

AN INTAKE SHEET MUST ACCOMPANY INITIAL AND ALL SUBSEQUENT SITE PLAN SUBMITTALS.

Project Name: _____

Submitted by: _____ Date: _____

Pre-Application meeting held? _____ yes/no If yes, date of meeting: _____

Type of Submittal (Choose One):

File No.: ZP-____ - _____
Rec'd by: _____
Date: _____
Sharenet: _____

_____ **Initial site plan submittal (electronic only):**

- _____ Site plan review fee \$_____ *
- _____ Site Plan Review Application*
- _____ Copy of recorded Special Use Permit, if applicable
- _____ Appointment of Agent, if applicable, signed by the property owner and the agent
- _____ Drawings (see UDO Appendix A – Site Plan Checklist)
- _____ Construction Project Plan Review Checklist (updated 1/6/21)
- _____ Checklist for Planning/Zoning
- _____ Fire Department Site Plan Review Checklist
- _____ Soil Erosion and Sedimentation Control Compliance Form (if tract is less than 30,000 SF) (updated 1/6/21)
- _____ Financial Responsibility/Ownership Form (if the tract is over 30,000 SF); fee: \$_____ * (updated 1/6/21)
- _____ Application for Approval of Engineering Plans and Specifications for Water Supply Systems
- _____ Fast Track Sewer System Extension Application (FTA 04-16)
- _____ Flow Tracking/Acceptance of Sewer Extension Application (FTSE 04-16)
- _____ Construction on Town Right-of-Way application
- _____ Installation of Water/Sewer Service Permit Application (tap/new construction/new meter) (optional)
- _____ Calculations: stormwater, erosion control, water and sewer

_____ **Minor-2 /3 Subdivision:** For minor-2 or 3 subdivision applications, see UDO Appendix A for specific requirements. Owner voluntary consent to the minor-2 base standards and minor-3 incentive standards, if applicable, is required pursuant to G.S. §160D-702(b). Owner(s) signature on the Site Plan Review Application for a minor-2 or minor-3 subdivision constitutes consent. (updated 12/9/25)

_____ **Subsequent site plan submittal (electronic only):**

- _____ Letter addressing comments from previous submittal
- _____ Other revised materials: _____

Final plans for signature:

- _____ Letter addressing comments from previous submittal (if any)
- _____ Two (2) 24" x 36" sets of drawings
- _____ One (1) electronic copy or document link emailed to plan@southernpines.net.

*Please email a link to all submittal materials to plan@southernpines.net.

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387

plan@southernpines.net (910) 692-4003 www.southernpines.net



Site Plan Review Application

Date Received: _____ Fee Paid: \$_____ Case No.: ZP-____-____

Project Name: _____ Project Type: _____
Street Address: _____ Zoning: _____ Acreage: _____
PIN: _____ Parcel ID: _____ Setbacks: _____

Applicant(s):

Name(s): _____
Phone: _____ Email: _____
Mailing Address: _____

Contact Person, if different from Applicant(s):

Name(s): _____
Phone: _____ Email: _____
Mailing Address: _____

Legal Property Owner(s), if different from Applicant(s):

Name(s): _____
Phone: _____ Email: _____
Mailing Address: _____

Building: _____ S.F. **Build Upon Area:** _____ S.F. **Impervious Surface:** _____ S.F. / _____ %

Parking Area: _____ S.F. **Parking Area Shade Trees:** _____ %

Highway Corridor Overlay: Yes/No _____ If yes, **Urban Village** _____ **Urban Transition** _____ **Rural Hwy** _____

Watershed: Yes/No _____ If yes, **LR #2:** _____ **LR Vass:** _____ **Nicks Creek:** _____ **HQW:** Yes/No _____

Does site contain a floodplain: Yes/No _____ **Does site contain wetlands:** Yes/No _____

Property within Historic District: Yes/No _____ **Date of project approval:** _____ **File No.:** HD-_____

Date: _____

Applicant
If a minor-2 or minor-3 Subdivision, the **owner(s)** must sign pursuant to G.S. §160D-702(b).

COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE SERVICE ROAD
SOUTHERN PINES, NORTH CAROLINA 28387

APPOINTMENT OF AGENT

The undersigned owner(s), _____, hereby appoint(s) _____ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for approval of the site plan described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Technical Review Committee for the proposed improvements on the subject property; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for site plan approval under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this _____ day of _____, _____.

Property Owner

Property Owner

Agent

CHAPTER 6 CONSTRUCTION DRAWINGS CHECKLIST

Instructions: All Construction Plan submissions shall at a **minimum** contain the requirements stated within. Any construction plan submissions with missing or incomplete information may be rejected and not reviewed until all necessary information has been provided. It should be noted that not all items contained within will necessarily be required for every project. **This list is intended to give general guidelines only and is not to be considered all-inclusive. Checklist may change; website should be checked to insure most current version is being used.**

The Engineer shall place a check mark in one of the boxes (as appropriate) on each item:

provided or **(N/A)** not applicable

Note: The following checklist is provided to assist the design engineer in developing a complete plan set to expedite our review process. Compliance with the checklist in no way is meant to relieve the design professional of his or her responsibility for project design. All construction plans submitted for review are to include a copy of this checklist signed by a NC registered Professional Engineer and/or Architect. Project submittals without a completed checklist will not be reviewed. Forms are available at: www.southernpines.net

PROJECT NAME: _____

ENGINEER: _____ ENGINEERING COMPANY: _____

COMPANY ADDRESS: _____

COMPANY PHONE: _____ EMAIL: _____

PROJECT PROPERTY OWNER: _____ EMAIL: _____

PROJECT ADDRESS/LOCATION _____

DATE SUBMITTED: ____/____/____

The Following Are the Minimum Plan Sheets to be Provided

		Applicant	
		Provided	N/A
1	Title/Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
2	Existing Conditions\Demolition Plan	<input type="checkbox"/>	<input type="checkbox"/>
3	Overall Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
4	Road Plan & Profile	<input type="checkbox"/>	<input type="checkbox"/>
5	Storm Drainage Layout Sheet	<input type="checkbox"/>	<input type="checkbox"/>
6	Storm Drain Plan and Profile(s)	<input type="checkbox"/>	<input type="checkbox"/>
7	Drainage Area map	<input type="checkbox"/>	<input type="checkbox"/>
8	Grading and Erosion Control Plan(s).	<input type="checkbox"/>	<input type="checkbox"/>
9	Utility Layout Sheet.	<input type="checkbox"/>	<input type="checkbox"/>
10	Water Plan & Profile	<input type="checkbox"/>	<input type="checkbox"/>
11	Sewer Plan & Profiles	<input type="checkbox"/>	<input type="checkbox"/>
12	Landscaping Plans	<input type="checkbox"/>	<input type="checkbox"/>
13	Details	<input type="checkbox"/>	<input type="checkbox"/>

1. General Plan Requirements

		Provided	N/A
1	Download latest Town Cover Sheet Requirements from: https://nc-southernpines2.civicplus.com/501/7447/Requirements?activeLiveTab=widgets	<input type="checkbox"/>	<input type="checkbox"/>
2	Each page is signed, sealed and dated by a NC Registered Professional Engineer and/or Architect.	<input type="checkbox"/>	<input type="checkbox"/>
3	All drawings in a set of construction plans are the same size sheet, 36 in. wide by 24 in. high. See folding instructions town stamp-final approval.dwg	<input type="checkbox"/>	<input type="checkbox"/>
4	North arrow with horizontal and vertical datum provided on each plan sheet.	<input type="checkbox"/>	<input type="checkbox"/>
5	Plans and Profiles contain sufficient vertical and horizontal references and information to allow stakeout and construction of proposed work by reference to the plans alone.	<input type="checkbox"/>	<input type="checkbox"/>
6	Plans have a horizontal scale not less than 1in. = 50ft. and a vertical scale of 1in. = 5ft. or to a scale clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>
7	Profiles are located under the corresponding plans on the same sheet.	<input type="checkbox"/>	<input type="checkbox"/>
8	Profiles for all water and sewer mains are shown. (include all utility crossings)	<input type="checkbox"/>	<input type="checkbox"/>
9	Stationing is shown on plans. Stationing on plans should increase from left to right across the drawing. (Road centerline stationing can be used when water/sewer lines are located in/along roads).	<input type="checkbox"/>	<input type="checkbox"/>
10	All public right-of-ways and easements are shown and dimensioned.	<input type="checkbox"/>	<input type="checkbox"/>
11	All lot lines, setback and buffers are clearly shown.	<input type="checkbox"/>	<input type="checkbox"/>
12	All specifications, design data and calculations, are provided on an 8 ½ x 11 in. sheet, bound in a folder suitable for filing, and labeled for identification by the title.	<input type="checkbox"/>	<input type="checkbox"/>
13	Woodpecker and Environmental Impact Study included, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
14	Turn around area provided for emergency and maintenance vehicles, where required.	<input type="checkbox"/>	<input type="checkbox"/>
15	Grading in buffer and setbacks areas must be approved by Planning Department (692-4003)	<input type="checkbox"/>	<input type="checkbox"/>
16	Plans shall be folded to approximately 8.5" x 11" in size with the project title showing in the lower right-hand corner and the Town Approval Stamp in upper right corner.	<input type="checkbox"/>	<input type="checkbox"/>
17	A .pdf copy of all plan and calculation submittals shall be provided for all submittals.	<input type="checkbox"/>	<input type="checkbox"/>
18	Upon approval of construction drawings (3) full size sets and one 1/2 size set of plans shall be submitted to the town for signature. A pdf version of the final signed plans, calculations and required documentation shall also be submitted prior to any permits being issued.	<input type="checkbox"/>	<input type="checkbox"/>

2. Title Sheet/Overall Site Plan

		Provided	N/A
1	Vicinity Map minimum scale 1 in. = 2000 ft., with clearly labeled intersecting roadway names major streams, towns, north arrow, etc. and the site location. Shade site to be constructed.	<input type="checkbox"/>	<input type="checkbox"/>
2	Site Plan shows overall subdivision/site layout to scale, section limits, phases, right-of-ways, adjacent subdivisions, property owners, existing and proposed street names, and at least two (2) permanent bench mark locations and descriptions. The section to be constructed is clearly labeled	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide an Index map with match lines for multiple sheets for all plans as needed.	<input type="checkbox"/>	<input type="checkbox"/>
4	Title Information – Development/site name, type of plan, section number, and phase is provided.	<input type="checkbox"/>	<input type="checkbox"/>
5	A legend is provided of the specific graphic special symbols applicable to the project. Standard symbols are used to the fullest extent possible.	<input type="checkbox"/>	<input type="checkbox"/>
6	List of abbreviations applicable to the project is provided.	<input type="checkbox"/>	<input type="checkbox"/>
7	Revision block includes the date and reference of each revision.	<input type="checkbox"/>	<input type="checkbox"/>
8	Sheet index is provided.	<input type="checkbox"/>	<input type="checkbox"/>
9	Provide Site Data table as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
10	Table showing public and private improvement quantities for water, sewer, streets, sidewalk, curb & gutter. Contact PW to obtain .dwg format	<input type="checkbox"/>	<input type="checkbox"/>
11	Water Application Summary table as shown as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
12	Sewer Application Summary table as shown as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
13	Provide Traffic Data Table as shown as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
14	Provide Watershed Data Table as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
15	Town standard notes as shown in Town Title Block	<input type="checkbox"/>	<input type="checkbox"/>
16	Town approval signature blocks (upper right corner)	<input type="checkbox"/>	<input type="checkbox"/>
17	Indicate 100 yr flood plain (reference FEMA panel #, date) or make reference that site is not located w/in 100 yr flood plain	<input type="checkbox"/>	<input type="checkbox"/>

