

# EROSION AND SEDIMENT CONTROL (E&SC) PLAN SUBMITTAL CHECKLIST

**Stormwater Management Division  
c/o Development Services Department**

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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 UDO Article 9.4 and the COR Stormwater Management Design Manual Chapter 6 for additional guidance. This completed checklist shall be submitted to the City of Raleigh with any Erosion and Sedimentation Control Plan. All files shall also be submitted electronically via CD or flash drive.**

Financial Responsibility Ownership (FRO) Form	
<input type="checkbox"/>	Completed, signed and notarized FRO Form – Note: original must be submitted
<input type="checkbox"/>	All pages of the FRO initialed by property owner
<input type="checkbox"/>	Certificate of assumed name, if the owner is a partnership
<input type="checkbox"/>	Owners' Appointed Agent page completed if Owner is located outside of Wake County
<input type="checkbox"/>	Recorded Deed (s) Book and Page
<input type="checkbox"/>	Latitude & longitude (in decimal degrees) at the project entrance

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Location Information	
<input type="checkbox"/>	Project location & labeled vicinity map (roads, streets, landmarks)
<input type="checkbox"/>	North arrow and scale
<input type="checkbox"/>	Identify Drainage Basin
<input type="checkbox"/>	Watershed Protection Overlay District
<input type="checkbox"/>	Provide a copy of site denuded area located to scale on applicable <a href="#">USGS quadrangle</a> and hardbound copy of NRCS Soil Survey ( <a href="#">Wake County</a> or <a href="#">Durham County</a> )

Jurisdictional Stream, Wetland and Buffer Information	
<input type="checkbox"/>	Submit Jurisdictional Determination(s) documentation from USACE
<input type="checkbox"/>	Submit buffer determination letters from NCDWR
<input type="checkbox"/>	Submit buffer authorization and/or variance approval letters
<input type="checkbox"/>	Submit required Army Corps 404 permit, Water Quality 401 certification approval letters and <b>associated impact maps</b> . (e.g. stream disturbances of 150 linear feet)
<input type="checkbox"/>	Location of streams and/or buffers on the property or within 150 feet of the property shall be depicted on the plans

NPDES Construction Storm Water General Permit per Section II.B	
<b>Note: If the area of land disturbance is greater than 1 acre or the project is within a common plan of development disturbing 1 acre or more, then the following must be included:</b>	
<input type="checkbox"/>	NCG01 Ground Stabilization and Materials Handling Plan Sheet
<input type="checkbox"/>	NCG01 Inspection, Recordkeeping and Reporting Plan Sheet
<input type="checkbox"/>	Basins with one acre or more of drainage area designed for surface withdrawal
<input type="checkbox"/>	All required components as described in Part 2 Section A & B of the NCG01 permit have been included on the erosion control plan

General Site Features (Plan elements)	
<input type="checkbox"/>	Narrative describing the nature & purpose of the construction activity
<input type="checkbox"/>	Bid specifications related only to erosion control
<input type="checkbox"/>	Legend (provide appropriate symbols for all measures and reference them to the construction details)
<input type="checkbox"/>	All erosion control plan sheets signed and sealed by a design professional
<input type="checkbox"/>	Property lines & ownership ID for adjoining properties
<input type="checkbox"/>	Existing and proposed contours at maximum 2-foot intervals
<input type="checkbox"/>	Locations of stockpiles, staging, material laydown, and parking
<input type="checkbox"/>	Limits of disturbed area (provide acreage total, delineate limits, and label). Be sure to include all access to measures, lots that will be disturbed, demolition areas, and utilities that may extend offsite
<input type="checkbox"/>	Grading Surety submitted based on land disturbance area
<input type="checkbox"/>	Planned and existing building locations and elevations (Site Permitting Review only)
<input type="checkbox"/>	Planned & existing road locations & elevations, including temporary access roads
<input type="checkbox"/>	Lot and/or building numbers (Site Permitting Review only)
<input type="checkbox"/>	Hydrogeological features: rock outcrops, seeps, springs, wetland and their limits, streams, lakes, ponds, dams, etc.

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<input type="checkbox"/>	Easements and drainage ways, particularly required for offsite affected areas. Include copies of any recorded easements and/or agreements with adjoining property owners
<input type="checkbox"/>	Profiles of streets, utilities, ditch lines, etc.
<input type="checkbox"/>	Identify all waste and/or borrow activities on the property. Provide erosion control plan approval for off-site waste or borrow areas and reference these approval numbers/project numbers on plan sheets
<input type="checkbox"/>	If the same person conducts the land-disturbing activity unless the borrow or waste activity is regulated under the Mining Act of 1971, or is a landfill regulated by the Division of Waste Management. If the land-disturbing activity and any related borrow or waste activity are not conducted by the same person, they shall be considered separate land-disturbing activities and must be permitted either through the Sedimentation Pollution Control Act as a one-use borrow site or through the Mining Act
<input type="checkbox"/>	Location and details associated with any onsite stone crushing or other processing of material excavated. If the affected area associated with excavation, processing, stockpiles and transport of such materials will comprise 1 or more acres, and materials will be leaving the development tract, a mining permit will be required

