

For TOWF Use Only	Application #:	_____
Project Name:		_____
Date Received:	Acres:	_____
Date Approved:	Fees Paid:	_____



TOWN *of* WAKE FOREST

LAND DISTURBING (E&SC) PERMIT REQUEST FOR PLAN REVIEW

PROJECT NAME: _____

1. TAX PIN #: _____

2. ZONING: _____

3. SUBDIVISION _____ LOT NO. _____

4. RECORDED: Registry Book No. _____ Page No. _____ Map Book No. _____

5. LAND USE: Present _____ Future _____

6. #ACRES TO BE DISTURBED _____ SIZE OF TRACT _____

7. Total Number of Family Units _____ Percent Impervious Surface _____

8. LOCATION OF TRACT: _____

9. OWNER(S): _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE#: _____ FAX#: _____

10. PERSON FINANCIALLY RESPONSIBLE: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE#: _____ FAX#: _____

11. PLANS PREPARED BY: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

PHONE#: _____ FAX#: _____

12. DOCUMENTS SUBMITTED WITH THIS REQUEST (place a check mark in the box or N/A):

FEES (\$400 per acre rounded up due prior to 1 st review)	
FINANCIAL RESPONSIBILITY/OWNERSHIP FORM	
PLAN CHECKLIST	
PLANS (to be submitted with construction set)	
E&SC CALCULATIONS (1 copy)	
STORMWATER CALCULATIONS (1 copy)	
MAINTENANCE AND OPERATION AGREEMENT	
NCDOT Encroachment/Driveway Permit	
DWQ 401 Permit	
USACOE 404 Permit	

THE SOIL EROSION AND SEDIMENTATION CONTROL PLAN, supporting documents, maps and computations submitted for the above tract conform to the requirements of all applicable sections of the Wake County Erosion & Sedimentation Control Ordinance.

SIGNATURE TITLE DATE



TOWN *of* WAKE FOREST

LAND DISTURBING (E&SC) PERMIT FINANCIAL RESPONSIBLE OWNERSHIP (FRO) FORM

No person may initiate any land-disturbing activity on 1/2 acre or more as covered by the Ordinance before this form and an acceptable erosion and sedimentation control plan have been completed and approved by the Town of Wake Forest. (Please type or print and, if the question is not applicable or the e-mail and/or fax information unavailable, place N/A in the blank.)

Part A.

1. Project Name _____

2. Location of land-disturbing activity:

Tax Pin Number _____

Address/Intersection _____

Latitude _____ Longitude _____

3. Approximate date land-disturbing activity will commence: _____

4. Purpose of development (residential, commercial, industrial, institutional, etc.): _____

5. Total acreage disturbed or uncovered (including off-site borrow and waste areas): _____

6. Amount of fee enclosed: \$ _____.

The application fee of \$400.00 per acre (rounded up to the next acre) is assessed without a ceiling amount (Example: a 8.1-acre application fee is \$3600).

7. Has an erosion and sediment control plan been filed? Yes _____ No _____ Enclosed _____

8. Person to contact should erosion and sediment control issues arise during land-disturbing activity:

Name _____ E-mail _____

Address _____

Phone _____ Cell # _____ Nextel ID _____

Fax# _____

9. Landowner(s) of Record (attach accompanied page to list additional owners):

Name (s)

Phone

Phone

Fax

Fax

Current Mailing Address

Current Street Address

City

State

Zip

City

State

Zip

10. Deed Book No. _____ Page No. _____ Provide a copy of the most current deed.

Part B.

1. Person(s) or firm(s) who are financially responsible for the land-disturbing activity (Provide a comprehensive list of all responsible parties on an attached sheet):

Name

E-mail Address

Address

City

State

Zip

Phone

Fax

2. (a) If the Financially Responsible Party is not a resident of North Carolina, give name and street address of the designated North Carolina Agent:

Name

E-mail Address

Address

City

State

Zip

Phone

Fax



TOWN *of* WAKE FOREST

LAND DISTURBING (E&SC) PERMIT PLAN SUBMITTAL CHECKLIST

(PLACE A CHECKMARK NEXT TO EACH ITEM)