3. Existing Conditions/Demolition

		Provided	N/A
1	Provide note requiring contractor to contact the NC One-Call Center prior to any construction activity.	<input type="checkbox"/>	<input type="checkbox"/>
2	Trees to be removed shown and clearly labeled. Trees being removed within Town rights of way require Tree Removal Permit. Contact the B&G superintendent at 910-692-1983	<input type="checkbox"/>	<input type="checkbox"/>
3	Tree protection fence shown around trees to remain	<input type="checkbox"/>	<input type="checkbox"/>
4	Show and label all topography with a maximum of two-foot contour intervals for the development.	<input type="checkbox"/>	<input type="checkbox"/>
5	Show all water lines, sanitary sewer lines, services, cleanouts, valves, hydrants within 500', water meters vaults, backflow preventers, storm sewer systems, catch basins, headwall, junction boxes and other structures, ditches and swale, all other utilities, buildings, parking, mail boxes, etc.	<input type="checkbox"/>	<input type="checkbox"/>
6	Clearly label any structures, utilities etc to be removed	<input type="checkbox"/>	<input type="checkbox"/>
7	Flood plain boundaries (100 yr, 500 yr)	<input type="checkbox"/>	<input type="checkbox"/>
8	Horizontal and vertical control references are specified (State plane, U.S. Coast & Geodetic Surveys, etc.). Hydrants and manholes are not acceptable control.	<input type="checkbox"/>	<input type="checkbox"/>
9	Source of the topography used for the preparation of the plans is provided.	<input type="checkbox"/>	<input type="checkbox"/>
10	Show and label all buffers, overlay district, easements etc, as defined by planning and zoning	<input type="checkbox"/>	<input type="checkbox"/>
11	Adjacent property owner information	<input type="checkbox"/>	<input type="checkbox"/>

4. General Water/Sewer and Utility Layout Requirements

		Provided	N/A
Utility Layout Sheet			
1	The utility layout sheet shall be produced with a horizontal scale of 1"=100' or larger (i.e., 1"= 50') to indicate the new layout/extension and the relationship to other proposed or existing utilities, roadways, and other pertinent structures	<input type="checkbox"/>	<input type="checkbox"/>
2	Legend of sanitary sewer, water, and other utilities, structures; either proposed or existing.	<input type="checkbox"/>	<input type="checkbox"/>
3	Construction Notes	<input type="checkbox"/>	<input type="checkbox"/>
4	Overall plan of the water and/or sewer extension layout, indexed to sheet numbers	<input type="checkbox"/>	<input type="checkbox"/>
5	Existing utilities to include water and/or sewer labeled with size and material type, if known.	<input type="checkbox"/>	<input type="checkbox"/>
6	"Composite" of all information contained in the plan view of the individual plan/profile sheets.	<input type="checkbox"/>	<input type="checkbox"/>
Sewer Permitting			
7	NCDENR fast track sewer application http://ncdenr.gov/web/wq/swp/ps/cs/ext	<input type="checkbox"/>	<input type="checkbox"/>
8	Flow acceptance letter from Moore County	<input type="checkbox"/>	<input type="checkbox"/>
9	Analysis of receiving gravity sewer, lift station, force main etc.	<input type="checkbox"/>	<input type="checkbox"/>
10	Confirm proposed gravity laterals meet 15A NCAC 02T .0305 when crossing water mains	<input type="checkbox"/>	<input type="checkbox"/>
11	Provide calculations showing sewer is designed to carry the total peak tributary flow at 1/2 of full depth (50% capacity) for 16" and smaller pipes. Include all calculations and assumptions used to show design meets NCDENR design standards for gravity sewer.	<input type="checkbox"/>	<input type="checkbox"/>
12	Min. flow velocity under design conditions shall be at least 2.5 feet per second. Max velocity shall not be greater than 10 fps.	<input type="checkbox"/>	<input type="checkbox"/>
13	Collecting sewers are a minimum of 8 inches in diameter and are designed to carry present and projected future flows for natural drainage basin. Provide calculations	<input type="checkbox"/>	<input type="checkbox"/>
Water Permitting			
14	NCDENR –Public Water Supply Section water extension application	<input type="checkbox"/>	<input type="checkbox"/>
15	Engineers Report (Report shall include requirements listed in items 12,13,15 above)	<input type="checkbox"/>	<input type="checkbox"/>
16	Application for Water-Sewer New Installation of Service Application submitted	<input type="checkbox"/>	<input type="checkbox"/>
17	System demand shall include: fire flow, peak domestic demand, sprinkler demand, and any other flow demand on the system.	<input type="checkbox"/>	<input type="checkbox"/>
18	The following water main data and design calculations are enclosed: average day, maximum day, and peak hour demands, fire flow requirements (ISO calculations, future requirements, probable pressures, losses, and computations for determining pipe sizes. Provide a written report summarizing the water design calculations, include junction/pipe node report and diagram clearly indicating each node and pipe, summary table showing each hydrant is capable of providing required flow, and indicate all assumptions and methods used for design.	<input type="checkbox"/>	<input type="checkbox"/>
19	Mains sized to provide a minimum system pressure of 20 psi at all points of the system during fire flow conditions with peak system demands and 40 psi at average daily demand conditions.	<input type="checkbox"/>	<input type="checkbox"/>
20	Fire sprinkler design and calculation as required by the Fire Marshal.	<input type="checkbox"/>	<input type="checkbox"/>

5. Gravity Sewers Plan and Profile Requirements

	Provided	N/A
Proposed and existing water utilities are accurately and clearly shown on the plan and profiles using standard symbols and proposed utilities are accentuated by bold, heavy line weight to distinguish it from other utilities.	<input type="checkbox"/>	<input type="checkbox"/>
Pipe sizes and material type is shown on plans (SDR 35 or D.I.P.)	<input type="checkbox"/>	<input type="checkbox"/>
All sewer main crossings with other utilities are properly shown and called-out (include material) with minimum clearance dimensioned. Minimum vertical clearance of 24-inches from other utilities and/or storm drains is shown.	<input type="checkbox"/>	<input type="checkbox"/>
Manhole number, depth, inverts, pipe slope, length and material, flow angles between main lines and manholes	<input type="checkbox"/>	<input type="checkbox"/>
Call-out locations (sta #) are provided for manholes, clean-outs, connections, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Gravity sewer is placed at a minimum of 0.5% grade and a maximum of 10%. (Grades greater than 10% may be approved on a case-by-case basis only.)	<input type="checkbox"/>	<input type="checkbox"/>
Minimum cover on gravity sewer is 3 ft from the top of pipe to finished grade.	<input type="checkbox"/>	<input type="checkbox"/>
A 4 in. water tight clean-out is provided at the Right of Way or easement for each sewer service connection. A road bearing clean-out is provided in areas of vehicular traffic.	<input type="checkbox"/>	<input type="checkbox"/>
50 ft maximum clean-out spacing on 4 inch service line. 6 inch service lines may have clean outs spaced at 75 feet intervals.	<input type="checkbox"/>	<input type="checkbox"/>
A terminal manhole is provided at the end of each line.	<input type="checkbox"/>	<input type="checkbox"/>
Show flow deflection angle at all manholes (max deflection angle per manhole = 90 degrees for 8"-10" pipe diameter)	<input type="checkbox"/>	<input type="checkbox"/>
Pipes greater than 6" must tie into a manhole.	<input type="checkbox"/>	<input type="checkbox"/>
All terminal reaches of sewer shall have a minimum slope of 1% .	<input type="checkbox"/>	<input type="checkbox"/>
Maximum distance between manholes is 400 feet or less	<input type="checkbox"/>	<input type="checkbox"/>
No service connections within the cone section of the manhole	<input type="checkbox"/>	<input type="checkbox"/>
Pipe diameter and or material changes must occur at manholes.	<input type="checkbox"/>	<input type="checkbox"/>
Pipe crowns matched with minimum drop of 0.20 feet between the inverts within the manhole.	<input type="checkbox"/>	<input type="checkbox"/>
Meets all other design requirements as specified by NCDENR	<input type="checkbox"/>	<input type="checkbox"/>
Provide SS Manhole Chart (Chart available in AutoCAD format from PW Dept.)	<input type="checkbox"/>	<input type="checkbox"/>
Sewer mains shall be a minimum of 24-inches below water main to prevent conflicts with service laterals and crossings.	<input type="checkbox"/>	<input type="checkbox"/>
Manholes out of roadway, pavement or in low lying areas are a minimum of 18-inches above grade.	<input type="checkbox"/>	<input type="checkbox"/>
Mains must be 100 feet from any private or public water supply source, including wells, WS-1 waters or Class I or II impounded reservoirs used as a source of drinking water	<input type="checkbox"/>	<input type="checkbox"/>
Mains a minimum of 50 feet from any waters classified WS-II, WS-III, B,SA, ORW, HQW or SB (and meet any NCDENR requirements)	<input type="checkbox"/>	<input type="checkbox"/>
Sewer mains are 25 feet from private wells	<input type="checkbox"/>	<input type="checkbox"/>
Mains shall be deep enough to serve the adjoining property and allow for sufficient slope in lateral lines	<input type="checkbox"/>	<input type="checkbox"/>
Add shading to all ductile iron pipe sewer lines in profiles to distinguish from PVC material	<input type="checkbox"/>	<input type="checkbox"/>
A minimum 20 ft. utility easement width centered over the main is clearly shown and identified.	<input type="checkbox"/>	<input type="checkbox"/>

