN REQUIREMENTS

030.03.01 Subdivision Construction Plan Submittals - All subdivision construction plan submittals should include not less than the following information:

030.03.01.01 Plans sealed and signed by a Design Professional. Plan sheet size shall be 24" x 36" unless otherwise approved by the Director of Engineering.

030.03.01.02 Plan/profile drawings shall be provided for all street improvements (all utilities and storm sewers located within those streets shall be shown in both plan and profile), all gravity sanitary sewers and force mains, all storm sewers, and all water mains eight (8) inches and larger. All plan/profile drawings shall be prepared at a scale of not less than: 1" = 50' Horizontal and 1" = 5' Vertical.

030.03.01.03 If another utility (sewer, storm, etc.) triggers the requirement for a profile, all water lines should be included in the profile regardless of diameter.

030.03.01.04 Only plan-view drawings shall be required for water mains six (6) inches and smaller (the location of water main elbows/fittings shall be identified), and required locations of underground electric, gas, and communication utilities.

030.03.01.05 Vicinity map, scale of drawings and North direction arrow with either grid or true North indicated.

030.03.01.06 Horizontal coordinates tied to NGS NAD83 and vertical coordinates tied to NGS NAVD88, existing and proposed contours, at two-foot intervals with benchmark(s) indicated. In stormwater discharge areas and residential lots with existing slopes less than 2%, existing and proposed contour elevations at one-foot intervals are required to assure proper drainage. The source of elevation contours and level of accuracy shall be noted. Interpolation of Wake County GIS elevation information will not be accepted.

030.03.01.07 Boundary of the tract by courses and distances with one corner tied to N.C. Grid System coordinates.

030.03.01.08 Parcel Identification Number (PIN), owner, address, current phone number, zoning and use of adjoining property.

030.03.01.09 Outline of FEMA mapped 100-year flood plain and alluvial soils (also called Wake County Flood Hazard Soils). If none exist on site, indicate such on plans.

030.03.01.10 Neuse River and Riparian Buffer (refer to Town Code Chapter 9 – Environmental Protection Code) and wetland delineation. Include documentation from State Water Quality Division for Neuse River. Include documentation for wetlands from the Corps of Engineers or a certified soil scientist.

030.03.01.11 Public streets:

030.03.01.11.01 Plan view of street and right of way widths.

030.03.01.11.02 All street cross-sections provided (indicate street widths (BOC to BOC), sidewalks, base course and pavement thicknesses, and ROW widths).

030.03.01.11.03 Horizontal curve alignment for each curve.

030.03.01.11.04 Vertical curve alignment for each curve.

030.03.01.11.05 Distances to other intersections.

030.03.01.11.06 Adequate access to adjoining property provided.

030.03.01.11.07 Sight Triangles.

030.03.01.11.08 Street Lighting Plan.

030.03.01.11.09 Cut/Fill slope lines.

030.03.01.11.10 Striping Plan/Signs/Traffic Control Devices

030.03.01.12 Wastewater:

030.03.01.12.01 Pipe: material, size, length, slope, separation

030.03.01.12.02 Manhole inverts, both upstream and downstream.

030.03.01.12.03 100-year flood elevations, manhole top elevations, and vent elevations.

