

POND DRAINAGE PLAN APPLICATION

Town of Apex, North Carolina



POND DRAINAGE PLAN APPLICATION:

Applications are due by 12:00 pm on the first business day of each month. Please see the [Minor Site Plan Schedule](#) on the website for details.

POND DRAINAGE PLAN FEE: \$100.00

PURPOSE: Pond Drainage [Plan](#) review is required by Section 2.3.15 of the UDO to ensure that any pond drainage activities are done in a manner that protects future buffers and Resource Conservation Areas, meets the Ordinance's watershed and floodplain restrictions, and ensures that appropriate measures are taken for stormwater management and sedimentation and erosion control.

Electronic Submittal Requirements (submit in IDT): [Click here to access IDT Plans Website](#)

- Cover Sheet
- Tree Survey
- RCA and Buffer Areas
- Grading and Pond Drainage Plan (including compaction test for fill, if applicable)
- For sites exceeding 20,000 ft², include a completed [Erosion Control Application](#)
- Vicinity Map
- Boundaries of the Site
- Existing Conditions Plan
- Details (including stabilization & seeding requirements.)

Hard Copy Submittal Requirements: Submit to Planning Department

- One (1) copy of Pond Drainage Plan Application
- Pond Drainage Plan Submittal Fee – \$100.00
- For sites exceeding 20,000 ft², include a completed [Erosion Control Application](#) and appropriate fee
- One (1) copy of Soil Erosion and Sediment Control Plan
- Agent Authorization Form

If the intent of the pond draining plan is to reduce applicable riparian buffers, then sufficient time (to be determined by the Utility Engineering/Stormwater division of Public Works on a case-by-case basis) must be allowed for the natural drainage feature to re-establish. Once the drainage feature has had sufficient time to re-establish itself, the Town of Apex and/or the NC Department of Environmental Quality shall determine its applicability to State and local riparian buffer rules and ordinances. There shall not be any land disturbing activity (grading) associated with a pond draining plan other than the installation of S & E measures. A contractor shall not fill in a pond, and shall only breach the dam.

TIMING OF APPLICATION: The Pond Drainage Plan review and approval process is required prior to any land disturbing or construction activities on a site. Pond Drainage Plans may be reviewed concurrently with other development applications. After the plan has been through the review process and has been approved, the Planning Department will issue a Pond Drainage Permit.

TECHNICAL REVIEW COMMITTEE (TRC): Members of the TRC include staff from the following Town departments: Planning, Construction Management, Public Works, Fire, and Police. The applicant should come to the meeting prepared to discuss these comments and/or receive clarification on what the comments mean. The TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet by appointment. The appointments will be scheduled by the date indicated on the Applicant Schedule. After the TRC meeting, the applicant may wish to hold more detailed meetings with TRC members to discuss complex issues.

POND DRAINAGE PLAN APPROVAL PROCESS SUMMARY:

1. Staff member reviews electronic plan submittals and hard copies submitted to the Planning Department for completeness.
2. If plan is incomplete, Town Staff notifies applicant, who must re-submit complete plans by the submittal deadline of the following month for review.
3. If plan is complete, Town Staff releases electronic plans to Technical Review Committee (TRC) members for review.
4. TRC comments are sent to applicant prior to the TRC meeting date with applicant.
5. Applicant is notified of TRC meeting date and time.
6. Applicant submits revised electronic plans and one (1) hard copy 24" x 36" Site Plan Set and revised TIA (if applicable) on the re-submittal date indicated on the Minor Site Plan Schedule.
7. Applicant notified if plan is not in compliance with the UDO (start again at #4 above).
8. Applicant notified if plan is in compliance with UDO.
9. Applicant is notified of approval or disapproval.
10. If plan is approved, Planning Department will issue a Pond Drainage Permit. **This permit is not issued in lieu of other federal, state and local permits, such as grading permits, sedimentation and erosion control permits, etc.**