6. Water Plan and Profile Requirements

		Provided	N/A
1	Proposed and existing water utilities are accurately and clearly shown on the plan and profiles using standard symbols and proposed utilities are accentuated by bold, heavy line weight to distinguish it from other utilities.	<input type="checkbox"/>	<input type="checkbox"/>
2	Water main sizes and materials (C900 or DIP) are indicated.	<input type="checkbox"/>	<input type="checkbox"/>
3	Call-out locations (sta #) are provided for fire hydrants, meter settings, blow-offs, manholes, clean-outs, tees, bends, valves, reducers, connections, etc.	<input type="checkbox"/>	<input type="checkbox"/>
4	Existing and proposed grade over the mains are indicated on the profile.	<input type="checkbox"/>	<input type="checkbox"/>
5	Minimum of 10ft. of horizontal separation between sanitary sewer and water lines is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
6	Minimum 10ft. horizontal separation from storm drain structures or other utility structures is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
7	Minimum vertical clearance from all crossing utilities is maintained.	<input type="checkbox"/>	<input type="checkbox"/>
8	Main line valves on straight runs between intersection shall be spaced at not less than 600' for 6" lines and 900' for 8" lines	<input type="checkbox"/>	<input type="checkbox"/>
9	All Transitions in pipe material shall have restrained joints.	<input type="checkbox"/>	<input type="checkbox"/>
10	Single water services are provided to each dwelling, business, warehouse or proposed lots, buildings and parcels. Backflow devices shall be installed at approved locations.	<input type="checkbox"/>	<input type="checkbox"/>
11	Fire hydrants spacing shall be approved by Town. The bury depth is provided on the profile.	<input type="checkbox"/>	<input type="checkbox"/>
12	Location of FDC, within 50 feet of fire hydrant	<input type="checkbox"/>	<input type="checkbox"/>
13	Water lines that serve hydrants shall be at least six-inch lines, and unless no other practicable alternative is available, no such lines shall be dead-end lines.	<input type="checkbox"/>	<input type="checkbox"/>
14	Minimum of 3 feet clearance around all fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>
15	Where a water main is in a casing under a roadway or crosses under a stream bed, valves are placed on each side.	<input type="checkbox"/>	<input type="checkbox"/>
16	All valves, tees, bends, fire hydrants, etc. are shown with a symbol and called-out with size, type and station	<input type="checkbox"/>	<input type="checkbox"/>
17	No 90-degree bends shown on any water main.	<input type="checkbox"/>	<input type="checkbox"/>
18	Minimum cover of 3-ft. for water mains is maintained as measured from top of pipe to finished grade.	<input type="checkbox"/>	<input type="checkbox"/>
19	Three (3) valves are provided at each water main tee and four (4) valves at each water main cross.	<input type="checkbox"/>	<input type="checkbox"/>
20	All details are provided. Town details shall be used when available	<input type="checkbox"/>	<input type="checkbox"/>
21	Location, make and model of Back flow preventer.	<input type="checkbox"/>	<input type="checkbox"/>
22	Irrigation system must have privately maintained reduced pressure principal backflow prevention installed in accordance with the NC Plumbing Code. RPZ must be installed above ground and within an insulated box.	<input type="checkbox"/>	<input type="checkbox"/>
23	BFP must be installed within 10' of the water meter.	<input type="checkbox"/>	<input type="checkbox"/>
24	No service connections are to be made on fire hydrant branches or fire lines.	<input type="checkbox"/>	<input type="checkbox"/>
25	Direct service connection shall be allowed on mains 16" and smaller.	<input type="checkbox"/>	<input type="checkbox"/>
26	Services connections are perpendicular to main.	<input type="checkbox"/>	<input type="checkbox"/>
27	Provide the appropriate backflow prevention notes from the Town Cover Sheet requirements.	<input type="checkbox"/>	<input type="checkbox"/>
28	Provide an above ground enclosure for the RPZ for all commercial, industrial and institutional developments (both domestic and fire lines)	<input type="checkbox"/>	<input type="checkbox"/>

7. Erosion Control Plans

		Provided	N/A
1	General plan requirements as noted above.	<input type="checkbox"/>	<input type="checkbox"/>
2	General Site Features (plan elements)	<input type="checkbox"/>	<input type="checkbox"/>
3	Existing and planned drainage patterns (include OFF-SITE areas that drain through project)	<input type="checkbox"/>	<input type="checkbox"/>
4	Limits of disturbed area (provide acreage total, delineate limits, and label)	<input type="checkbox"/>	<input type="checkbox"/>
5	Existing contours and Existing conditions (buildings, roads etc) including any demo	<input type="checkbox"/>	<input type="checkbox"/>
6	Proposed contours	<input type="checkbox"/>	<input type="checkbox"/>
7	Proposed building and road locations and elevations	<input type="checkbox"/>	<input type="checkbox"/>
8	Land use of surrounding areas.	<input type="checkbox"/>	<input type="checkbox"/>
9	Rock outcrops	<input type="checkbox"/>	<input type="checkbox"/>
10	Seeps or springs	<input type="checkbox"/>	<input type="checkbox"/>
12	Wetland limits	<input type="checkbox"/>	<input type="checkbox"/>
13	Easements	<input type="checkbox"/>	<input type="checkbox"/>
14	Streams, lakes, ponds, drainage ways, dams	<input type="checkbox"/>	<input type="checkbox"/>
15	Stockpiled topsoil or subsoil locations	<input type="checkbox"/>	<input type="checkbox"/>
16	Property lines of total tract	<input type="checkbox"/>	<input type="checkbox"/>
17	Erosion control legend	<input type="checkbox"/>	<input type="checkbox"/>
18	Location of temporary and permanent measures	<input type="checkbox"/>	<input type="checkbox"/>
19	Construction drawings and details for temporary and permanent measure	<input type="checkbox"/>	<input type="checkbox"/>
20	Maintenance requirements during construction	<input type="checkbox"/>	<input type="checkbox"/>
21	Borrow Source or waste destination.	<input type="checkbox"/>	<input type="checkbox"/>
22	Size and location of culverts and sewers	<input type="checkbox"/>	<input type="checkbox"/>
23	Name and classification of receiving water course or name of municipal operator	<input type="checkbox"/>	<input type="checkbox"/>
24	Construction sequence related erosion and sediment control (include critical measures prior to the initiation of the land-disturbing activity & removal of measures after areas they serve and permanently stabilized)	<input type="checkbox"/>	<input type="checkbox"/>
25	Vegetative Stabilization	<input type="checkbox"/>	<input type="checkbox"/>
26	Area and acreage to be vegetatively stabilized	<input type="checkbox"/>	<input type="checkbox"/>
27	Method of soil preparation	<input type="checkbox"/>	<input type="checkbox"/>
28	Seed type and rates (temp. and permanent)	<input type="checkbox"/>	<input type="checkbox"/>
29	Mulch and fertilizer type and rates	<input type="checkbox"/>	<input type="checkbox"/>
30	Watering Requirements	<input type="checkbox"/>	<input type="checkbox"/>
31	Is there flood plain associated with project? State on plan if there is or is not and give elevation and location on plans. (if not state in narrative that it is not required)	<input type="checkbox"/>	<input type="checkbox"/>
32	Add NPDES ground cover requirements to plans	<input type="checkbox"/>	<input type="checkbox"/>

8. Erosion Control Permitting

		Provided	N/A
1	Financial Responsibility/Ownership Form	<input type="checkbox"/>	<input type="checkbox"/>
2	Review fee See FRO: http://www.southernpines.net/DocumentCenter/Home/View/110	<input type="checkbox"/>	<input type="checkbox"/>
3	Certificate of assumed named, if partnership	<input type="checkbox"/>	<input type="checkbox"/>
4	Name of Registered Agent	<input type="checkbox"/>	<input type="checkbox"/>
5	Copy of the most current Deed for the site	<input type="checkbox"/>	<input type="checkbox"/>
6	Narrative describing the nature and purpose of the construction activity.	<input type="checkbox"/>	<input type="checkbox"/>
7	Color copy of USGS Quadrangle map with site indicated	<input type="checkbox"/>	<input type="checkbox"/>
8	Copy of County Soils map	<input type="checkbox"/>	<input type="checkbox"/>
9	Required Army Corps 404 permit and Water Quality 401 certification (stream disturbances over 150 linear feet) (if not needed state in narrative that it is not required)	<input type="checkbox"/>	<input type="checkbox"/>
10	Soil info: type, special characteristics	<input type="checkbox"/>	<input type="checkbox"/>
11	Design calculation and construction details for culverts and storm sewers	<input type="checkbox"/>	<input type="checkbox"/>
12	Design calculations cross sections, and method of stabilization of existing and planned channels (including temporary linings)	<input type="checkbox"/>	<input type="checkbox"/>
13	Discharge and velocity calculations for open channel and ditch flows	<input type="checkbox"/>	<input type="checkbox"/>
14	Design calculations for peak discharges of runoff (including the construction phase and final runoff coefficients of the site) for each outlet point on the site.	<input type="checkbox"/>	<input type="checkbox"/>
15	Design calculations and construction details of energy dissipaters below culverts and storm sewer outlets (for riprap aprons, include stone sizes and apron dimensions)	<input type="checkbox"/>	<input type="checkbox"/>
16	Design calculations and construction details to control groundwater, i.e. seeps, high water table, etc.	<input type="checkbox"/>	<input type="checkbox"/>
17	Design calcs and dimension of sediment basins and traps. (include pre and post drainage area maps, surface area requirements and volume requirements)	<input type="checkbox"/>	<input type="checkbox"/>
18	Design calcs for other erosion control measures.	<input type="checkbox"/>	<input type="checkbox"/>

9. Streets

		Provided	N/A
Plans			
1	Street design meets NCDOT and Town minimum requirements for CL grades, cut/fill slopes sight distance etc. based on classification type	<input type="checkbox"/>	<input type="checkbox"/>
2	Define with details typical roadway cross-sections for all proposed public or private streets/alleys. Details should include typical pavement structure, size of curbing, shoulders, sidewalks, pavement widths and right-of-way widths as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
3	Sight distance triangles at intersections and driveways (include any landscaping, signs etc. that may interfere with sight triangles)	<input type="checkbox"/>	<input type="checkbox"/>
4	Label proposed street classification as dictated per Planning Department	<input type="checkbox"/>	<input type="checkbox"/>
5	Dumpster location, size and access (show turning radii)	<input type="checkbox"/>	<input type="checkbox"/>
6	Fire access to all units and/or fire lanes as required-Provide fire truck turning radius sheet.	<input type="checkbox"/>	<input type="checkbox"/>
7	Sidewalk within public right of way	<input type="checkbox"/>	<input type="checkbox"/>
8	Pavement marking and street signage included.	<input type="checkbox"/>	<input type="checkbox"/>
9	Show Center line road data (include data for all fire lanes as well)	<input type="checkbox"/>	<input type="checkbox"/>
10	Heavy Duty Pavement design minimum: per Geotechnical Report or minimum per Town Engineering and Construction Standards	<input type="checkbox"/>	<input type="checkbox"/>
11	Light Duty Pavement design minimum: per Geotechnical Report or minimum 2" SF 9.5 (A or B), 8" Aggregate Base Course	<input type="checkbox"/>	<input type="checkbox"/>
12	Reference State road numbers and street names of connecting roads	<input type="checkbox"/>	<input type="checkbox"/>
13	Provide road profile sheets. May be comined with Storm profiles but not water and sewer profiles.		
14	Label all grades on profiles to demonstrate compliance with Table 2-1 of the Engineering and Construction Standards.	<input type="checkbox"/>	<input type="checkbox"/>
Submittals			
15	Provide Geotechnical Report for the design of pavement cross sections	<input type="checkbox"/>	<input type="checkbox"/>
16	Traffic study as required See section 4.12 of the current UDO	<input type="checkbox"/>	<input type="checkbox"/>
17	NCDOT right of way encroachment (two party)	<input type="checkbox"/>	<input type="checkbox"/>
18	NCDOT right of way encroachment (three party)- four (4) originals must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
19	NCDOT driveway permit	<input type="checkbox"/>	<input type="checkbox"/>
20	Town of Southern Pines - Construction on Town ROW	<input type="checkbox"/>	<input type="checkbox"/>