030.03.01.12.04 Outfall lines showing stream location and depth with ability to serve adjoining property.

030.03.01.12.05 Special construction details: piers, borings, encasements, drop manholes, etc.

030.03.01.12.06 Pump station information as required in Section 160.02.

030.03.01.13 Water:

030.03.01.13.01 Pipe: material, size, location, and separation.

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- 030.03.01.13.02 Indicate valves, fittings, blowoffs, and air release valves.
- 030.03.01.13.03 Adequate fire hydrant spacing/location.
- 030.03.01.13.04 Special details: borings, etc.
- 030.03.01.13.05 Test pressures and flow rates for any existing line to be tapped into (upon request).
- 030.03.01.14 Storm drainage:
 - 030.03.01.14.01 Pipe, channel and riprap: length, slope, size and type of material.
 - 030.03.01.14.02 Invert elevations and top elevations at each structure: catch basin, curb inlet, yard inlet, etc.
 - 030.03.01.14.03 Invert elevation at each inlet and outlet point: flared end section, head walls, etc.
 - 030.03.01.14.04 Exit velocity and details of velocity reduction facilities at each open outlet.
 - 030.03.01.14.05 High water line of impoundments.
- 030.03.01.15 Greenways: width, length and location of greenways in accordance with the Greenway Master Plan.
- 030.03.01.16 Sidewalks: width, length, and location of sidewalks/handicap ramps, including any conflicts with existing and/or proposed structures.
- 030.03.01.17 Miscellaneous Data
 - 030.03.01.17.01 Owner/Developer name, address, and telephone number.
 - 030.03.01.17.02 Design Professional name, address, and telephone number.
 - 030.03.01.17.03 Public easement widths, including any off-site continuations, for water, sewer, stormwater, greenways, or other.
 - 030.03.01.17.04 ROW widths as required by the Town.
 - 030.03.01.17.05 Annexation petition as required by the Town.
 - 030.03.01.17.06 Development Agreements as required by the Town.
 - 030.03.01.17.07 Location of service laterals.
 - 030.03.01.17.08 Proposed identification sign locations (requires separate approval).

030.03.01.17.09 Required location of underground electric, gas, and communication utilities. If the utility chooses not to locate their utilities, provide documentation that utility information was requested and utility did not locate. Results from NC 811ticket will suffice.

030.03.02 Site Construction Plan Submittals - All site construction plan submittals should include not less than the following information:

030.03.02.01 Plans sealed and signed by a Design Professional.

030.03.02.02 Vicinity map, scale of drawings at 1" = 100' or greater and North direction arrow with grid or true North indicated.

030.03.02.03 Horizontal coordinates tied to NGS NAD83 and vertical coordinates tied to NGS NAVD88, existing and proposed contours, at two-foot intervals with benchmark indicated. In stormwater discharge areas and residential lots with existing slopes less than 2%, existing and proposed contour elevations at one-foot intervals is required to assure proper drainage. The source of the elevation contours and level of accuracy shall be noted. Interpolation of Wake County GIS elevation information will not be accepted.

030.03.02.04 Boundary of the tract by courses and distances with one corner tied to N.C. Grid System coordinates.

030.03.02.05 Parcel Identification Number (PIN), owner, zoning and use of adjacent property.

030.03.02.06 Outline of FEMA mapped 100-year flood plain and/or alluvial soils (also called Wake County Flood Hazard Soils). If none exist on site, indicate such on the plan.

030.03.02.07 Neuse River and wetland delineation. Include documentation from State Water Quality Division for Neuse River Buffers. Include documentation for wetlands from the Corps of Engineers or a certified soil scientist.

030.03.02.08 Adjacent and adjoining public streets:

030.03.02.08.01 Name of streets

030.03.02.08.02 Existing and proposed street plans and cross-sections (indicate street widths (BOC to BOC), sidewalks, base course and pavement thicknesses, and ROW widths)

030.03.02.08.03 Dimension and type of driveway entrances on site, as well as on adjacent properties and cross street properties

030.03.02.08.04 Sidewalk, existing and proposed, including any conflicts with existing or proposed structures.

030.03.02.08.05 Pavement marking, existing and proposed

030.03.02.09 Site buildings information:

- 030.03.02.09.01 Boundary, tract area and zoning
- 030.03.02.09.02 Location of existing and proposed buildings
- 030.03.02.09.03 Square footage of existing and proposed buildings.
- 030.03.02.09.04 Number of buildings and dwelling units in each
- 030.03.02.09.05 Buildings dimension with finish floor elevations
- 030.03.02.09.06 Front, side and rear yard setbacks
- 030.03.02.09.07 Drawing of exterior elevations, with material color and architectural theme
- 030.03.02.09.08 Proposed attached signs (requires separate approval).

