

# 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 [Pond Drainage Plan Schedule](#) on the website for details.

**POND DRAINAGE PLAN FEE:** \$500.00

**PURPOSE:** Pond Drainage Plan review is required by Sec. 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 Geocivix \(IDT Plans\) Website](#)

- Pond Drainage Plan Application
- Pond Drainage Plan Set
  - 24" x 36" plan sheets
  - Scale not less than: 1" = 50' horizontal, 1" = 5' vertical
  - Saved as pdf documents from AutoCAD

\*Erosion Control Application (Erosion Control FRO Form) is required at the time of the Pre-Construction Meeting.

## POND DRAINAGE PLAN PROCESS INFORMATION

If the intent of the pond draining plan is to reduce applicable riparian buffers, then the requirements outlined in the NC Department of Environmental Quality (NCDEQ) Buffer Clarification Memo #2007-012 (attached to this application for reference) shall be followed 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 NCDEQ 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.

**TECHNICAL REVIEW COMMITTEE (TRC):** Members of the TRC include staff from the following Town departments: Planning, Building Inspections & Permits, Development Services, Water Resources, Public Works, Transportation & Infrastructure Development, Electric Utilities, Fire, and Police. If the applicant chooses to meet with TRC, they should come to the meeting prepared to discuss these comments and/or receive clarification on what the comments mean. Appointments with TRC will be scheduled by the date indicated on the Applicant Schedule.

On the assigned day, the TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet at a specified appointment time. 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 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 on the re-submittal date indicated on the Pond Drainage 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 an approval letter and the applicant shall contact Development Services for next steps (919) 372-7467. **This is not issued in lieu of other federal, state and local permits, such as grading permits, sedimentation and erosion control permits, etc.**

## POND DRAINAGE PLAN APPLICATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_

### Project Information:

Project Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
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: \_\_\_\_\_

### Engineer Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Other contacts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Common Acronyms/Definitions			
<b>GeoCivix (IDT)</b>	Electronic Plan Review	<b>UDO</b>	Town's Unified Development Ordinance
<b>TOA</b>	Town of Apex	<b>NCDEQ</b>	North Carolina Dept. of Environmental Quality
<b>RCA</b>	Resource Conservation Area	<b>DDM</b>	Design & Development Manual
Town Contact Information			
<b>Planning Department</b>	(919) 249-3426	<b>Soil &amp; Erosion Control Officer</b>	(919) 372-7470
<b>Parks, Recreation &amp; Cultural Resources Department</b>	(919) 372-7468	<b>Electric Utilities Division</b>	(919) 249-3427
<b>Traffic Engineering Manager</b>	(919) 249-3358	<b>Stormwater</b>	(919) 249-1166
<b>Utility Engineering</b>	(919) 249-3413	<b>Development Services</b>	(919) 372-7467

GENERAL PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Uploading to GeoCivix	All uploaded sheets are to be titled in a descriptive manner i.e. Site Layout Plan, Landscape Plan, etc.	<a href="#">GeoCivix</a>
2	Electronic submittal through GeoCivix (IDT)	Submit application, a set of site plans (24"x36" at a scale of not less than 1"=50' horizontal, 1"=5' vertical Note: Do not submit scanned plans. Send documents saved directly from AutoCAD or equivalent software.	<a href="#">GeoCivix (IDT) Instructions</a>
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 max. of a ½ mile radius.	
<b>2</b>	<b>PROJECT DATA</b>		
a	Name & address(s) and parcel ID(s) of the project	Include any phase numbers	
b	Preparer's name, address, phone number		
c	Owner's name, address, phone number and e-mail address		
d	Contract purchaser's name, address, phone number and e-mail address		
e	Annexation number(s) for property, if applicable		<a href="#">Annexation Petition</a>
f	Zoning of the property, including case number if applicable		<a href="#">Zoning Map</a>
g	Area of tract	In square feet or acres	
h	Project Area (area of disturbance)	In square feet or acres	
i	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay	<a href="#">Watershed Protection Overlay District Map</a>	<a href="#">UDO Sec. 6.1</a>
j	Indicate if the pond drainage will reduce applicable riparian buffers	*	

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<b>COVER SHEET CHECKLIST ITEMS</b>			
#	Requirement	Additional Information	Reference
k	Indicate if the site contains a FEMA designated 100 year floodplain	<a href="#">Floodplain Map</a>	<a href="#">UDO Sec. 6.2</a>
l	Indicate if the site contains an historic structure	Defined by UDO Section 12.2-Historic structure	<a href="#">UDO Sec. 12.2</a>
3	<b>Required Note: 9</b>		
4	<b>Required Certificates and Certification Statements</b>		

\*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.