10. Stormwater

		Provided	N/A
Plans			
1	Storm drain discharges shall be released to an existing storm collection system or surface water system	<input type="checkbox"/>	<input type="checkbox"/>
2	Label junction boxes, manholes, and inlets with rim and inverts.	<input type="checkbox"/>	<input type="checkbox"/>
3	In no instance shall the load plane of a building or structure come within 5-feet of the outside edge of a storm pipe	<input type="checkbox"/>	<input type="checkbox"/>
4	Minimum pipe size is 15" to an inlet and 18" for open cross pipe culverts.	<input type="checkbox"/>	<input type="checkbox"/>
5	All storm pipes within the Public Right of Way shall be RCP. Private storm pipes shall be per the Town Engineering and Construction Standards	<input type="checkbox"/>	<input type="checkbox"/>
6	Note on plans: All stormwater management facilities shall be maintained by the property owner.	<input type="checkbox"/>	<input type="checkbox"/>
7	Provide stormwater summary results table found in the Town AutoCAD requirements.	<input type="checkbox"/>	<input type="checkbox"/>
8	Provide stormwater drainage schedule table found in the Town AutoCAD requirements.	<input type="checkbox"/>	<input type="checkbox"/>
9	Profiles to include HGL and all water and sewer crossings.		
10	O-ring culverts are required for pressurized systems.		
11	Min slope on Storm sewer is 0.50% or slope to obtain 2.5 fps. Max slope is 10% w/o special anchoring	<input type="checkbox"/>	<input type="checkbox"/>
Calculations			
1	Provide a stormwater engineering report including written narrative describing stormwater control method and calculations. Include summary of method used, steps taken and results showing requirements are met.	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide stormwater pipe system calculations for the 10 yr storm. HGL calculations shall follow methods as describe by NCDOT.		
3	Provide culvert calculations. 25yr design storm for any road crossings. Check both inlet & outlet control.	<input type="checkbox"/>	<input type="checkbox"/>
4	Provide drainage area maps.		
5	HGL calculations shall take into account and show all head losses, friction factors and bypass flows. Tailwater conditions must identified.	<input type="checkbox"/>	<input type="checkbox"/>
6	Pre-construction runoff calculations for each outlet from the site (at peak discharge points)	<input type="checkbox"/>	<input type="checkbox"/>
7	Provide calculations for maintaining the pre-development runoff rate.	<input type="checkbox"/>	<input type="checkbox"/>
8	Submittals shall include: full Analysis & Justification for determination of the following pre and post construction: composite C factors, TC , DA (on and off-site) & other data used in the development of the computations.	<input type="checkbox"/>	<input type="checkbox"/>
9	Pre and Post development drainage area maps provided (scale no smaller than 1"=100') (include flow paths, Analysis points and Drainage areas in acres)	<input type="checkbox"/>	<input type="checkbox"/>
10	Provide riprap or approved alternative outlet protection calculations for all storm drain outlets	<input type="checkbox"/>	<input type="checkbox"/>
11	Provide permanent channel design calculations.	<input type="checkbox"/>	<input type="checkbox"/>
12	Provide inlet spread/capture computations	<input type="checkbox"/>	<input type="checkbox"/>
13	All flow rates shall be provided in cfs to the nearest hundredth of a cfs.	<input type="checkbox"/>	<input type="checkbox"/>
14	All bypass flows shall be accounted for in gutter spread calculations	<input type="checkbox"/>	<input type="checkbox"/>
15	All bypasses shall be noted. This note shall include the inlet that it will be directed to.	<input type="checkbox"/>	<input type="checkbox"/>

TOWN OF SOUTHERN PINES - CHECKLIST FOR PLANNING/ZONING

Project Name: _____ Date: _____

PIN(s): _____ LRK(s) _____

Applicant: _____ Phone # _____ Email _____

Circle Submittal Step: Step 1 - Development Plan Review OR Step 2 - Construction Plans

The Following Are the Minimum Graphic Development Plans Submittal Requirements

		Engineer	N/A	Town	Comments
1	All drawings in a set of construction plans are to be the same size sheet, expected 36 in. wide by 24 in. high.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Location/ Vicinity Map min. scale 1 in. = 2000 ft., with clearly labeled intersecting roadway names major streams, towns, north arrow, etc. and the site location. Shade site to be constructed. Place in upper right hand corner of each sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Plans shall be drawn to scale, using a scale that all features required to be shown are readily discernible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Title sheet\Overall Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Legend - each sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Name of Applicant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Name of Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Legend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Existing Natural, Man-made, and Legal features (* within 50' in any direction of the lot)				
11	Tree line of wooded areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Individual trees 18" in diameter or more, common or scientific name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Orchards or other agricultural groves by common or scientific name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	*Streams, ponds, drainage ditches, swamps, boundaries of flood ways and flood plains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	* Uses on adjoining properties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	If more than 5 acres of land are to be developed, base flood elevation data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	* Contour lines (dotted for existing) - no larger than 5' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	* Vehicle accomodation areas designated by surface material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

19	*parking, loading, & circulation areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	*existing parking spaces & direction of travel lanes, aisels or driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Streets, private roads, sidewalks, & other walkways - designated by surface material(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Curbs and gutters, curb inlets and curb cuts and drainage grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Other storm water or drainage facilities including manholes, pipes and drainage ditches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Underground utility lines, including water, sewer, electric power, telephone, gas, and cable television	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Aboveground utility lines and other utility facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	* Fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Buildings, structures and signs (including dimensions of each)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Location of exterior light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Location of dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	zoning of the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	property lines and dimensions of tract being developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	adjacent property lines (including corporate limits, town boundaries and county lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Street right-of-way lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Utility or other easement lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Deed book & page reference of property owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Proposed Changes and/or new features				
36	show proposed changes in existing natural features, existing man-made features and existing legal features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	new property lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	street R/W lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Utility or other easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	all buildings - location and dimensions (to include distances from property lines, streets or R/W lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	freestanding signs - location and dimensions (to include distances from property lines, streets or R/W lines)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	The location and dimensions of all areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

43	location and dimensions of all recreational areas provided in accordance with Article with each area designated as to type of use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	street labeled by classification (Section 210,UDO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	street name, linear feet (clearly labeled if private)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Curbs and gutters, curb inlets and curb cuts, drainage grates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Sidewalks and walkways, showing widths and surface material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Fire hydrants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Outdoor illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Underground utility lines, including water, sewer, electric power, telephone, gas, and cable television. Water and sewer pipeline signs shall be labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Above ground utility lines and other facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Dumpsters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	* Contour lines (solid for proposed) - no larger than 5' intervals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Proposed plantings or construction of other devices for screening and shading requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Parking lot landscaping - 10' strip				
59	Perimeter buffers				
	ARCHITECTURAL REVIEW PLANS:				
60	Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	SIGN PERMITS:				
61	Scale drawings of all signs requiring permits - SEPARATE Permit, not part of Site Plan Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Fire Department Site Plan Review Checklist

Property Information

Building Name: _____

Address: _____

Contact Person: _____

Phone: _____ E-mail: _____

Building

Occupancy Type: _____

Square Footage: _____

Number of Stories: _____

Construction Type: _____

Occupant Load (based on net gross): _____

YES NO N/A

Fire Sprinklers or Standpipe System

Fire Alarm System

Commercial Kitchen Hood System

Underground or Aboveground Fuel Storage Tanks

Other: _____

The items in the list below are the minimum requirements and must be addressed during site design.

Site Access:

YES NO N/A

Fire access roads shall be designed to support the imposed load of a fire apparatus weighing 75,000 lb. gross vehicle weight. **(503.2.3)**

Access roads shall have a minimum of 13 feet 6 inches of vertical clearance and 20 feet unobstructed width. **(503.2.1)** Additional road width of (26 feet) may be required for buildings that require aerial apparatus access. Required access roads should not travel through parking stalls, stacking lanes, loading areas or other designated use areas.

Fire access roads shall be constructed of an all-weather driving surface such as asphalt, concrete, chip-seal (oil matting) or similar surface along an approved route around the exterior of all buildings. Grass pavers may be permitted for secondary access roads no longer than 200 feet in length with a low 6 inch concrete curb provided along the edges to outline and identify the driving area along with fire lane signage. **(503.2.3)**

All portions of the building's exterior walls shall be within 150 feet of the fire access road. **(503.1.1)** Access roads may be extended to 200 feet for buildings equipped with an approved automatic sprinkler system installed. When fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection may be approved.

Turnarounds shall be provided for any dead-end road in excess of 150 feet in length. **(503.2.5)** Dead-end roads in excess of 150 feet resulting from a phased project are required to be provided with temporary approved turnarounds.

Additional access road(s) may be required for residential subdivisions with more than 30 single family lots or multifamily residential buildings with more than 100 units. **(503.1.2)** Commercial buildings may require additional access depending on design.

Fire apparatus access road(s) maximum grade shall not exceed 10 percent unless otherwise approved. As an alternate for grade exceeding 10 percent: Access grade shall not exceed 10 percent, but if it does, the first portion of the grade shall be limited to 10 percent for a length of 200 feet and then 15 percent to 20 percent for a maximum of 200 feet, repeat the cycle as necessary or as approved by a fire code official. **(503.2.7)**

The turning radius for the emergency apparatus road(s) shall be in accordance with Southern Pines Fire Department Turning Performance Analysis data sheet. Overlays of the template shall be shown on the plans with turning in both directions. **(503.2.4)** Final approval for all turning radii shall be field verified by the fire department prior to Certificate of Occupancy.

The angles of approach and departure for fire apparatus access shall not exceed 8 degrees. **(503.2.8)**

A plan for fire access during construction shall be provided. **(501.4)**

Details for **No Parking Fire Lane** signage if required including road striping (cross-hatching) area shall be indicated on the plans. **(503.3)**

Security gate(s) across fire access roads shall be electronically operated by siren and are provided with fire department KnoxBox key switch override and optical sensors and comply with ASTM F2200. Gate openers shall be listed in accordance with UL 325 **(503.6)**

Where a bridge or elevated surface is designed in a Fire Apparatus Access Road, then the bridge shall be constructed and maintained to AASHTO HB-17 and designed for a live load sufficient to carry a 75,000 lbs. fire apparatus. Vehicle load limits shall be posted at each entrance to the bridge **(503.2.6)**.

Traffic calming devices shall be prohibited except when approved by the Fire Code Official **(503.4.1)** Page 2 of 3

Site Water and Fire Protection:

YES NO N/A

Fire flow calculations have been determined using the current (ISO Guide for Determination of Needed Fire Flow) and report submitted with the plan. **(507.3)**. *Note: The minimum required flow shall not be less than 1500 GPM. for commercial and 1000 GPM. for residential developments.*

The most remote exterior portion of a non-sprinklered building shall be within 400 feet of a fire hydrant. **(507.5.1)** Existing fire hydrants along approved routes may be considered if the locations meet the public safety objectives of the fire department. Spacing between fire hydrants shall not exceed 500 feet.

All existing and proposed water mains and fire hydrant locations and size(s) are indicated on plans.