POND DRAINAGE PERMIT APPLICATION INFORMATION

Application #: _____
Fee Paid \$ _____

Submittal Date: _____
Check # _____

Hard Copy Submittal Requirements: Submit to Planning Department

- | | |
|---|---|
| <input type="checkbox"/> One (1) copy of Pond Drainage Permit Application | <input type="checkbox"/> Existing conditions plan sheet |
| <input type="checkbox"/> Submittal fee | <input type="checkbox"/> Pond Drainage plan sheet |

Project Information:

Project Name: _____

Location: _____

Property PINs: _____

Acreage: _____ Zoning _____

Town Limits: Inside corporate limits In ETJ *Outside corporate limits and ETJ

Applicant Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Owner Information

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Other contacts: _____

AGENT AUTHORIZATION FORM

Application #: _____ Submittal Date: _____

_____ is the owner of the property for which the attached application is being submitted:

- Land Use Amendment
- Rezoning
- Site Plan
- Subdivision
- Variance
- Other: _____

The property is located at: _____

The agent for this project is: _____

I am the owner of the property and will be acting as my own agent

Name: _____

Address: _____

Telephone _____

Number: _____

Fax _____

Number: _____

E-Mail _____

Address: _____

Signature(s) of Owner(s)

Type or print name

Type or print name

Type or print name

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

Common Acronyms/Definitions			
IDT Website	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual
Town Contact Information			
Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-1166
Parks & Recreation Department	(919) 249-7468	Electric Utilities Division	(919) 249-3427
Transportation Engineer	(919) 249-3358	Utility Engineering/Stormwater	(919) 249-3413

GENERAL PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Uploading to IDT	All uploaded sheets are to be titled in a descriptive manner i.e. Site Layout Plan, Landscape Plan, etc.	IDT Plan Review
2	Electronic submittal through IDT	Submit application, a set of site plans (24"x36" at a scale of not less than 1"=50' horizontal, 1"=5' vertical), and 11"x17" colored renderings of required elevations. Note: Do not submit scanned plans. Send documents saved directly from AutoCAD or equivalent software.	IDT Instructions
3	Signature Block Area	Leave a 4"X 6" area on each sheet for signature block.	
4	Every checklist item must be included on each set of plans. Do not attach checklist to the plan submittal.	If an item is not applicable, indicate "N/A" in the space provided <u>and</u> place a note on the application sheet stating why the item is not applicable. Failure to do so may result in the plans being considered incomplete.	

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Index of titled drawing sheets	All uploaded sheets are to be titled in a descriptive manner i.e. Site Layout Plan, Landscape Plan, etc.	
2	Vicinity Map	Map showing the location of the property and adjacent streets within a maximum of a ½ mile radius.	
2	PROJECT DATA		
A	Name & address(s) and parcel ID(s) of the project	Include any phase numbers	
B	Preparer's name, address, phone number, fax number and e-mail address		
C	Owner's name, address, phone number, fax number and e-mail address		
D	Contract purchaser's name, address, phone, fax and e-mail address		
E	Annexation number(s) for property		Annexation Petition
F	Zoning of the property	If conditional use zoning, list all zoning conditions	Zoning Map
G	Area of tract	In square feet or acres	
H	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay	Watershed Protection Overlay District Map	UDO Sec. 6.1 UDO Sec. 8.1.2(B)(2)(i)

COVER SHEET CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
I	Indicate if the pond drainage will reduce applicable riparian buffers	*	
J	Indicate if the site contains a FEMA designated 100 year floodplain	Floodplain Map	UDO Sec. 6.2
K	Gross square footage and percent of RCA required		UDO Sec. 8.1
L	Gross square footage and percent of RCA provided		UDO Sec. 8.1
M	Indicate if the site contains an historic structure	Defined by UDO Section 12.2-Historic structure	UDO Sec. 12.2

*If the intent of the pond draining plan is to reduce applicable riparian buffers, then sufficient time (minimum of 6 months) must be allowed for the natural drainage feature to re-establish. Once the drainage feature has had sufficient time to re-establish itself, the Town of Apex and/or the NC Division of Water Quality shall determine its applicability to State and local riparian buffer rules and ordinances.