030.03.02.10 Parking, Delivery, and Truck circulation:

- 030.03.02.10.01 Parking spaces required and spaces available.
- 030.03.02.10.02 Location and dimensions of parking and loading areas (angle, direction, width of space, length of space, isle width, drainage).
- 030.03.02.10.03 Proposed dumpster location with screening.
- 030.03.02.10.04 Proposed parking lot traffic control signage and pavement marking.
- 030.03.02.10.05 Handicapped Parking signage and marking details

030.03.02.11 Pedestrian Circulation

- 030.03.02.11.01 Sidewalks and pedestrian access routes on site.
- 030.03.02.11.02 Size and location of handicap accessible parking spaces.
- 030.03.02.11.03 Handicap accessible ramps and access ways.
- 030.03.02.11.04 Handicapped route from the public way.

030.03.02.12 Storm drainage:

- 030.03.02.12.01 Pipe, channel and riprap: length, slope, size and type of material.
- 030.03.02.12.02 Invert elevations and top elevations at each structure - catch basin, curb inlet, yard inlet, etc.

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- 030.03.02.12.03 Invert elevation at each inlet and outlet point - flared end section, head walls, etc.
- 030.03.02.12.04 Exit velocity and details of velocity reduction facilities at each open outlet.
- 030.03.02.12.05 High waterline of impoundments.
- 030.03.02.13 Utilities:
 - 030.03.02.13.01 Waterline and meter location with size indicated. Tap size shall also be provided if different than the meter size.
 - 030.03.02.13.02 Sewer line and cleanout location with size indicated.
 - 030.03.02.13.03 Location of electric, telephone, cable TV and gas. All utilities must be installed underground, unless otherwise approved by the Town.
 - 030.03.02.13.04 Nearest fire hydrant, sprinkler vault, proposed fire lines and size
 - 030.03.02.13.05 Location where public maintenance ends.
 - 030.03.02.13.06 Sewer and water capacity needed to serve project.
- 030.03.02.14 Private Fire Protection:
 - 030.03.02.14.01 Location of the Fire Department Connection (FDC)
 - 030.03.02.14.02 Size and type FDC
 - 030.03.02.14.03 Waterman location, type of material and size
 - 030.03.02.14.04 Fire main location to a building
 - 030.03.02.14.05 Private Fire Hydrants location and spacing
 - 030.03.02.14.06 Any reservoir tank locations & Fire Pump rooms
 - 030.03.02.14.07 Post Indicator and Wall Post Indicator Valve Locations
 - 030.03.02.14.08 Other fire protection control valve locations
 - 030.03.02.14.09 RPZ and DDCV assembly locations, type, & size
- 030.03.02.15 Landscaping/Buffers
 - 030.03.02.15.01 Existing and proposed perimeter buffers.
 - 030.03.02.15.02 Existing vegetation to remain.
 - 030.03.02.15.03 General landscaping plan for site.

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030.03.02.15.04 Landscaping along thoroughfares.

030.03.02.15.05 Entrance design.

030.03.02.15.06 Openspace/parks within project.

030.03.02.15.07 Landscaping in parking areas.

030.03.02.16 Lighting Plan

030.03.02.16.01 On site, in parking areas and around and on buildings

030.03.02.16.02 Along adjacent thoroughfares

030.03.02.17 Greenways: width, length and location of greenways in accordance with the Greenway Master Plan.

030.03.02.18 Miscellaneous Data

030.03.02.18.01 Owner/Developer name, address, and telephone number.

030.03.02.18.02 Design Professional name, address, and telephone number.

030.03.02.18.03 Public easement widths, including any off-site continuations, for water, sewer, stormwater, greenways, or other.

030.03.02.18.04 Right-of-way widths as required by the Town.

030.03.02.18.05 Annexation petition as required by the Town.

030.03.02.18.06 Development Agreements as required by the Town.

030.03.02.18.07 Proposed identification sign locations (requires separate approval).

030.03.02.18.08 Required location of underground electric, gas, and communication utilities.

030.03.03 Record Drawings

030.03.03.01 Record drawings, which reflect "as-built" conditions must be submitted prior to final acceptance of infrastructure by the Town. Final plats will not be signed by the Town until recorded drawings have been submitted to the Town.