Fire system backflow prevention devices are located inside the building and indicated on plans. **(903.3.5)**

Fire Department Connections (FDC) for fire sprinklers or standpipes are located remotely from the building exterior outside of the collapse zone and within 50 feet of a fire hydrant with details for construction of FDC including underground piping and valves shall be provided. **(903.3.7)**

Landscaping plan has been checked to verify that clear space is maintained around fire hydrants, FDC and other fire protection equipment. **(507.5.5)**

***Note:** When approved as an alternative material and method, the building may be protected throughout by an approved automatic sprinkler system, if the minimum required fire flow is not available or other requirements of the code cannot be met.*

Staff Contact Information:

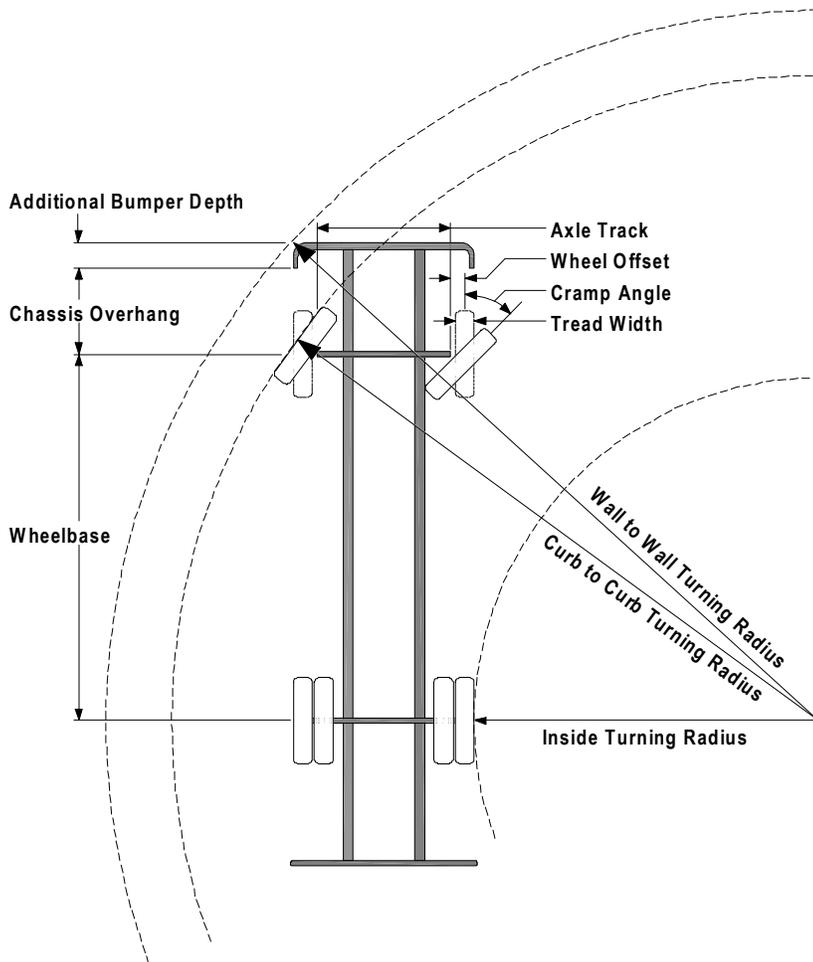
TOWN OF SOUTHERN PINES FIRE/RESCUE DEPARTMENT
500 W. PENNSYLVANIA AVE.
SOUTHERN PINES, NORTH CAROLINA 28387
910-692-2720
www.southernpines.net

Kenneth Skipper
Assistant Chief / Fire Marshal
Phone: 910-692-2720
Email: kskipper@southernpines.net



Turning Performance Analysis

11/8/2010



Parameters:

Inside Cramp Angle:	45.00 °
Axle Track:	82.92 in.
Wheel Offset:	4.68 in.
Tread Width:	17.40 in.
Chassis Overhang:	68.99 in.
Additional Bumper Depth:	19.00 in.
Front Overhang:	87.99 in.
Wheelbase:	259.00 in.

Calculated Turning Radii:

Inside Turn:	20 ft. 6 in.
Curb to Curb:	36 ft. 10 in.
Wall to Wall:	41 ft. 5 in.

Comments:

Aerial Application

Turn radius report Pierce Job # 17506

Components	PRIDE #	Description
Front Axle	0508849	Axle, Front, Oshkosh TAK-4, Non Drive, 22,800 lb, Imp/Vel
Front Wheels	0019611	Wheels, Frt, Alum, Alcoa, 22.50" x 12.25" (425/ & 385/)
Front Tires	0052978	Tires, Goodyear, 425/65R22.50 20 ply G286 tread
Chassis	0054967	Arrow-XT Chassis, Aerials/Tankers, Tandem, 48K (Big Block)
Front Bumper	0012245	Bumper, 19" extended - all chassis'
Aerial Device	0120995	Aerial, 105' Heavy Duty Ladder

Notes:

Actual Inside Cramp Angle may be less due to highly specialized options.

Curb to Curb turning radius calculated for a 9.00 inch curb.



Definitions:

Inside Cramp Angle	Maximum turning angle of the front inside tire.
Axle Track	King-pin to king-pin distance of the front axle.
Wheel Offset	Offset from the center-line of the wheel to the king-pin.
Tread Width	Width of the tire tread.
Chassis Overhang	Distance from the center-line of the front axle to the front edge of the cab. This does not include the bumper depth.
Additional Bumper Depth	Depth that the bumper assembly adds to the front overhang.
Wheelbase	Distance between the center lines of the vehicle's front and rear axles.
Inside Turning Radius	Radius of the smallest circle around which the vehicle can turn.
Curb to Curb Turning Radius	Radius of the smallest circle inside of which the vehicle's tires can turn. This measurement assumes a curb height of 9 inches.
Wall to Wall Turning Radius	Radius of the smallest circle inside of which the entire vehicle can turn. This measurement takes into account any front overhang due to the chassis, bumper extensions and/or aerial devices.



Public Works Department
140 Memorial Park Court, Southern Pines, NC 28387
Phone: 910-692-1983 Fax: 910-692-1085

SOIL EROSION AND SEDIMENTATION CONTROL COMPLIANCE FORM

Tracts less than thirty-thousand square feet (30000 SF) land disturbance
Residential and Commercial Not Part of a Larger Common Plan of Development

Minimum Erosion Control Measures Required, Unless Otherwise Approved

The approved and minimum required erosion control measures to be placed on an individual residential or commercial construction site that is less than thirty-thousand square feet (30,000 SF) in surface area are:

- (1) A construction entrance,
- (2) Silt fencing on all lower elevation perimeters, and
- (3) Established groundcover.

The site must comply with the Town’s Soil Erosion and Sedimentation Control Chapter by installing and maintaining all required controls measures as indicated on permit approval.

The only land disturbing activity to take place before the erosion control measures are completed is the cutting of trees and/or vegetation necessary to install the erosion control measures and/or devices.

If it is determined that: a significant risk of accelerated erosion exist; off-site sedimentation may occur as a result of the land-disturbing activity; and/or other conditions exist that require the preparation and approval of a Plan and that a grading permit be secured for land-disturbing activity of areas less than thirty-thousand square feet (30,000 SF), the Compliance Form is not valid.

Compliance Procedure

The property owner shall notify the Town of Southern Pines Construction Inspector to schedule an inspection of the ESC measures required. If the erosion control measures are not installed by the scheduled footing inspection and/or the Construction Inspector observes any erosion control problems on the site, including, but not limited to, failure to install erosion control measures, a written Notice of Violation will be issued in accordance with Section 154.17 (C). The footing inspection or any subsequent inspection approval will not be rendered until all control measures are in place and functioning.

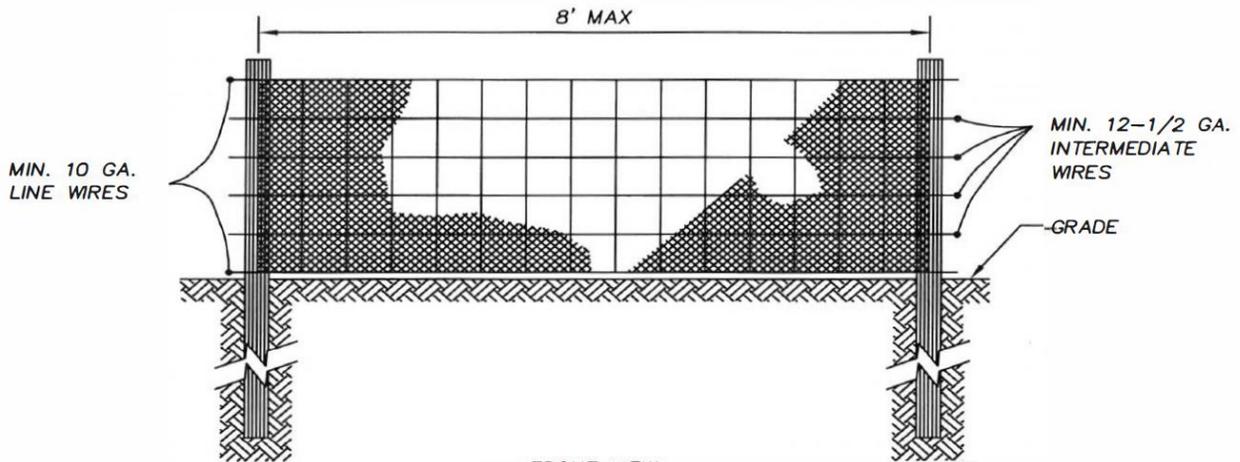
Final Inspections

When all construction on the project is complete, call the Construction Inspector to schedule an inspection. The inspection will evaluate the site and all permanent erosion control features and off-site impacts to other properties, if applicable. If found to be in compliance, the Building Inspector will be advised, giving approval for the Certificate of Occupancy.

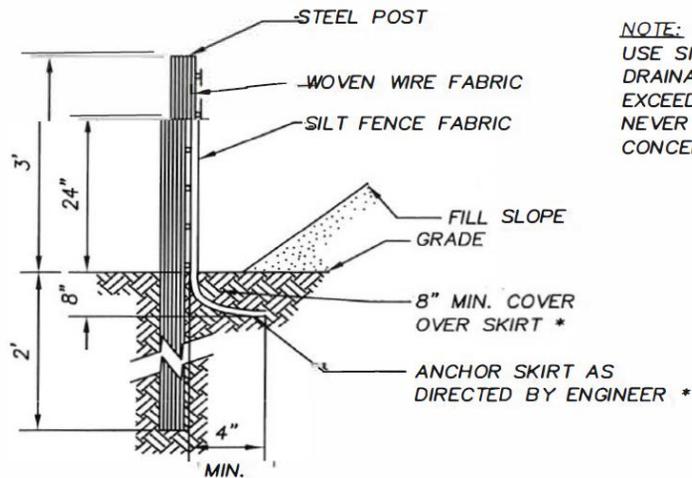
A Soil Erosion and Sedimentation Control Compliance Form, indicating the minimum control measures to be installed at the site, must be completed before a building permit can be issued, unless otherwise approved.

APPROVAL PROCESS:

- 1. Obtain an ESC Compliance Form, along with other application forms such as Water and/or Sewer Service and Driveway Permit, at Town offices or web site www.southernpines.net.
- 2. Complete and submit to the Town through the On-line Permitting Portal.
- 3. The Public Works Department will review / approve / comment on the application.
- 4. The approved ESC Compliance Form will be returned to the applicant or construction manager.
- 5. The Building Permit holder shall prominently display the approved ESC Compliance Form at the entrance to the construction site until the project is complete.
- 6. Attachments:
 - ESC Compliance Form.
 - Construction Details for installation of Temporary Construction Entrance & Temporary Silt Fence.



