



# Construction / Soil Erosion and Sedimentation Control Application

**Pitt County Planning Department**  
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1717 West Fifth Street  
Greenville, NC 27834

Visit us at our web site:  
[www.pittcountync.gov/depts/planning](http://www.pittcountync.gov/depts/planning)

## **Section A.** SUMMARY INFORMATION

**DEVELOPMENT NAME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**PITT COUNTY PARCEL IDENTIFICATION NUMBER:** \_\_\_\_\_

**TOTAL ACRES:** \_\_\_\_\_ **TOTAL # OF LOTS:** \_\_\_\_\_ **DISTURBED ACRES** \_\_\_\_\_

CLIENT (Owner or Developer):

Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

CONSULTANT (Person to contact regarding questions or revisions to the plan):

Company \_\_\_\_\_

Contact Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**ALL ITEMS ON THIS APPLICATION MUST BE ADDRESSED PRIOR TO SUBMITTAL.**

**ALL INCOMPLETE SUBMITTALS WILL BE RETURNED.**

**\*\*A DIGITAL COPY OF THE PLAN IS TO BE INCLUDED WITH ALL SUBMITTALS. \*\***

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## **Section B. SUBMITTAL CHECKLIST AND PROCEDURE**

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**(1) THIS APPLICATION IS FOR THE APPROVAL OF THE FOLLOWING PLANS:**

**Commercial and Industrial Developments, Subdivisions, Multifamily Developments, Mobile Home Parks, and other disturbances larger than 1 acre.** If you do not know what category your proposal falls into, call us at 902-3250.

**(2) PLANS MAY BE SUBMITTED TO THE PLANNING DEPARTMENT, DEVELOPMENT SERVICES BUILDING, 1717 WEST FIFTH STREET.**

**(3) WITHIN 30 DAYS, A PLANNER WILL TAKE ACTION ON THIS PLAN.**

Once the plan has been reviewed an approval letter will be sent to both the developer and engineer/surveyor. The approval letter may contain conditions of approval. Once all improvements have been completed, final plats may be submitted.

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**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit:

- FOR CONSTRUCTION / SESC PLANS: THREE (3) SETS OF PLANS AND A DIGITAL (.pdf) COPY.**  
Plans must be to engineering scale (Minimum scale 1" =100').  
Plans must be folded to fit in 8 ½" x 11" hanging file folder with title block showing.
  - APPROPRIATE REVIEW FEES:**
    - Review fee for Construction Plan (\$150.00)
    - Review fee for Soil Erosion and Sedimentation Control Plan Fees ( \$200.00 per disturbed acre)
      - Checks may be made out to the "Pitt County".
  - LOT EVALUATIONS COMPLETED**
  - COMPLETED FINANCIAL RESPONSIBILITY/OWNERSHIP FORM**
  - STORMWATER APPLICATION**
  - THREE (3) COPIES OF SOIL EROSION & SEDIMENTATION CONTROL NARRATIVE**
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## **Section C. DATA TO BE SHOWN ON PLANS\***

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### **(a) Sheet size.**

The plan shall be drawn on a sheet size not larger than twenty-four (24) by thirty-six (36) inches.

### **(b) Key Information.**

- (1) A vicinity sketch or key map at a scale of not more than two thousand (2000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) Parcel numbers for all parcels within the extent of the project.
- (3) True north arrow, with north being at the top of the map;
- (4) Scale of the map using engineer's scale (Scale of 1" = 100" or less) and date of preparation, including all revision dates;
- (5) Specify Township, County and State;
- (6) Legend with all symbols used on plan;
- (7) Registration number and seal of surveyor or engineer;
- (8) Type of submittal (i.e. Construction and/or Soil Erosion and Sedimentation Control Plan).

### **(c) Summary Information.**

- (1) The name of the development with section and/or phase, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (2) All information included in Section A. of this application. (Owner's signature not required on plans);
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;

### **(d) Property Information.**

- (1) Boundary lines of the proposed development;
- (2) New and existing lot lines with scaled dimensions;
- (3) Individual lot numbers and lot area (sq. ft. or acres);
- (4) Existing and proposed easements for natural and man-made features;
- (5) Street right-of-way lines and other property lines, drawn to scale and with tentative dimensions;
- (6) Zoning districts (Development and adjacent properties);
- (7) Adjoining properties land uses, existing streets and owner(s) names;
- (8) Reserved or special parcels and their intended use;

### **(e) Site Features.**

- (1) Existing topographic contours;
- (2) Proposed topographic contours;
- (3) Limit of disturbed area;

**(f) Drainage Features.**

- (1) Existing and planned drainage pattern;
- (2) Size and location of culverts and sewers;
- (3) Soils information;
- (4) Design calculations and details for energy dissipaters, channels, culverts and storm sewers;
- (5) Design calculations for peak discharges of runoff (Pre and Post development);
- (6) Name of receiving watercourse and/or river basin.

**(g) Erosion Control Measures.**

- (1) Location of temporary and permanent measures, including concrete washouts, stockpile/borrow areas, and other measures;
- (2) Design calculations for sediment basins, swales, and other measures;
- (3) Maintenance requirements during construction.

**(h) Vegetative Stabilization.**

- (1) Areas and acreage to be stabilized;
- (2) Planned vegetation with details of plants, seed, mulch, and fertilizer;
- (3) Temporary and permanent vegetation;
- (4) Method of soil preparation;
- (5) Denuded slopes must be seeded within 15 working days or 90 calendar days following completion of any phase of development.

**(i) Building Information**

- (1) Existing buildings, their dimensions from existing and proposed property lines, and any building to be removed or demolished;
- (2) Setback dimensions setbacks from property lines and from all streets.

**(j) Street Information.**

- (1) Existing and proposed street names, with state road numbers if applicable;
- (2) Cross-sections of typical proposed streets;
- (3) Sight distance triangles at intersections (Shown as right-of-way);
- (4) Proposed private or public streets;
- (5) Typical street cross section;
- (5) Street right-of-way dimensions and curve data.

**(k) Stormwater and Floodplain Information.**

- (1) Existing and proposed contours of intervals at five (5) feet or less, referred to sea level datum;
- (2) Drainage swales, ditches channels, watercourses, and direction of flow;
- (3) Riparian buffer locations and information, if applicable;
- (3) Impoundment or retention / detention structures for stormwater, if required;
- (4) Flood hazard boundaries, indicating source of information;
- (5) Tentative wetland boundary.

**(l) Public Utility Information.**

- (1) Existing and proposed water lines, fire hydrants, valves, with pipe sizes and locations indicated as applicable;
- (2) Existing and proposed overhead/underground electrical lines, poles, electrical easements where applicable;
- (3) List of utility and service providers;
- (4) Existing farm drain tile, septic systems, drain fields, repair areas;
- (5) Fire district, distance to nearest fire department and distance to nearest fire hydrant.

**(m) Other Requirements.**

- (1) Narrative describing construction sequence (as needed);
- (2) Narrative describing nature and purpose of construction activity;
- (3) Completed Financial Responsibility Ownership Form (signed and notarized);
- (4) Construction sequence related to installment and removal of erosion control measures.

**\* PLEASE REFER TO THE PITT COUNTY SUBDIVISION AND SOIL EROSION AND SEDIMENTATION CONTROL ORDINANCES FOR A COMPLETE LISTING OF REQUIREMENTS.**