EXISTING CONDITIONS SHEET CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Provide boundaries of the site in metes and bounds.		UDO Sec. 8.1.2(B)(2)(a)
2	Provide field verified topography of the area located within the limits of disturbance at a minimum of 2' contours showing existing grades.	Include stormwater retention areas within RCA. Aerial photo based topography is unacceptable.	UDO Sec. 8.1.2(B)(2)(b)
3	Call out location of slopes equal to or greater than 3:1 and rock outcroppings		UDO Sec. 8.1.2(B)(2)(c)
4	Provide tree survey locating all trees 8" caliper and larger on site.	Document location of all trees 8" caliper and larger 50' outside the perimeter of the site by aerial photograph, registered forester's or certified arborist's report, tree survey, or other appropriate means.	UDO Sec. 8.1.2(B)(2)(d)
5	Show area where pond drainage activities will occur.		
6	Document that existing buffers meet the required "A", "B", "C", "D", or "E" type standards by means of a tree survey or other appropriate means	See Required Note #1	UDO Sec. 8.1.2(B)(2)(f)
7	Location of wetlands	As determined by a licensed soil scientist, the Army Corps of Engineers, or NCDEQ.	UDO Sec. 6.1 UDO Sec. 8.1.2(B)(2)(g)
8	Location of all creeks, streams, ponds, and dams		UDO Sec. 8.1.2(B)(2)(h)
9	Indicate whether the site is in the Primary or Secondary Watershed Protection Overlay District	Watershed Protection Overlay District Map	UDO Sec. 8.1.2(B)(2)(i) UDO Sec. 6.1
10	Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream	See Required Note #2	UDO Sec. 6.1.11 UDO Sec. 8.1.2(B)(2)(i)
11	Show location of the 100 year floodplain and 100 year floodway based upon FIRM maps, the FEMA detailed study, and field measurements	See Required Note #3	UDO Sec. 6.2 UDO Sec. 8.1.2(B)(2)(i)
12	Location of existing fencing, roads and structures		UDO Sec. 8.1.2(B)(2)(k)
13	Location of significant site elements	Significant site elements include, but are not limited	UDO Sec.

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
		to, historic and cultural sites and structures, scenic views, farm ponds, rock outcroppings, and cemeteries.	8.1.2(B)(2)(l)
14	Location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements	Accurately survey utilities; approximate locations will not be accepted. Include size and material.	UDO Sec. 8.1.2(B)(2)(m)
15	Location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks, or similar structures.		UDO Sec. 8.1.2(B)(2)(n)
16	Required Notes: 1-3	See the Required Plan Notes	

Pond Drainage Plan Checklist Items			
#	Requirement	Additional Information	Reference
1	Identify which pond(s) will be drained		
2	If fish exist in pond(s), provide plan for transfer out of pond		
3	Location of tree protection fencing.	Fencing must be 1 foot away from the tree trunk for every 1 inch caliper of the tree.	UDO Sec. 8.1.2(G)(1) DDM
4	Detailed drawing of protection fencing		DDM
5	Field verified topography of site at minimum of 2' contours showing existing and proposed grades	Include location of grading for utility lines and drainage ways	UDO Sec. 8.1.2(B)(2)(b)
6	For fill within floodplain, provide Letter of Map Revision based on Fill	Flood Plain Development Permit Application	
7	Indicate all slopes greater than or equal to 3:1		UDO Sec. 8.1.2(B)(2)(c)
8	Location and type of soil and erosion control measures	For sites where disturbed area is 20,000ft ² or greater in size, please submit a Soil & Erosion Control Plan	S&E Construction Sequence
9	Provision for the adequate disposition of stormwater in accordance with Town standards indicating location, sizes, types and grades of ditches, catch basins, and pipes with connections to existing drainage system(s)	Post-development runoff rate must not exceed pre-development runoff rate for the 1-yr, 24-hr, 10-yr, and 24-hr storms. Lot lines should follow natural drainage ways. Natural drainage ways should be preserved in their natural state to the extent practicable.	UDO Sec. 6.1.11
10	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	Watershed Protection Overlay District Map	UDO Sec. 8.1.2(B)(2)(i) UDO Sec. 6.1
11	Location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements		UDO Sec. 8.1.2(B)(2)(m)
12	Compaction test for fill		