FRONT VIEW



SIDE VIEW

NOTE:
USE SILT FENCE ONLY WHEN DRAINAGE AREA DOES NOT EXCEED 1/4 ACRE AND NEVER IN AREAS OF CONCENTRATED FLOW.

* FOR REPAIR OF SILT FENCE FAILURES, USE No. 57 WASHED STONE. FOR ANCHOR WHEN SILT FENCE IS PROTECTING CATCH BASIN.

8" MIN. COVER OVER SKIRT *

ANCHOR SKIRT AS DIRECTED BY ENGINEER *

NOTES & MAINTENANCE:

1. INSPECT SEDIMENT FENCES AT LEAST ONCE A WEEK AND AFTER EACH RAINFALL. MAKE ANY REQUIRED REPAIRS IMMEDIATELY.
2. SHOULD THE FABRIC OF A SEDIMENT FENCE COLLAPSE, TEAR, DECOMPOSE OR BECOME INEFFECTIVE, REPLACE IT PROMPTLY.
3. REMOVE SEDIMENT DEPOSITS AS NECESSARY TO PROVIDE ADEQUATE STORAGE VOLUME FOR THE NEXT RAIN AND REDUCE PRESSURE ON THE FENCE. TAKE CARE TO AVOID UNDERMINING THE FENCE DURING CLEANOUT.
4. REMOVE ALL FENCING MATERIALS AND UNSTABLE SEDIMENT DEPOSITS AND BRING THE AREA TO GRADE AND STABILIZE IT AFTER THE CONTRIBUTING DRAINAGE AREA HAS BEEN PROPERLY STABILIZED.
5. REMOVE SEDIMENT DEEPER THAN 12".

NOT TO SCALE

TOWN OF SOUTHERN PINES

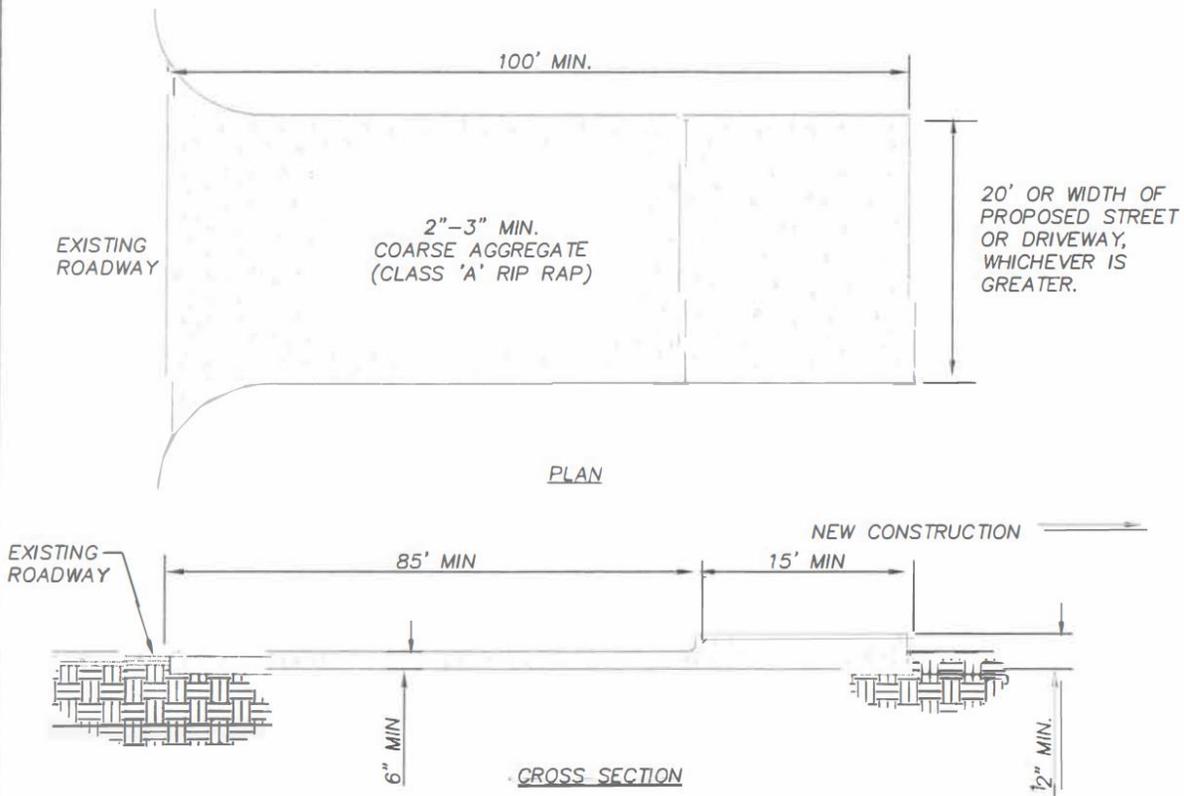
TEMPORARY SILT FENCE
DETAIL

E-6

DATE: JANUARY 2009

NOTES & MAINTENANCE:

1. ENTRANCE(S) SHALL BE LOCATED TO PROVIDE MAXIMUM UTILITY BY ALL CONSTRUCTION VEHICLES.
2. TURNING RADIUS SUFFICIENT TO ACCOMMODATE LARGE TRUCKS IS TO BE PROVIDED.
3. MUST BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR DIRECT FLOW OF MUD ONTO STREETS. PERIODIC TOPDRESSING WITH 2" STONE WILL BE NECESSARY. CONTRACTOR SHALL MAINTAIN AS NECESSARY.
4. ANY MATERIAL WHICH STILL MAKES IT ONTO THE ROAD MUST BE CLEANED UP IMMEDIATELY.
5. FREQUENT CHECKS OF THE ENTRANCE(S) AND TIMELY MAINTENANCE SHALL BE PROVIDED.
6. NOTES ARE APPLICABLE AT ALL POINTS OF INGRESS AND EGRESS UNTIL SITE IS STABILIZED.



NOT TO SCALE

TOWN OF SOUTHERN PINES

DATE: JANUARY 2009

TEMPORARY GRAVEL CONSTRUCTION
ENTRANCE DETAIL

E-3



Public Works Department
 140 Memorial Park Court Southern Pines, NC 28387
 Telephone: 910-692-1983 Fax: 910-692-1085

FINANCIAL RESPONSIBILITY/OWNERSHIP FORM SEDIMENTATION POLLUTION CONTROL ACT

No person may initiate any land-disturbing activity greater than 30,000 sq. ft. as covered by the Town's Code of Ordinances before this form and an acceptable erosion and sedimentation control plan have been completed and approved by the Town of Southern Pines and the Land Quality Section, NC. Department of Environmental Quality. (Please type or print and, if the question is not applicable or information unavailable, place N/A in the blank.)

Part A.

1. Project Name _____
2. Location of land-disturbing activity: Highway/Street/Address: _____
 Latitude _____ Longitude _____ County **Moore** City: _____
3. Approximate date land-disturbing activity will commence _____
4. Percent Impervious _____
5. Purpose of development (residential, commercial, industrial, institutional, etc.): _____
6. Total acreage disturbed or uncovered (including off-site borrow and waste areas): _____
7. Amount of fee enclosed: \$ _____.
The application fee of \$300.00 per acre plus \$150.00 for each additional acre, or part thereof, and is assessed without a ceiling amount. Any substantial revision to a previously approved, active plan is \$50 per acre, or part thereof.
8. Has an erosion and sediment control plan been filed? Yes _____ No _____ Enclosed _____
9. Person to contact should erosion and sediment control issues arise during land-disturbing activity:
 Name _____ E-mail Address _____
 Telephone _____ Cell _____ Fax _____
10. Landowner(s) of Record (attach accompanied page to list additional owners):

Name	Telephone	Fax Number
Current Mailing Address	Current Street Address	
City State Zip	City State Zip	

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

Part B.

1. Person(s), Company(ies), or firm(s) who are financially responsible for the land-disturbing activity (**Provide a comprehensive list of all responsible parties on an attached sheet.**) *If the company or firm is a sole proprietorship the name of the owner or manager may be listed as the financially responsible party.*

_____			_____		
Name			E-mail Address		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
_____			_____		
Telephone _____			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		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
_____			_____		
Telephone _____			Fax _____		

- (b) If the Financially Responsible Party is a Partnership or other person engaging in business under an assumed name, **attach a copy of the Certificate of Assumed Name.** If the Financially Responsible Party is a Corporation, give name and street address of the Registered Agent:

_____			_____		
Name of Registered Agent			E-mail Address		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
_____			_____		
Telephone _____			Fax Number _____		

The above information is true and correct to the best of my knowledge and belief and was provided by me under oath (This form must be signed by the Financially Responsible Person if an individual or his attorney- in-fact, or if not an individual, by an officer, director, partner, or registered agent with the authority to execute instruments for the Financially Responsible Person). I agree to provide corrected information should there be any change in the information provided herein.

Type or print name Title or Authority

Signature Date

I, _____, a Notary Public of the County of _____

State of North Carolina, hereby certify that _____ appeared personally before me this day and being duly sworn acknowledged that the above form was executed by him.

Witness my hand and notarial seal, this _____ day of _____, 20 _____

Notary

Seal

My commission expires _____

FOR TOWN USE ONLY:

Covered by 5/70 Provision: Yes No

REVISED: December 17, 2020

**North Carolina Department of Environmental Quality
 Division of Water Resources
 Public Water Supply Section**

Application for Approval of Engineering Plans and Specifications For Water Supply Systems

Applicant	Design Engineer
Town of Southern Pines _____ (Name of Board, Council or Owner – the Applicant)	_____ (Name of Design Engineer of Record)
James Michel, PE, Town Engineer _____ (Name and Title of Authorized Official or Representative of the Applicant)	_____ (Name of Engineering Firm)
140 Memorial Park Ct. _____ (Mailing Address)	_____ (Mailing Address)
Southern Pines, NC 28387 _____ (City, State & ZIP)	_____ (City, State & ZIP)
910-692-1983 _____ (Phone Number)	_____ (Phone Number)
910-692-1085 _____ (FAX Number)	_____ (FAX Number)
jmichel@southernpines.net _____ (Email address)	_____ (Email address)
_____ (Signature of Authorized Official or Representative of the Applicant)	

Project Name: _____
 (Name of Project to appear on Public Water Supply Section records and tracking system)

_____ (description of project)

_____ (general location of project)

in _____ County.

Date _____
 (for DEQ use only)

Serial No. _____
 (for DEQ use only)

Application for Approval of Engineering Plans and Specifications for Water Supply Systems

To: Division of Water Resources,
Department of Environmental Quality

The **Applicant** applies under and in full accord with the provision of NCGS 130A-317, and such other statutes and rules as relate to public water systems. The **Authorized Official** or **Representative** of the **Applicant** represents that he is authorized to act for the **Applicant**. The **Authorized Official** or **Representative** of the **Applicant** understands and agrees to the following:

1. The **Applicant** shall not award contracts or begin construction without first receiving "Authorization to Construct" from DEQ.
2. The **Applicant** shall make no change or deviation from the engineering plans and specifications approved by DEQ except as allowed by 15A NCAC 18C .0306 or with the written consent and approval of DEQ.
3. The **Applicant** shall obtain Final Approval in accordance with 15A NCAC 18C .0306 prior to placing the project (or any portion thereof) into service.
4. Digital (PDF) submittals are true image copy of the original sealed/signed documents.

An authorized representative of the **Public Water System** (not always the same as the **Applicant**) is to complete and sign the following WSMP section.

Status of Water System Management Plan (WSMP)

Check one of the following, and if applicable, provide the required information:

- The WSMP for the project, as defined in the attached engineering plans and specifications, has not been submitted.
- Three copies of the WSMP for the project, as defined in the attached engineering plans and specifications, are submitted with this application.
- The WSMP that includes this project, as defined in the attached engineering plans and specifications, was previously submitted.

Provide the following:

Public Water System Name: Town of Southern Pines

Owner Name: Town of Southern Pines

Water System No.: NC 03-63-010

Serial Number of Deemed Complete WSMP: 00-01314

By my signature below, I certify that the previously submitted WSMP contains the information required by 15A NCAC 18C .0307(c) for the project defined in the attached engineering plans and specifications.

James Michel, PE
(Type or print name of authorized representative of Public Water System)

Town Engineer
(Title of authorized representative of Public Water System)

(Signature of authorized representative of Public Water System)

(Date)

VII. GRAVITY SEWER DESIGN CRITERIA (If Applicable) - [02T .0305](#) & [MDC \(Gravity Sewers\)](#):

1. Summarize gravity sewer to be permitted:

Size (inches)	Length (feet)	Material

- Section II & III of the MDC for Permitting of Gravity Sewers contains information related to design criteria
- Section III contains information related to minimum slopes for gravity sewer(s)
- **Oversizing lines to meet minimum slope requirement is not allowed and a violation of the MDC**

VIII. PUMP STATION DESIGN CRITERIA (If Applicable) – [02T .0305](#) & [MDC \(Pump Stations/Force Mains\)](#):

COMPLETE FOR EACH PUMP STATION INCLUDED IN THIS PROJECT

1. Pump station number or name: _____
2. Approximate Coordinates (Decimal Degrees): Latitude: ____° Longitude: - ____°
3. Design flow of the pump station: _____ millions gallons per day (firm capacity)
4. Operational point(s) of the pump(s): _____ gallons per minute at _____ feet total dynamic head (TDH)
5. Summarize the force main to be permitted (for this Pump Station):

Size (inches)	Length (feet)	Material

6. Power reliability in accordance with [15A NCAC 02T .0305\(h\)\(1\)](#):

- Standby power source or pump with automatic activation and telemetry - [15A NCAC 02T .0305\(h\)\(1\)\(B\)](#):
- Required for all pump stations with an average daily flow greater than or equal to 15,000 gallons per day
 - Must be permanent to facility

Or if the pump station has an average daily flow less than 15,000 gallons per day:

- Portable power source with manual activation, quick-connection receptacle and telemetry - [15A NCAC 02T .0305\(h\)\(1\)\(C\)](#)

or

- Portable pumping unit with plugged emergency pump connection and telemetry - [15A NCAC 02T .0305\(h\)\(1\)\(C\)](#):

- It shall be demonstrated to the Division that the portable source is owned or contracted by the applicant (draft agreement) and is compatible with the station.
- If the portable power source or pump is dedicated to multiple pump stations, an evaluation of all the pump stations' storage capacities and the rotation schedule of the portable power source or pump, including travel timeframes, shall be provided in the case of a multiple station power outage.

IX. SETBACKS & SEPARATIONS – (02B .0200 & 15A NCAC 02T .0305(f)):

1. Does the project comply with all separations found in [15A NCAC 02T .0305\(f\) & \(g\)](#) Yes No

➤ [15A NCAC 02T.0305\(f\)](#) contains minimum separations that shall be provided for sewer systems:

Setback Parameter*	Separation Required
Storm sewers and other utilities not listed below (vertical)	24 inches
Water mains (vertical-water over sewer including in benched trenches)	18 inches
Water mains (horizontal)	10 feet
Reclaimed water lines (vertical - reclaimed over sewer)	18 inches
Reclaimed water lines (horizontal - reclaimed over sewer)	2 feet
**Any private or public water supply source, including any wells, WS-I waters of Class I or Class II impounded reservoirs used as a source of drinking water	100 feet
**Waters classified WS (except WS-I or WS-V), B, SA, ORW, HQW, or SB from normal high water (or tide elevation) and wetlands (see item IX.2)	50 feet
**Any other stream, lake, impoundment, or ground water lowering and surface drainage ditches	10 feet
Any building foundation	5 feet
Any basement	10 feet
Top slope of embankment or cuts of 2 feet or more vertical height	10 feet
Drainage systems and interceptor drains	5 feet
Any swimming pools	10 feet
Final earth grade (vertical)	36 inches

- [15A NCAC 02T.0305\(g\)](#) contains alternatives where separations in [02T.0305\(f\)](#) cannot be achieved.
 ➤ **Stream classifications can be identified using the Division’s [NC Surface Water Classifications webpage](#)
 ➤ If noncompliance with [02T.0305\(f\) or \(g\)](#), see Section X of this application

2. Does the project comply with separation requirements for wetlands? (50 feet of separation) Yes No N/A
 ➤ See the Division’s draft separation requirements for situations where separation cannot be meet
 ➤ No variance is required if the alternative design criteria specified is utilized in design and construction
 ➤ As built documents should reference the location of areas effected

3. Does the project comply with setbacks found in the river basin rules per [15A NCAC 02B .0200?](#) Yes No N/A
 ➤ This would include Trout Buffered Streams per [15A NCAC 2B.0202](#)

4. Does the project require coverage/authorization under a 404 Nationwide or individual permits or 401 Water Quality Certifications? Yes No
 ➤ Information can be obtained from the [401 & Buffer Permitting Branch](#)

5. Does project comply with [15A NCAC 02T.0105\(c\)\(6\)](#) (additional permits/certifications)? Yes No
 Per [15A NCAC 02T.0105\(c\)\(6\)](#), directly related environmental permits or certification applications are being prepared, have been applied for, or have been obtained. Issuance of this permit is contingent on issuance of dependent permits (erosion and sedimentation control plans, stormwater management plans, etc.).

6. Does this project include any sewer collection lines that are deemed “high-priority?”
 Per [15A NCAC 02T.0402](#), “high-priority sewer” means “any aerial sewer, sewer contacting surface waters, siphon, or sewer positioned parallel to streambanks that is subject to erosion that undermines or deteriorates the sewer.

Yes No N/A

➤ If yes, include an attachment with details for each line, including type (aerial line, size, material, and location).

High priority lines shall be inspected by the permittee or its representative at least once every six-months and inspections documented per 15A NCAC 02T.0403(a)(5) or the permittee’s individual System-Wide Collection permit.

X. CERTIFICATIONS:

1. Does the submitted system comply with [15A NCAC 02T](#), the [Minimum Design Criteria for the Permitting of Pump Stations and Force Mains \(latest version\)](#), and the [Gravity Sewer Minimum Design Criteria \(latest version\)](#) as applicable?

Yes No

If No, complete and submit the Variance/Alternative Design Request application (VADC 10-14) and supporting documents for review. **Approval of the request is required prior to submittal of the Fast Track Application and supporting documents.**

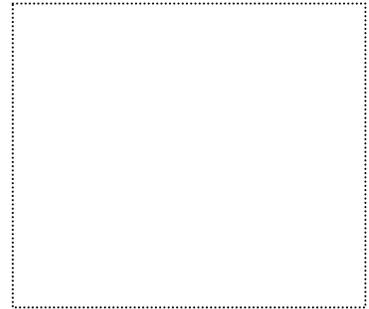
2. Professional Engineer's Certification:

I, _____ attest that this application for
(Professional Engineer's name from Application Item III.1.)

has been reviewed by me and is accurate, complete and consistent with the information supplied in the plans, specifications, engineering calculations, and all other supporting documentation to the best of my knowledge. I further attest that to the best of my knowledge the proposed design has been prepared in accordance with the applicable regulations, Gravity Sewer Minimum Design Criteria for Gravity Sewers (latest version), and the Minimum Design Criteria for the Fast-Track Permitting of Pump Stations and Force Mains (latest version). Although other professionals may have developed certain portions of this submittal package, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design.

NOTE – In accordance with General Statutes 143-215.6A and 143-215.6B, any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000, as well as civil penalties up to \$25,000 per violation.

North Carolina Professional Engineer's seal, signature, and date:



3. Applicant's Certification per 15A NCAC 02T .0106(b):

I, _____ attest that this application for
(Signature Authority's name & title from Application Item I.3.)

has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting documentation and attachments are not included, this application package is subject to being returned as incomplete. I understand that any discharge of wastewater from this non-discharge system to surface waters or the land will result in an immediate enforcement action that may include civil penalties, injunctive relief, and/or criminal prosecution. I will make no claim against the Division of Water Resources should a condition of this permit be violated. I also understand that if all required parts of this application package are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete.

NOTE – In accordance with General Statutes [143-215.6A](#) and [143-215.6B](#), any person who knowingly makes any false statement, representation, or certification in any application package shall be guilty of a Class 2 misdemeanor, which may include a fine not to exceed \$10,000 as well as civil penalties up to \$25,000 per violation.

Signature: _____

Date: _____



Flow Tracking for Sewer Extension Applications
 (FTSE 10-18)

Entity Requesting Allocation: Town of Southern Pines

Project Name for which flow is being requested: _____

More than one FTSE may be required for a single project if the owner of the WWTP is not responsible for all pump stations along the route of the proposed wastewater flow.

I. Complete this section only if you are the owner of the wastewater treatment plant.

a. WWTP Facility Name: Moore County Water Pollution Control Plany

b. WWTP Facility Permit #: NC 0037508

All flows are in MGD

c. WWTP facility's permitted flow _____

d. Estimated obligated flow not yet tributary to the WWTP _____

e. WWTP facility's actual avg. flow _____

f. Total flow for this specific request _____

g. Total actual and obligated flows to the facility _____

h. Percent of permitted flow used _____

II. Complete this section for each pump station you are responsible for along the route of this proposed wastewater flow.

List pump stations located between the project connection point and the WWTP:

Pump Station (Name or Number)	Pump Station Permit No.	Firm Capacity, * MGD	(A) Design Average Daily Flow** (Firm / pf), MGD	(B) Approx. Current Avg. Daily Flow, MGD	(C) Obligated, Not Yet Tributary Daily Flow, MGD	(D)=(B+C) Total Current Flow Plus Obligated Flow	(E)=(A-D) Available Capacity***
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

*** The Firm Capacity (design flow) of any pump station is defined as the maximum pumped flow that can be achieved with the largest pump taken out of service.**

**** Design Average Daily Flow is the firm capacity of the pump station divided by a peaking factor (pf) not less than 2.5, per Section 2.02(A)(4)(c) of the Minimum Design Criteria.**

***** A Planning Assessment Addendum shall be attached for each pump station located between the project connection point and the WWTP where the Available Capacity is ≤ 0.**

Downstream Facility Name (Sewer): _____

Downstream Permit Number: _____

III. Certification Statement:

I _____ certify to the best of my knowledge that the addition of the volume of wastewater to be permitted in this project has been evaluated along the route to the receiving wastewater treatment facility and that the flow from this project is not anticipated to cause any capacity related sanitary sewer overflows or overburden any downstream pump station en route to the receiving treatment plant under normal circumstances, given the implementation of the planned improvements identified in the planning assessment where applicable. This analysis has been performed in accordance with local established policies and procedures using the best available data. This certification applies to those items listed above in Sections I and II plus all attached planning assessment addendums for which I am the responsible party. Signature of this form certifies that the receiving collection system or treatment works has adequate capacity to transport and treat the proposed new wastewater.