030.03.03.02 Record drawings shall contain all the information required for Subdivision Construction Plans and Site Construction Plans, as listed above, respectively, with as-built corrections made to them.

030.03.03.03 Record drawings shall be sealed by both a NCPE and NCPLS. They shall include both horizontal and vertical as-built location information based on the NAD1983 State Plane coordinate system.

030.03.03.04 The as-built utility features must be provided in a digital format as .dwg or .dxf (AutoCAD format) in addition to the record drawings. The following individual spatial features must be extractable from a .dwg or .dxf, or provided as individual .shp (shapefile) files, or provided as feature classes in an ESRI geodatabase:

030.03.03.04.01 Wastewater System:

- 030.03.03.04.01.01 Manholes (points)
- 030.03.03.04.01.02 Sewer Gravity Pipelines (polylines)
- 030.03.03.04.01.03 Cleanouts (points) located at the Right-of-way/easement line
- 030.03.03.04.01.04 Forced Sewer Pipelines (polylines)
- 030.03.03.04.01.05 Forced Sewer Valves (points)
- 030.03.03.04.01.06 Forced Sewer Air Release Valves (points)

030.03.03.04.02 Potable Water System:

- 030.03.03.04.02.01 Water Meters (points)
- 030.03.03.04.02.02 Water Main Pipelines (polylines)
- 030.03.03.04.02.03 Hydrant Legs (polylines)
- 030.03.03.04.02.04 Water Valves (points)
- 030.03.03.04.02.05 Blowoff Assemblies (points)
- 030.03.03.04.02.06 Post-Indicator Valves (points)
- 030.03.03.04.02.07 Backflow Preventer (points)
- 030.03.03.04.02.08 Fire Department Connection (points)
- 030.03.03.04.02.09 Fire Hydrants (points) including nut elevation and manufacturer

030.03.03.04.03 Storm Drainage System:

- 030.03.03.04.03.01 Inlets, Outlets, Junction Boxes (points)
- 030.03.03.04.03.02 Storm Drainage Pipelines (polylines) including culverts
- 030.03.03.04.03.03 BMP's (polygons)

030.03.03.05 Elevation and invert attributes for all Sanitary Sewer Manholes and Stormwater Drainage features must also be provided in tabular format, either embedded within the record drawings or provided separately as a spreadsheet.

030.03.03.06 These record drawings must be reproducible 2 mil or thicker mylar sepia of reasonable quality, and must be marked "Record Drawings" and be signed by the Design Professional of record. Drawings must be 24" x 36" in size. The names of the Design Professional, Owner/Developer and Contractor responsible for the project should be noted on the drawings.

030.03.03.07 In addition, before the Town will accept new infrastructure, the Owner/Developer will furnish an engineering certification that all infrastructure improvements were installed by the approved plans. This engineering certification must be in accordance with the Division of Environmental Health and Division of Environmental Management requirements. This certification requirement shall be construed to mean that the Owner/Developer shall arrange and pay for sufficient inspection by a Design Professional of his choice in order for that Design Professional to make the necessary certification.

030.03.04 Changes to Approved Drawings

030.03.04.01 Where changes to a set of drawings approved by the Town and the State Division of Environmental Health or Division of Environmental Management are requested by the Owner/Developer the following conditions shall apply:

030.03.04.01.01 When physical constraints, hardships or minor adjustments, related to the installation of the improvements arise, the Owner/Developer may contact the Town with a written request for a field change. The Town may allow a field change once the applicable departments have reviewed and approved such change and notified the Planning Director. The Design Professional shall be notified by the Owner/Developer and within 72 hours of the date of the approved change the Design Professional shall submit revised drawings to the Town for review and approval. The Design Professional shall submit the changes to the State as part of the "as built" drawings.

030.03.04.02 If revised drawings are not submitted to the Town by the Design Professional within the prescribed time frame the work shall stop until such time as the revised drawings are received by the Town.