<b>EXISTING CONDITIONS SHEET CHECKLIST ITEMS</b>			
#	Requirement	Additional Information	Reference
1	Provide boundaries of the site in metes and bounds.		<a href="#">UDO Sec. 8.1.2.B.2.a</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 Control Measures within RCA. Aerial photo based topography is unacceptable.	<a href="#">UDO Sec. 8.1.2.B.2.b</a>
3	Call out location of slopes equal to or greater than 3:1 and rock outcroppings		<a href="#">UDO Sec. 8.1.2.B.2.c</a>
4	Provide tree survey locating all trees 8" caliper and larger on site. Please also show critical root zones.	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.	<a href="#">UDO Sec. 2.3.15.D.2.b</a>
5	Show area where pond drainage activities will occur.		
6	Location of wetlands	As determined by a licensed soil scientist, the Army Corps of Engineers, or NCDEQ.	<a href="#">UDO Sec. 6.1</a> <a href="#">UDO Sec. 8.1.2.B.2.g</a>
7	Location of all creeks, streams, ponds, and dams		<a href="#">UDO Sec. 8.1.2.B.2.h</a>
8	Indicate whether the site is in the Primary or Secondary Watershed Protection Overlay District	<a href="#">Watershed Protection Overlay District Map</a>	<a href="#">UDO Sec. 8.1.2.B.2.i</a> ; <a href="#">UDO Sec. 6.1</a>
9	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 #5	<a href="#">UDO Sec. 6.1.11</a> ; <a href="#">UDO Sec. 8.1.2.B.2.i</a>
10	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 #6	<a href="#">UDO Sec. 6.2</a> ; <a href="#">UDO Sec. 8.1.2.B.2.i</a>
11	Location of existing fencing, roads and structures		<a href="#">UDO Sec. 8.1.2.B.2.k</a>
12	Location of significant site elements	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, farm ponds, rock outcroppings, and cemeteries.	<a href="#">UDO Sec. 8.1.2.B.2.l</a>
13	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.	<a href="#">UDO Sec. 8.1.2.B.2.m</a>

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EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
14	Location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks, or similar structures.		<a href="#">UDO Sec. 8.1.2.B.2.n</a>
15	<b>Required Notes: 1-3</b>	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	Construction entrance	Provide construction entrance detail	
a	Show all vehicular access and how the pond is being accessed		
4	Please show existing trees to be removed and saved. Please show the critical root zones.		
5	Location of tree protection fencing.	Fencing must be 1 foot away from the tree trunk for every 1 inch caliper of the tree.	<a href="#">UDO Sec. 8.1.2.G.1;</a> <a href="#">DDM</a>
6	Detailed drawing of tree protection fencing		<a href="#">TOA Spec. 200.06</a>
7	Detailed drawing of silt fence		<a href="#">TOA Spec 400.01</a>
8	Detailed drawing of Temporary Silt Fence Outlet		<a href="#">TOA Spec 400.02</a>
9	Detailed drawing of Filter Bag with Gravel Pad		<a href="#">TOA Spec 400.22</a>
10	Detailed drawing of Existing Pond Dam Breach		<a href="#">TOA Spec 400.24</a>
11	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	<a href="#">UDO Sec. 8.1.2.B.2.b</a>
12	For fill within floodplain, provide Letter of Map Revision based on Fill	<a href="#">Flood Plain Development Permit Application</a>	
13	Show location of staging area		
14	Indicate all slopes greater than or equal to 3:1		<a href="#">UDO Sec. 8.1.2.B.2.c</a>
15	Location and type of soil and erosion control measures	For sites where disturbed area is 20,000ft <sup>2</sup> or greater in size, please submit a Soil & Erosion Control Plan	<a href="#">S&amp;E Construction Sequence</a>
16	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.	<a href="#">UDO Sec. 6.1.11</a>
17	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	<a href="#">Watershed Protection Overlay District Map</a>	<a href="#">UDO Sec. 8.1.2.B.2.i;</a> <a href="#">UDO Sec. 6.1</a>
18	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		<a href="#">UDO Sec. 8.1.2.B.2.m</a>
19	Compaction test for fill		
20	<b>Required Notes: 4-8</b>	See the Required Plan Notes	

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**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 tree protection fencing has been installed and inspected. A Tree Protection Fencing Installation Permit may be obtained at the Planning Department or online at <http://www.apexnc.org/215/Applications-Schedules>.
- 2) Tree protection fencing must be placed:
  - a. One foot away from any saved tree for each inch of diameter at breast height,
  - b. Along the outside line of the 100-year floodplain and the outside edge of any riparian buffer, and
  - c. At least 10 feet away from any other designated RCA such as, but not limited to, historic buildings and structures, wetlands, and ponds.
- 3) Additional tree 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 (e.g. RCA, the critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 5) 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.
- 6) 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.
- 7) All slopes equal to 2:1 shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
- 8) Slopes steeper than 3:1 but less than 2:1 shall be stabilized with permanent groundcover, not with turf grass.
- 9) See Planning Department for a list of all zoning conditions.

## REQUIRED CERTIFICATES

Add the following certification block below to the lower right corner of each page of the plan, except the cover sheet. See Page 9 for certification statements.

**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.**

Water Resources – Utility Engineering	Date
Water Resources – Stormwater	Date
Building Inspections & Permits	Date
Planning	Date
Water Resources – Soil Erosion & Sedimentation Control	Date

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

Planning/Zoning Certification by the Town of Apex

This drawing has been reviewed by the Town of Apex Planning Department, and to the best of my knowledge and belief, conforms to the plan that was approved by the Town of Apex Technical Review Committee, and meets the Town of Apex Unified Development Ordinance. This signature does not constitute a variance from any requirements of any federal, state, or local code, law, specification, rule, guideline, or ordinance. It is the sole responsibility of the owner/developer, or any of their agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

By:

Building Inspections & Permits Town of Apex Certification

This drawing has been reviewed by the Town of Apex Building Inspections & Permits Department, 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.

By:

Water Resources Soil Erosion and Sedimentation Control 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 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.**

By:

Water Resources – Utility Engineering Town of Apex Certification

This drawing has been reviewed by the Town of Apex Water Resources Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Standard Details 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.

By:

Water Resources –Stormwater Engineering Town of Apex Certification

This drawing has been reviewed by the Town of Apex Water Resources Stormwater Engineering Division and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Standard 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.**

By: