

DESIGNER'S LETTER SUBMITTAL CHECKLIST

Stormwater Management Division
c/o Development Services Department
 One Exchange Plaza, 4th floor
 Raleigh, NC 27601
 Telephone (919) 996-3773

I. PROJECT INFORMATION

Project Name: _____ Phase: _____
 Project Address: _____ Disturbed Area (sf): _____
 PIN: _____ Case #: _____ Submittal Date: _____
 Previous Permit numbers (if applicable): _____
 Zoning District: _____
 Legal Name of Owner: _____
 Owner Contact: _____ Phone: _____
 Owner Address: _____
 Design Contact Person: _____ Phone: _____
 Design Contact Email: _____
 The regulatory drainage basin in which the site is located: _____
 The water supply watershed in which the site is located: _____

II. SUBMITTAL REQUIREMENTS – See COR Stormwater Management Design Manual Section 2.7 for additional guidance. This completed checklist shall be submitted to the City of Raleigh with any Designer's Letter. All files shall also be submitted electronically via CD or flash drive.

Items to be included in Designer's Letter Submittal:	
<input type="checkbox"/>	Project Name
<input type="checkbox"/>	Project Description
<input type="checkbox"/>	Parcel Identification Numbers (PINs)
<input type="checkbox"/>	Current Zoning District(s) and any previous rezoning and Plan/Permit Submittal Case Numbers
<input type="checkbox"/>	N-File Number

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<input type="checkbox"/>	Drainage Basin Name (e.g. Crabtree Basin, Walnut Creek Basin, etc.): _____
<input type="checkbox"/>	Watershed Protection Overlay District Name (e.g. Falls Watershed, Swift Creek Watershed, or Urban Watershed): _____
<input type="checkbox"/>	Special Flood Hazard Areas (FEMA, Flood Hazard Soils, Drainage Basin Study, etc.) – Identification, Description, Relevant Elevations (RFPE, etc.) and UDO compliance
<input type="checkbox"/>	Listing, as well as an electronic copy (in PDF), of all previously approved signed and sealed Stormwater Development Analyses (SDAs) for the site (if prepared for previous projects)
<input type="checkbox"/>	Narrative justification of why a full Stormwater Development Analysis (either revised or new) is not warranted for the project
<input type="checkbox"/>	United States Geological Survey (USGS) 7.5 Minute Quadrangle Map , including map reference, with site boundary clearly delineated and labeled
<input type="checkbox"/>	Wake County Soil Survey Map (published hard copy) , including map reference, with the site boundary clearly delineated and labeled
<input type="checkbox"/>	Web Soil Survey Map or a geotechnical exploration report with map, with the site boundary clearly delineated and labeled, if desired to show soil classification
<input type="checkbox"/>	FEMA National Flood Insurance Program (NFIP) Flood Insurance Rate Map , including map number, map date and site boundary clearly shown and labeled
<input type="checkbox"/>	Atlas 14 Point Precipitation Frequency Estimates with hydrographs, or future rainfall intensity data adopted by the City, whichever is more conservative

III. PROFESSIONAL CERTIFICATION

Name: _____

Contact Email: _____

Contact Phone Number: _____

Professional Seal:

