

# Town of Montreat

## Planning and Inspections Department

### STORMWATER MANAGEMENT PLAN REVIEW CHECKLIST

The following items shall be incorporated with respect to specific site conditions in a stormwater management plan and permit application submittal:  
(2 Copies of plans and specifications should be submitted)

#### **APPLICATION FOR STORMWATER PERMIT FORM**

- \_\_\_\_\_ Completed, signed & notarized application
- \_\_\_\_\_ Accurate application fee (See attached Stormwater Permit Fee Schedule)
- \_\_\_\_\_ Drawings and specifications sealed, signed and dated by a Professional Engineer or Landscape Architect (if required)

#### **LOCATION INFORMATION**

- \_\_\_\_\_ Project location (roads, streets, landmarks)
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ Property Identification Number (PIN)
- \_\_\_\_\_ Latitude/Longitude (Decimal Degrees)

#### **GENERAL SITE FEATURES (Plan elements)**

- \_\_\_\_\_ Legend, North arrow & scale, etc. (1 inch=50 feet minimum scale)
- \_\_\_\_\_ Property lines
- \_\_\_\_\_ Existing contours (topographic lines)
- \_\_\_\_\_ Proposed contours
- \_\_\_\_\_ Limits of disturbed area (provide acreage total, delineate limits, and label)
- \_\_\_\_\_ Planned and existing building locations and elevations (Total Build-out Potential)
- \_\_\_\_\_ Planned & existing road locations & elevations
- \_\_\_\_\_ Lot and/or building numbers
- \_\_\_\_\_ Geologic features: rock outcrops, seeps, springs, wetland and their limits, streams, lakes, ponds, dams, etc.
- \_\_\_\_\_ Easements and drainage ways
- \_\_\_\_\_ Profiles of streets, utilities, ditch lines, etc.
- \_\_\_\_\_ Required Army Corps 404 permit and Water Quality 401 certification (e.g. stream disturbances over 150 linear feet)

#### **PERMANENT STORMWATER CONTROL MEASURES (on plan)**

- \_\_\_\_\_ Location of deeded easements to all measures for maintenance
- \_\_\_\_\_ Location of Permanent Stormwater measures
- \_\_\_\_\_ Construction drawings and details for permanent measures
- \_\_\_\_\_ Size and location of culverts
- \_\_\_\_\_ Size and location of subsurface drainage conveyances

#### **SITE DRAINAGE FEATURES**

- \_\_\_\_\_ Existing and planned drainage patterns (include off-site areas that drain through project)
- \_\_\_\_\_ Sub-watershed delineation
- \_\_\_\_\_ Soil information: type, special characteristics
- \_\_\_\_\_ Soil information below culvert storm outlets
- \_\_\_\_\_ Name and classification of receiving water course or name of municipal operator (only where stormwater discharges are to occur)

#### **STORMWATER CALCULATIONS**

- \_\_\_\_\_ Percentage of Impervious area for project
- \_\_\_\_\_ Pre-construction and post construction runoff calculations for each outlet from the site (at peak discharge points)
- \_\_\_\_\_ Pre-construction and post-construction hydrographs

- \_\_\_\_\_ Design calculations of culverts and storm sewers
- \_\_\_\_\_ Discharge and velocity calculations for open channel and ditch flows (easement & right-of-ways)
- \_\_\_\_\_ Design calculations of cross sections and method of stabilization of existing and planned channels (include temporary linings)
- \_\_\_\_\_ Design calculations and construction details of energy dissipaters below culvert and storm sewer outlets (diameters & apron dimensions)
- \_\_\_\_\_ Design calculations and hydrographs of pond routing through detention basins

**STABILIZATION**

- \_\_\_\_\_ Types and locations of vegetative cover applied to disturbed areas
- \_\_\_\_\_ Pavement types applied to roadways

**NARRATIVE AND CONSTRUCTION SEQUENCE**

- \_\_\_\_\_ Narrative describing the nature & purpose of the construction activity
- \_\_\_\_\_ Construction sequence related to permanent stormwater management measures on site
- \_\_\_\_\_ Estimated cost of permanent stormwater measures.
- \_\_\_\_\_ Contact information of end user responsible for annual inspection, maintenance and repair of stormwater management system. (i.e. Homeowners Association, property manager, etc..)

**DEED RESTRICTIONS/COVENANTS**

- \_\_\_\_\_ Proposed covenants
- \_\_\_\_\_ Proposed deed restrictions

**PERFORMANCE SECURITY FOR INSTALLATION AND MAINTENANCE**

- \_\_\_\_\_ Performance Surety Bond, Letter of Irrevocable Credit, Cash, Certificate of Deposit assigned to the Town or official bank check deposited with the Town. (Amount is 125% of estimated cost of materials and installation of the stormwater system.)

**OPERATION AND MAINTENANCE MANUAL**

- \_\_\_\_\_ Narrative describing each measure and its design specifications
- \_\_\_\_\_ Annual inspection requirements
- \_\_\_\_\_ Operation and maintenance required for each measure
- \_\_\_\_\_ Outline steps needed to restore measures in the event of a failure
- \_\_\_\_\_ Proposed Operation & Maintenance Agreement (To be recorded)