1. LOCATION/VICINITY MAP
2. EXISTING AND PROPOSED COUNTOURS, INCLUDING OFFSITE
3. CLEARLY DELINEATED BOUNDARIES OF LAND DISTURBANCE WITH ACREAGE
4. SOILS AREA MAP
5. DRAINAGE AREA MAP
6. EXISTING UTILITY EASEMENTS, STORM DRAINAGE, BASINS, LEVEL SPREADERS
7. EXISTING LOT LINES, LOT NUMBERS, SURROUNDING PROPERTY OWNERS
8. STREAM CENTERLINES, STREAM BUFFERS, WETLANDS, FLOODPLAINS
9. TEMPORARY EROSION CONTROLS
 1. EROSION CONTROL CALCULATIONS (SEDIMENT BASIN, SEDIMENT TRAP, SKIMMER, DITCH, ETC...)
 2. SKIMMER BASINS REQUIRED FOR DRAINAGE AREA OVER 5 ACRES
 3. CONSTRUCTION ENTRANCE 50 FOOT MINIMUM
 4. SILT FENCE – METAL POSTS WITH WIRE
 5. HARDWARE CLOTH OUTLETS (SPECIAL SEDIMENT CONTROL FENCE)
 6. TREE PROTETION FENCE WITH “DO NOT ENTER TREE PROTECTION AREA” SIGN IN ENGLISH AND SPANISH
 - i. REQUIRED AROUND PERIMETER OF PROPERTY

ii. REQUIRED AT BUFFER ZONES

iii. REQUIRED IN TREE SAVE AREAS (AROUND DRIP LINE)

7. DIVERSION DITCHES

8. INLET PROTECTION

9. EROSION

10. PERMANENT EROSION/STORMWATER CONTROLS

1. STORMWATER CALCULATIONS, Q PRE, QPOST, % IMPERVIOUS

2. PROPOSED STORMWATER EASEMENTS (RECORDED)

3. MAINTENANCE AND OPERATION AGREEMENT

4. AS-BUILTS OF STORMWATER PONDS/BIO CELLS, LEVEL SPREADERS, STORM DRAINAGE INVERTS, TOPS, GRATES, SLOPES, LENGTH, SIZE, ETC...

5. PERMANENT DITCHES WITH MATTING

11. EROSION PERMIT NOTES: (please add to plans)

1. A LAND DISTURBING (E&SC) PERMIT IS REQUIRED FOR PROJECTS OVER 0.50 ACRE. IF MULTIPLE LOTS WITH LAND DISTURBANCE OVER 0.50 ACRE TOTAL ARE EITHER CONTIGUOUS OR NON-CONTIGUOUS IN THE SAME SUBDIVISION, BEING TAKEN DOWN BY THE SAME BUILDER/OWNER, A LAND DISTURBING PERMIT IS REQUIRED. THE COST OF THE PLAN REVIEW AND PERMIT IS \$400/ACRE ROUNDED UP (1.1 ACRES = 2 ACRES @ \$400/ACRE = \$800).

2. IF ADDITIONAL ACREAGE IS ADDED TO AN EXISTING PERMIT REVISED FORMS, PLANS, AND ANY ADDITIONAL FEES MUST BE SUBMITTED.

3. IF OWNERSHIP OF A PROPERTY HAS CHANGED A REVISED FRO MUST BE SUBMITTED.

4. IF A PROPERTY IS TAKEN OVER BY THE BANK, THE BANK SHALL CONTACT THE TOWN AND REPAIR ALL EROSION CONTROL

MEASURES TO TOWN/NCDENR STANDARDS. THEY SHALL ALSO
SUBMIT A NEW FRO FORM.

5. IF A PROJECT IS NOT COMPLETE WITHIN TWO YEARS, THE PLANS
MUST BE RENEWED AT \$250/ACRE. A REVISED SET OF PLANS MAY
BE SUBMITTED IF ACREAGE HAS ALREADY BEEN DEVELOPED AND A
CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.
6. AN EROSION PRECONSTRUCTION MEETING MUST BE HELD WITH
THE TOWN OF WAKE FOREST PRIOR TO START OF ANY WORK,
INCLUDING INSTALLATION OF EROSION CONTROL MEASURES,
DEMOLITION, CUTTING TREES, AND GRUBBING. CALL ENGINEERING
AT (919) 435-9443 TO SET UP A MEETING. ALL PLANS MUST BE
SIGNED AND COPIES RETURNED BACK TO THE TOWN 1 WEEK PRIOR
TO PRECONSTRUCTION MEETING.
7. THE FRO, GENERAL CONTRACTOR, GRADING COMPANY, AND
EROSION CONTROL INSTALLER MUST BE PRESENT AT THE
PRECONSTRUCTION MEETING.
8. THE E&SC PERMIT AND NPDES GENERAL STORMWATER PERMIT
WILL BE GIVEN OUT AT THIS MEETING.