Signing Official Signature

Date

Title of Signing Official

Instructions for Flow Tracking form (FTSE) and Planning Assessment Addendum (PAA)

Section I

- a. WWTP Facility Name: Enter the name of the WWTP that will receive the wastewater flow.
- b. WWTP Facility Permit #: Enter the NPDES or Non-Discharge number for the WWTP receiving the wastewater flow.
- c. WWTP facility's permitted flow, MGD: From WWTP owner's NPDES or Non-Discharge permit.
- d. Estimated obligated flow not yet tributary to the WWTP, MGD: This includes flows allocated to other construction projects not yet contributing flow to the collection system. Flows allocated through interlocal agreements or other contracts not yet contributing flow to the collection system are also included. For POTWs that implement a pretreatment program, include flows allocated to industrial users who may not be using all of their flow allocation. Please contact your Pretreatment Coordinator for information on industrial flow tributary to your WWTP.

As of January 15, 2008 the POTW should have reviewed flow allocations made over the last two years and reconciled their flow records, to the best of their ability, so it is known how much flow has been obligated and is not yet been made tributary to the WWTP, in accordance with local policies and procedures employed by the reporting entity.

- e. WWTP facility's actual avg. flow, MGD: Previous 12 month average.
- f. Total flow for this specific request, MGD: Enter the requested flow volume.
- g. Total actual and obligated flows to the facility, MGD Equals [d + e + f]
- h. Percent of permitted flow used: Equals $[(g / c) * 100]$

For example:

On January 15 a POTW with a permitted flow of 6.0 MGD, reported to the Regional Office that there is 0.5 MGD of flow that is obligated but not yet tributary. The annual average flow for 2007 is 2.7 MGD. There is a proposed flow expansion of 0.015 MGD.

The first Form FTSE submitted after January 15, 2008 may have numbers like this:

- c. = 6.0 MGD
- d. = 0.5 MGD
- e. = 2.7 MGD
- f. = 0.015 MGD
- g. = 3.215 MGD
- h. = 53.6 %

The next Form FTSE may be updated like this with a proposed flow expansion of 0.102 MGD:

- c. = 6.0 MGD
- d. = 0.515 MGD
- e. = 2.73 MGD
- f. = 0.102 MGD
- g. = 3.349 MGD
- h. = 55.8 %

Each subsequent FTSE form will be updated in the same manner.

Section II

List the pump station name or number and approximate pump station firm capacity, approximate design average daily flow (A) approximate current average daily flow (B), and the obligated, not yet tributary flow through the pump station (C) for each pump station that will be impacted by the proposed sewer extension project. Calculate the total current flow plus obligated flow (D=B+C) and the available capacity (E=A-D). Include the proposed flow for this project with other obligated flows that have been approved for the pump station but are not yet tributary (C).

Firm capacity is the maximum pumped flow that can be achieved with the largest pump out of service as per the Minimum Design Criteria.

Design Average Daily Flow is the firm capacity of the pump station divided by a peaking factor (pf) of not less than 2.5.

If the available capacity (E) for any pump station is ≤ 0 , then prepare a planning assessment for that pump station if the system has future specific plans related to capacity that should be considered in the permitting process.

		(A)	(B)	(C)	(D)=(B+C)	(E)=(A-D)
Pump Station (Name or Number)	Firm Capacity MGD	Design Average Daily Flow (Firm / pf)	Approx. Current Avg. Daily Flow, MGD	Obligated, Not Yet Tributary Daily Flow, MGD	Total Current Flow Plus Obligated Flow	Available Capacity*
Kaw Creek PS	0.800	0.320	0.252	0.080	0.332	-0.012
Valley Road PS	1.895	0.758	0.472	0.135	0.607	0.151

Planning Assessment Addendum Instructions

Submit a planning assessment addendum for each pump station listed in Section II where available capacity is ≤ 0 .

A planning assessment for Kaw Creek PS (see example data above) may be performed to evaluate whether there is significant likelihood that needed improvements or reductions in obligated flows will be in place prior to activating the flows from the proposed sewer extension project.

If the system decides to accept the flow based on a planning assessment addendum, it is responsible to manage the flow without capacity related sanitary overflows and must take all steps necessary to complete the project or control the rate of flow to prevent sanitary sewer overflows.

The planning assessment may identify a funded project currently in design or construction, or a planned project in the future not yet funded but in a formal plan adopted by the system. The system should carefully weigh the certainty of successful timely project completion for any expansion, flow management diversion or infiltration and inflow elimination projects that are the foundation of a planned solution to capacity tracking and acceptance compliance.

For example:

Given that:

- a. The proportion and amount of obligated, not yet tributary flow accounts for 24 % and 0.080 MGD of the committed flow in Pump Station Kaw Creek; and that
- b. The rate of activation of this obligated, not yet tributary capacity is currently approximately 0.01 MGD per year; and that
- c. A funded capital project that will provide the required planned capacity, namely _____ is in design or under construction with planned completion in _____; and/or
- d. The following applies:

The master plan and ten year capital plan contain recommended scope and funding for a capital project entitled Kaw Creek Pump Station upgrade with funding planned in July 2014. This project is planned to add 0.100 MGD to the firm capacity of the pump station by October 2015. Inclusion of this proposed capital project as a condition of this Flow Tracking/Acceptance for Sewer Extension Permit Application elevates this project's priority for funding and construction to be implemented ahead of the activation of obligated, not yet tributary flows in amounts that exceed the firm pump station capacities identified in Section II above.

Therefore:

Given reasonably expected conditions and planning information, there is sufficient justification to allow this flow to be permitted, without a significant likelihood of over-allocating capacity in the system infrastructure.



Construction on Town Right-Of-Way

PERMIT VOID IF WORK NOT BEGUN WITHIN 30 DAYS OF APPROVAL

Call Before you Dig - NC811---800.632.4949

Site Address: _____

Applicant Information

Name: _____

Address: _____

Phone #: _____

Email: _____

Property Owner

Name: _____

Address: _____

Phone #: _____

Email: _____

Contractor Information

Name: _____

Address: _____

Phone #: _____

Email: _____

DESCRIPTION OF WORK (check all that apply)

- Pavement Cut Driveway Storm Drainage Tree Removal in R/W Sidewalk
 Driveway Pipe Installation by Town of Southern Pines Other

Description: Please attach a separate lot drawing depicting the location of the proposed driveway, structures, and any trees proposed to be removed within the Town right-of-way. Please include dimensions of driveway and dimensional distances from site features such as property lines, structures, specific trees or other improvements.

***Note: Applicant shall physically mark the driveway location on the lot using paint, flags, stakes, or similar prior to submitting this form for review. Please provide picture documentation of the marked locations with this form.**

Applicant Signature: _____

Date: _____

Approved By: _____

Date: _____

APPLICANT SHALL CONTACT THE TOWN TO PERFORM A DRIVEWAY INSPECTION PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. FAILURE TO ARRANGE AN INSPECTION FROM THE TOWN MAY RESULT IN REINSTALLATION OF THE DRIVEWAY AT THE SOLE RESPONSIBILITY OF THE APPLICANT.

INITIAL INSPECTION APPROVALS

Date of Initial Inspection Request: _____

Date of Initial Inspection: _____ By: _____

Comments:

- | | |
|---|--|
| <input type="checkbox"/> Driveway Pipe Required ; See APP. B of the UDO | <input type="checkbox"/> Tree Removal Permit Required |
| <input type="checkbox"/> No Pipe Required | <input type="checkbox"/> Install Per Approved Site Plan |
| <input type="checkbox"/> NCDOT Road, Contact NCDOT at 910-944-7621 | <input type="checkbox"/> Invoice Paid |
| <input type="checkbox"/> Private Road, Contact owner of road for approval | <input type="checkbox"/> Install 6" Thick Sidewalk through Drive |

FINAL INSPECTION APPROVALS

Date of Final Inspection Request: _____

Date of Final Inspection: _____ By: _____

Comments:

- | | |
|---|---|
| <input type="checkbox"/> Installed Per Approved Plans | <input type="checkbox"/> Re-inspection Required |
| <input type="checkbox"/> Installed Incorrectly, Reinstall per Plans | |

THE PROPERTY OWNER ACCEPTS RESPONSIBILITY FOR ANY REPAIR OR REPLACEMENT OF NEW INFRASTRUCTURE FOR ONE YEAR FROM THE DATE OF THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. FAILURE TO REPAIR DAMAGE WITH 30 DAYS OF TOWN NOTICE OF A NECESSARY REPAIR MAY RESULT IN THE TOWN CORRECTING THE WORK AND THEN BILLING THE PROPERTY OWNER FOR SUCH WORK.



Public Works Department
 140 Memorial Park Ct., Southern Pines, NC 28387
 Phone: 910-692-1983 Fax: 910-692-1085

INSTALLATION OF WATER/SEWER SERVICE PERMIT APPLICATION

Today's Date _____ Lot # _____ LRK / Parcel ID / PIN _____
 Applicant's Name _____ Email _____
 Phone Numbers: Cell _____ Other _____
 Service Address _____ City _____
 Property Owner _____ Phone _____

Type of Account

- Single Family Detached
- Multi-Family
- Commercial
- Other

Service & Meter Size Requested

- Water 3/4" 1" 1-1/2" 2"
- Sewer 4" 6"
- Irrigation 3/4" 1" 1-1/2" 2"
- Other

OFFICE USE

Date Paid _____ In Town Yes No _____ \$ _____
 Account # _____ \$ _____
 Work Order # _____ \$ _____
 Route & Sequence # _____ \$ _____
 _____ \$ _____
 _____ \$ _____
TOTAL AMOUNT PAID \$ _____

	<u>WATER</u>	<u>SEWER</u>	<u>IRRIGATION WATER</u>	<u>FIRE CONTROL WATER</u>	<u>MC SEWER</u>
Service Available	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Pre-Installed	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Size	_____ "	_____ "	_____ "	_____ "	
Tap Fee	\$ _____	\$ _____	\$ _____	\$ _____	
System Development Fee	\$ _____	\$ _____	\$ _____	\$ _____	
Street Cut	\$ _____	\$ _____	\$ _____	\$ _____	
Sub Totals	\$ _____	\$ _____	\$ _____	\$ _____	
Total	\$ _____				

*Backflow Preventer required - see memo
 Yes No

Fee schedules are updated annually, October 1st, according to CPI-U. Applications are subject to current fees at time of payment
 Delinquent Water Bill Yes No Quoted by _____ (signature) Date Quoted _____

UTILITY BILLING OFFICE
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