030.04 PERMITS

030.04.01 General

030.04.01.01 Prior to construction of any project, it is the responsibility of the Owner/Developer to insure that any applicable permits from the Town, County, State and/or Federal Governments are obtained. Following is a list of the most common permits and/or approvals required. Additional permits may be required by other Town Departments, or other County, State, or Federal Departments/Agencies. All applicable permits must be obtained prior to any construction.

030.04.01.02 Applications for State Permits are to be submitted for Town approval before submission to the applicable State agency, or as indicated below. Any fees required are the responsibility of the Owner/Developer and should be made payable to the State agency involved. Submittal of the application and fees to the State agency is the responsibility of the Owner/Developer after the Town has approved the permit applications.

030.04.02 Town Permits

030.04.02.01 Construction Drawing Approval: Every construction site within the Town shall require the approval of a construction drawing by the Planning Department. See Section 030.02 and 030.03 for more details.

030.04.02.02 Blasting Permit: A written blasting permit is required any time there is to be transportation, use or storage of explosive materials. This permit is required a minimum of 24 hours in advance of any blasting operations and can be obtained through the Fire Department for a fee. Certificate of Liability Insurance along with a site inspection by the Fire Official is required before any blasting operations are conducted. Blasting for rock removal shall be conducted only Monday through Friday between the hours of 8:00am and 5:00pm. Please see Section 140 for additional details.

030.04.02.03 Flammable & Combustible Liquids Permit: A written flammable & combustible liquids permit is required for storage and dispensing of Class I & II liquids at construction sites. This permit is required a minimum of 24 hours in advance of storage/dispensing and can be obtained through the Fire Department for a fee. Certificate of Liability Insurance along with a site inspection by the Fire Official is required before storage or dispensing operations are to be conducted. Please see Section 140 for additional details.

030.04.02.04 Town Encroachment Agreement: An Encroachment Agreement shall be obtained from the Director of Engineering for any work within the ROW of Town maintained streets. This includes (but is not limited to) utility installations, cuts and bores, irrigation systems, driveway modifications (such as paving or constructing a new driveway), and sidewalk modification. All repairs proposed for construction shall be in conformance with the Standard Specifications and Details. A fee may be charged for this permit if the work requires an inspection. Any encroachment within the ROW without approval from the Director of Engineering will be considered a trespass and will be prosecuted criminally. Full development plan approval shall act as an approved encroachment agreement.

030.04.02.05 Driveway Permit: A Driveway Permit is required for all new residential and non-residential driveways prior to the construction or modification of all driveways or connections within the ROW of a Town or State maintained street. The driveway shall be indicated on the plot plan and shall conform to Town standards on Town-maintained streets. The location of the driveway shall be shown on a plot plan. This permit may be obtained from the Director of Engineering. In the event the driveway is on a State maintained street refer to State Permits section below.

030.04.02.06 Street Cut Permit: A Street Cut Permit shall be obtained from the Director of Engineering for all utility cuts, sidewalk modification, utility pole

locations/installations/borings, trenching, roadway widening, curb and gutter, and storm drainage connections to the Town storm drainage system. All repairs proposed for construction shall be in conformance with these Standard Specifications and Details. A fee may be charged for this permit for the field inspection. In the event that the street cut is on a state road, an encroachment agreement is required from NCDOT.

030.04.03 Land Disturbance Permit

030.04.03.01 A Land Disturbance Permit is required whenever the denuded area on a project is to be 1 acre or greater. Erosion and Sedimentation Control Plans may be submitted concurrently with site improvement review. The land disturbance permit must be issued prior to any grading or site work.

030.04.04 State and Federal Permits

030.04.04.01 NCDOT Encroachment Forms and Driveway Permit: Any project that will encroach on NCDOT ROW, or any project that requires a new access to an NCDOT roadway, will require an NCDOT encroachment agreement or driveway permit. These permits are to be completed and turned into the Director of Engineering for signature and shall be submitted to NCDOT by the applicant. All encroachment applications and driveway permits require 5 sets of plans and 5 copies of the encroachment form. Fee schedules and encroachment forms are available from the NCDOT.

030.04.04.01.01 For installation of utilities a 3-party agreement between the Owner/Developer, the Town, and the NCDOT is required. The fee is determined by NCDOT.

