



# Stormwater Permit Application

Pitt County Planning Department  
Telephone: (252) 902-3250  
Fax: (252) 830-2576

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: \_\_\_\_\_

AVERAGE LOT SIZE \_\_\_\_\_

LOT AREA \_\_\_\_\_ RIGHT-OF WAY AREA \_\_\_\_\_ COMMUNITY AREA \_\_\_\_\_

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.**

---

## Section B. SUBMITTAL CHECKLIST AND PROCEDURE

---

- (1) **THIS APPLICATION IS FOR STORMWATER APPROVAL AND MUST BE SUBMITTED WITH ALL CONSTRUCTION PLANS THAT REQUIRE STORMWATER BMP'S.**
  - (2) **PLANS MUST BE SUBMITTED AT LEAST 20 WORKING DAYS PRIOR TO THE NEXT TRC MEETING.**
  - (3) **WITHIN FORTY FIVE DAYS A PLANNER WILL FORWARD COMMENTS TO YOU BY MAIL.**
- 

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

**ALL NECESSARY REVIEW FEES**

- Review Fee for Nutrient Worksheet Calculations (\$50.00)
- Review fee for Peak Flow Attenuation Plans & Calculations (\$150.00)
- Review fee for Proposed BMP's (\$150.00) (**CONSTRUCTION PHASE ONLY**)
  - Checks may be made payable to "Pitt County".
  - Payments may be made by cash or check.

**COSTAL PLAIN CALCULATION WORKSHEETS AND PRE AND POST DEVELOPMENT PEAK FLOW CALCULATIONS**

- These worksheets may be downloaded from the North Carolina Division of Water Quality's website <http://h2o.enr.state.nc.us/nps/tarpam.htm> (Please be sure to use the Coastal Plain version) or the Pitt County Planning Department's website [www.pittcountync.gov/depts/planning](http://www.pittcountync.gov/depts/planning).
- For the formula for calculation peak flow refer to Section 2-E of the Program Document for the Pitt County Stormwater Program for Nutrient Control.

**SIX (6) SETS OF STORMWATER MANAGEMENT PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (Minimum scale 1" =100'). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. See Section C of this application for data to be included on preliminary plans.

---

---

## **Section C.** *DATA TO BE SHOWN ON PLANS*

---

### **(a) Certification.**

All plans shall be prepared and sealed by a qualified professional who also certifies under seal that the plan, including engineering detail, conforms to the minimum requirements established by this ordinance.

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

All plans shall include a site plan, which at a minimum, clearly indicates the following features unless the Stormwater Administrator determines that certain elements are not appropriate or are unnecessary for a particular application:

- (1) Title, scale, north arrow, date, and name of person preparing the plan;
- (2) The entire area of development and existing built-upon area on the site;
- (3) Existing and proposed structures and impervious surfaces;
- (4) The location of any watercourses or surface water bodies;
- (5) The location, extent and dimensions of all existing and proposed stormwater conveyances on and immediately adjacent to the development site;
- (6) Existing and proposed buffer areas;
- (7) Existing and proposed open space;
- (8) Existing and proposed topography using two foot contours;
- (9) Existing and proposed structural BMPs;
- (10) The extent of existing vegetation;
- (11) Acreages of the various proposed land covers (e.g. pervious, impervious, managed open space, etc.);
- (12) Parcel number (s) of proposed project;
- (13) Any other information that the Stormwater Administrator needs in order to determine compliance with these regulations; and
- (14) Ownership and use of the proposed site and all surrounding properties; and

**(c) Supplemental Information.**

- (1) All plans shall clearly demonstrate protection of and diffuse flow through buffer areas.
- (2) All plans shall include nutrient calculation worksheets and peak flow calculations. Forms and formulas for calculating nutrient load and peak flow are available at the office of the Stormwater Administrator.
- (3) All plans shall include data, site plans, and information necessary to support a proposed offsite approach, if applicable.
- (4) All plans shall include a landscaping plan which clearly shows the extent of undisturbed vegetation and the location, species, number, and planting characteristics (including height at time of planting, spacing, etc.) of proposed vegetation. The plan must also describe the vegetative stabilization and management techniques to be used at the site after construction is completed, who will be responsible for the maintenance of vegetation, and what practices will be employed to ensure that adequate vegetative cover is preserved.
- (6) All plans shall include engineering detail for each structural BMP, including calculations, sufficient to determine compliance with this ordinance.

**\* PLEASE REFER TO THE PITT COUNTY STORMWATER ORDINANCE  
FOR NUTRIENT CONTROL FOR A COMPLETE LISTING OF  
STORMWATER PLAN REQUIREMENTS.**