



STORMWATER REQUIREMENTS FOR FINAL PLAT AND PERMIT COMPLETION (RESIDENTIAL ONLY)

PRIOR TO PLAT RECORDATION:

1. **Operations and Maintenance Manual** – Send a completed copy to csimonson@fuquay-varina.org (See [website](#) for templates by device type).
2. **Maintenance and Access Agreement** - Requires signatures and recordation with the Wake County Register of Deeds; send a draft copy to csimonson@fuquay-varina.org prior to recordation for review. Once approved, agreement should be recorded and cross-referenced with the final plat at the time of plat recordation. Send a recorded copy to csimonson@fuquay-varina.org within 14 days following recordation (See [website](#) for template by device type).
3. **Cost Estimate** - Send a copy to csimonson@fuquay-varina.org. The amount of an installation performance security shall be the total estimated construction cost or cost to convert of the SCM approved under the permit, plus 25%. The cost estimate should be provided utilizing the Town's standard template (See [website](#)). Final cost estimates should include an engineer's seal.
4. **Performance Surety** – Once the cost estimate is approved, send a copy of the draft surety to csimonson@fuquay-varina.org (See [website](#) for required surety templates and a *Submittal Checklist*).
5. **Underlying Agreement** - Once the final surety is provided, an underlying agreement will be drafted by the Town and provided to the applicant for execution.

FOR PERMIT COMPLETION ONCE AT LEAST 75% OF HOMES ARE BUILT:

6. **Engineer Certification** – send a completed, sealed, copy to csimonson@fuquay-varina.org (See [website](#) for form).
7. **As-built Drawing** – Send as-builts to cphillips@fuquay-varina.org for inspection and review. Town staff will perform an as-built inspection once received. Once approved, mylars should be submitted. (See [website](#) for *As-Built Submission Requirements*).
8. **Cost Estimate** for Landscaping Installation and Ongoing Maintenance - Send a copy to csimonson@fuquay-varina.org. The cost estimate should be provided utilizing the Town's standard template (See [website](#)). Final cost estimates should include an engineer's seal.
9. **Underlying Agreement** - Once all the above are complete, the original surety will be refunded, except for any amount attributable to the cost (plus 25%) of landscaping installation and ongoing maintenance associated with the SCM(s) covered by the security. Alternatively, a new surety may be provided (see above No. 4 above). A new underlying agreement will be drafted by the Town and provided to the applicant for execution.
10. **Stabilization** – Stormwater control devices must be fully constructed with permanent stabilization. Landscaping shall be inspected one (1) year after installation for compliance with the approved plans and specifications and, if in compliance, the portion of the surety attributable to landscaping shall be released. **SCM(s) should continue to be maintained throughout the 1-year warranty period.**

See TOFV *Land Development Ordinance*, §9-1405 *STORMWATER MANAGEMENT REGULATIONS*



STORMWATER REQUIREMENTS FOR PERMIT COMPLETION (NONRESIDENTIAL ONLY)

FOR PERMIT COMPLETION:

1. **Operations and Maintenance Manual** – Send a completed copy to cmonson@fuquay-varina.org (See [website](#) for templates by device type).
2. **Maintenance and Access Agreement** - Requires signatures and recordation with the Wake County Register of Deeds; send a draft copy to cmonson@fuquay-varina.org prior to recordation for review. Agreement should include an exhibit showing the *Private Stormwater Control Measure Access and Maintenance Easement* or should provide a copy of a recorded plat that shows this easement. Ex: SCM easements are often be recorded on an exempt plat at the time that cross-access easements and/or utility easements are recorded). Send a recorded copy of the approved agreement to cmonson@fuquay-varina.org prior to CO (See [website](#) for template by device type).
3. **Engineer Certification** – send a completed, sealed, copy to cmonson@fuquay-varina.org (See [website](#) for form).
4. **As-built Drawing** – Send as-builts to cphillips@fuquay-varina.org for inspection and review. Town staff will perform an as-built inspection once received. Once approved, mylars should be submitted. (See [website](#) for *As-Built Submission Requirements*).
5. **Stabilization** – Stormwater control devices must be fully constructed with permanent stabilization.

NOTE: ALL OF THE ABOVE STORMWATER REQUIREMENTS MUST BE COMPLETE PRIOR TO ISSUANCE OF A CO. THE TOFV DOES NOT ISSUE CONDITIONAL CO'S FOR INCOMPLETE STORMWATER. SOME PHASED NONRESIDENTIAL DEVELOPMENT MAY BE ELIGIBLE TO PROVIDE A SURETY FOR DEFERRED STORMWATER CONTROL MEASURE CONVERSION. EMAIL [CSIMONSON@FUQUAY-VARINA.ORG](mailto:cmonson@fuquay-varina.org) FOR DETAILS.

See TOFV *Land Development Ordinance, §9-1405 STORMWATER MANAGEMENT REGULATIONS*

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