12. E&SC CONSTRUCTION SEQUENCE NOTES: (please add to plans)

1. AFTER THE PRECONSTRUCTION MEETING IS HELD, THE CONTRACTOR
CAN INSTALL INITIAL EROSION CONTROL MEASURES ONLY. THIS
INCLUDES BUT IS NOT LIMITED TO CONSTRUCTION ENTRANCE, SILT
FENCE, PERIMETER DIVERSION DITCH, CHECK DAMS (ROCK OR
WATTLE TYPE), TREE PROTECTION FENCE, EXISTING INLET
PROTECTION, SKIMMER SEDIMENT BASINS, AND SEDIMENT TRAPS.
THEY MAY CLEAR ONLY AS NECESSARY TO INSTALL THESE MEASURES.
2. CONTRACTOR IS RESPONSIBLE FOR E&SC WEEKLY INSTALLATION AND
MAINTENANCE LOG INCLUDING DATES OF TEMPORARY/PERMANENT
GROUND COVER, A RAIN GAGE, COPY OF TOWF SIGNED PLANS, REVISED

SIGNED PLANS, NPDES LOG, AND CONSTRUCTION BOX MUST BE PRESENT AND EASILY ACCESSABLE ONSITE.

3. ONCE MEASURES ARE INSTALLED, CONTRACTOR/FRO TO CALL TOWF FOR AN INITIAL INSPECTION. IF SITE PASSES INSPECTION, A CERTIFICATE OF COMPLIANCE WILL BE ISSUED. CONTRACTOR CAN NOW BEING CLEARING, GRUBBING, AND GRADING.
4. CONTRACTOR TO MAINTAIN ACCESS ROAD FOR EMERGENCIES AT ALL TIMES.
5. PHASE PROJEECT TO LEAVE OPEN AS LITTLE GROUND AS POSSIBLE.
6. TEMPORARILY SEED, STRAW AND TACK OR HYDROSEED WITHIN 14 DAYS OF ANY PHASE OF GRADING, INCLUDING SLOPES. SEED BASINS AND DITCHES IMMEDIATELY AFTER CONSTRUCTION.
7. PRIOR TO REMOVAL OF TEMPORARY MEASURES, TOWN MUST APPROVE REMOVAL. ALL AREAS ABOVE TEMPORARY MEASURE MUST HAVE 85% GROUND COVER.
8. TOWF CONSTRUCTION INSPECTOR WILL EVALUATE THE SITE ATLEAST ONCE A MONTH. A COPY OF THE INSPECTION FORM WILL BE EMAILED TO THE FRO. THE WEEKLY EROSION LOG AND NPDES LOG MUST BE ONSITE AND AVAILABLE FOR REVIEW.
9. IF THE SITE IS FOUND OUT OF COMPLIANCE A NOTICE OF VIOLATION WILL BE ISSUED GIVING THE CONTRACTOR/FRO 7 WORKING DAYS TO REMEDY THE PROBLEM. IF THE SITUATION IS NOT RESOLVED WITHIN THE TIME PERIOD A FINE MAY BE ISSUED.
10. IF SEDIMENT LEAVES THE SITE A FINE MAY BE ISSUED UP TO \$5,000 PER DAY PER VIOLATION. IF SEDIMENT ENTERS A BUFFER, STREAM, OR WETLAND NCDWQ WILL BE NOTIFIED. THEY MAY ISSUE FINES UP TO \$25,000 PER DAY PER VIOLATION.
11. CALL THE TOWN UPON COMPLETION FOR A FINAL EROSION INSPECTION. A PUNCHLIST MAY BE GENEREATED ADDRESSING ANY REMAINING ITEMS. THERE MUST BE 85% GROUND COVER ON THE

ENTIRE SITE PRIOR TO A CERTIFICATE OF OCCUPANCY. IF THE SITE IS
FOUND TO BE IN COMPLIANCE AN EROSION CERTIFICATE OF
COMPLETION WILL BE ISSUED.