030.04.04.01.02 For roadway widening, sidewalk installation, addition of curb and gutter, storm drainage, etc., a 2-party agreement between the Owner/Developer and the NCDOT is required. Before submittal to the NCDOT, the Town must first approve proposed improvement plans. The fee is determined by the NCDOT.

030.04.04.01.03 Driveway Permits must be obtained prior to the installation of any driveway cuts to be made on a State maintained road. These permits must be approved by the Town before submittal to NCDOT. The fee is determined by the NCDOT.

030.04.04.02 Sanitary Sewer System Extension: A Town utility allocation must be obtained prior to submittal of a Sanitary Sewer System Extension Permit. For any proposed extension of the public sanitary sewer system or for the construction of a privately maintained sanitary sewer collection system, a Non-Discharge Permit from the NCDEQ-DWQ, must be obtained. The application for the permit should be submitted for Town approval sometime after Town approval of construction drawings for the project. Three copies of the application, a set of plans, and any pump station or gravity sanitary sewer calculations are required for approval by the Town. Fee schedules and application forms may be obtained from the NCDEQ-DWQ. As-builts and a P.E. certification for the system must be provided to the Construction Inspector prior to the sanitary sewer system being placed in service. Sewer capacity shall not be provided by the Town for any project until respective sewer permits for the project are issued from the state. Sewer extension permits shall expire within one year of issuance

if construction has not begun. The Town may limit the number of units which are permitted in any development, or development phase, at any one time.

030.04.04.03 Water System Extension: A Town utility allocation must be obtained prior to submittal of Water System Extension Permit. For all public water line extensions, a Water Main Extension Permit from the NCDEQ-DEH must be obtained. The application for a permit should be submitted for Town approval sometime after approval of construction drawings for the project. Three copies of the application, a set of plans, and any flow calculations are required for approval by the Town. Application forms may be obtained from the NCDEQ-DEH. There is no fee for this permit. As-built and a P.E. certification must be provided to the Construction Inspector prior to the water system being placed in service. Water capacity shall not be provided by the Town for any project until respective water permits for the project are issued from the state. Water extension permits shall expire within one year of issuance if construction has not begun. The Town may limit the number of units which are permitted in any development, or development phase at any one time.

030.04.04.04 NCDEQ-DWQ and United States Corps of Engineers Permits: Appropriate permits for impacts to jurisdictional streams, wetlands and riparian buffers is required for all projects. Permits shall be for all impacts associated with the entire project as defined by a master type plan, unless otherwise indicated by the Director of Engineering. Copies of approval letters and corresponding maps must be provided prior to construction drawing approval unless otherwise approved by the Director of Engineering. USGS stream information and Wake County Soil Survey information for all projects are required at initial construction drawing submittal. A Land Disturbance Permit will not be issued for any plan that reflects a discrepancy in the location of the Neuse River Buffer unless the buffer shown on the plan is more conservative, or NCDEQ-DWQ has approved the new location of the buffer.

030.04.04.05 FEMA Requirements: Encroachment into floodplains which appear on a map of a community issued by the Federal Emergency Management Agency must comply with the Town Flood Damage Prevention Ordinance, the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, Floodplain Management Branch and the Federal Emergency Management Agency Regulation. Final versions of approved studies, map, digital files and as-built information shall be submitted to the Director of Engineering for historical reference.

030.04.04.06 Transportation Facility Permit: Surface parking structures with 1500 parking spaces or more, parking decks/garages with 750 parking spaces or more, and combination surface parking lots and parking structures with 1000 parking spaces or more are subject to the NCDEQ Division of Air Quality Transportation Facility Permitting Program. For a Transportation Facility permit to be granted by the Division of Air Quality, the applicant is required to demonstrate that the Carbon Monoxide emissions resulting from the increase in traffic flow within and adjacent to the Transportation Facility will not violate the National Ambient Air Quality Standards for Carbon Monoxide. A copy of the Transportation Facility Permit shall be submitted to the Director of Engineering prior to start of construction.