REQUIRED PLAN NOTES:

- 1) No site development activity including but not limited to testing, clearing, installation of S&E measures, or grading, shall occur until required protection fencing has been installed and inspected. A protection fencing installation permit may be obtained at the Planning Department or by calling 919-249-3426.
- 2) Protection fencing must be placed:

- a. Away from any saved tree one foot for each inch of tree caliper.
 - b. Along the boundary of any other designated resource conservation area, such as but not limited to historic buildings and structures, wetlands, buffers and ponds.
 - c. Along the outside line of the 100-year floodplain, and the outside edge of any riparian buffer.
- 3) Additional protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).
- 4) All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (such as but not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 5) Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos, a registered forester's or certified arborist's report referenced to aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees.
- 6) Riparian buffers on perennial streams are measured 100 feet from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50 feet from the top of the bank on both sides of the stream.
- 7) If the site does not contain the 100-year floodplain or floodway, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Provide non-FEMA flood study information on floodplains, floodways, flood fringes, and flood hazards at the construction plan stage of plan review.

REQUIRED CERTIFICATES

Add the following certification block below to the lower right corner of each page of the plan, except the cover sheet.

The signatures affixed below certify that this sheet has been reviewed and approved solely per the certifications signed on the cover sheet of these construction plans.	
_____	_____
CM- Engineering	Date
_____	_____
Public Works – Utility Engineering/Stormwater	Date
_____	_____
CM – Building Inspections	Date
_____	_____
Planning	Date
_____	_____
Public Works – S & E	Date

Add the following certification statements to the cover sheet of the plan:

Town of Apex Certification	
This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.	

Signature Date

Planning/Zoning Certification by the Town of Apex	
This construction drawing has been reviewed by the Town of Apex Planning Department, and to the best of my knowledge and belief, conforms to the Subdivision or Site Plan that was approved by the Town of Apex Board of Commissioners, and meets the Town of Apex Zoning, Subdivision, or Unified Development Ordinance. This signature does not constitute a variance from any requirements of the originally approved Subdivision or Site Plan cited above, or any federal, state, or local code, law, specification, rule, guideline, or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.	

Signature Date

Building Inspection Division
Certification by the Town of Apex

This drawing has been reviewed by the Town of Apex Building Inspection Division, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Code of Ordinances and the North Carolina State Building Codes. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

Signature

Date

Soil Erosion and Sedimentation Control
Certification by the Town of Apex

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, conforms to the requirements established in the Soil Erosion and Sedimentation Control Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/ engineer/contractor is solely responsible for meeting all applicable requirements.

THIS SIGNATURE DOES NOT CONSTITUTE PLAN APPROVAL, ONLY PLAN REQUIREMENTS. A SEPARATE LETTER OF PLAN APPROVAL WILL BE MAILED TO THE FINANCIALLY RESPONSIBLE PERSON AT A LATER DATE ACCORDING TO THE CONSTRUCTION SEQUENCE.

Signature

Date

Public Works – Utility Engineering/Stormwater
Certification by the Town of Apex

This drawing has been reviewed by the Town of Apex Public Works and Utilities Department (Utility Engineering/Stormwater) and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements. **This signature serves as the stormwater permit for this project.**

Signature

Date