### Erosion and Sediment Control Measures

<input type="checkbox"/>	Location of temporary and permanent measures shown to scale on plan with proposed grades tying into adjacent grades
<input type="checkbox"/>	Phased erosion control for existing conditions, grading, and permanent storm water, etc.
<input type="checkbox"/>	City of Raleigh standard details provided for temporary and permanent measures
<input type="checkbox"/>	Maintenance requirements for measures and contact person responsible for maintenance
<input type="checkbox"/>	Ensure design storage requirements are maintained through all phases of construction

### Site Drainage Features

<input type="checkbox"/>	Existing and planned drainage patterns (include off-site areas that drain through project and address temporary and permanent conveyance of stormwater over graded slopes)
<input type="checkbox"/>	Method used to determine acreage of land being disturbed and drainage areas to all proposed measures (e.g. delineation map)
<input type="checkbox"/>	Size, pipe material and location of culverts and sewers
<input type="checkbox"/>	Soils information: type, special characteristics
<input type="checkbox"/>	Soil information downstream of culvert storm outlets
<input type="checkbox"/>	Name and classification of receiving water course (only where stormwater discharges are to occur)

### Vegetative Stabilization

<input type="checkbox"/>	Area & acreage to be stabilized with vegetation
<input type="checkbox"/>	Method of soil preparation
<input type="checkbox"/>	Seed type & rates (temporary & permanent)
<input type="checkbox"/>	Fertilizer type and rates
<input type="checkbox"/>	Mulch type and rates (include mulch anchoring methods to be used)

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Construction Sequence & Notes	
<b>Note: Construction Sequence shall be site specific and shall include, at a minimum, the following three phases. Additional phases shall be added with site complexity.</b>	
<input type="checkbox"/>	Construction Sequence "Initial Phase of Construction": Installation of measures and demarcate limits of disturbance. If applicable, establish SFHA benchmark(s); flag SFHA, buffers, wetlands or other jurisdictional features; and flag approved impacts to jurisdictional features.
<input type="checkbox"/>	Construction Sequence "Intermediate Phases of Construction": Should naturally follow changes to the site during construction. Shall address relocation or resizing of E&SC measures or installation of additional measures as needed. Multiple Intermediate Phases may be required based on construction complexity.
<input type="checkbox"/>	Construction Sequence "Final Phase": Must include the following project close-out items: permanent stabilization, pipe flushing, conversion of devices, removal of measures, as-built (SCM, impervious survey, stormwater conveyance) submittal(s), elevation and/or floodproofing certificates, and final inspections/CO's.
<input type="checkbox"/>	Provide a note with Self-Inspection Requirements.
<input type="checkbox"/>	Provide a note with statement of the City's Right to Inspect.
<input type="checkbox"/>	Primary point of contact for the project, included name, address, email and phone number.
<input type="checkbox"/>	Total acreage for the property, as well as the total proposed disturbed area.
<input type="checkbox"/>	The following statement: "I, [Name], certify under penalty of law that this plan was prepared after a site visit to the locations described herein by myself or by my authorized agent, who is under my supervision."
<input type="checkbox"/>	Prior to commencing land-disturbing activities, the approved limits of land disturbance shall clearly and accurately be demarcated with stakes, ribbons or other appropriate means, and shall be demarcated for the duration of the construction activity and no land disturbance shall occur outside the limits indicated on the approved plans.
<input type="checkbox"/>	The following note: "When grass is used for stabilization requirements, permanent groundcover must be applied over 100% of the disturbed area. Permanent stabilization is achieved when 80% of the permanent groundcover is growing and established with no evidence of large bare patches or erosion."

Design Calculations	
<input type="checkbox"/>	Design calculations signed and sealed by design professional. Exhibits with drainage areas shall be provided for all ESC measure designs, including but not limited to silt fence, traps, basins, excavated storage, etc.
<input type="checkbox"/>	Pre-construction and post construction runoff calculations for each outlet from the site. Be sure to provide all supporting data for the computation methods used (rainfall data for required storm events, time of concentration/storm duration, and runoff coefficients).
<input type="checkbox"/>	Design calculations for culverts and stormwater conveyance system(s) (include HW, TW and outlet velocities).
<input type="checkbox"/>	Discharge and velocity calculations for open channel and ditch flows.
<input type="checkbox"/>	Design calculations for cross sections and method of stabilization for existing and proposed channels (include temporary linings). Include appropriate permissible velocity and/or shear stress data. (2-yr temporary (bare earth) condition and 25-yr design storm events).

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<input type="checkbox"/>	Design calculations and construction details for energy dissipators below culvert and stormwater outlets (include stone/material specs & apron dimensions). Avoid discharges on fill slopes.
<input type="checkbox"/>	Design calculations and dimension of sediment basins (note current surface area and dewatering standards as well as diversion of runoff to the basins). Be sure that all surface drains, including ditches and berms, will have positive drainage to the basins throughout all phases of construction.
<input type="checkbox"/>	During construction detention has been provided as per <a href="#">UDO Section 9.2.2.E.1.b</a> . When post-construction detention is required, during construction detention has been provided for the applicable design storms.
<input type="checkbox"/>	Adequate erosion control measures shall be designed for the 25-year storm event throughout all phases of construction.
<input type="checkbox"/>	For any proposed basins, excavated storage areas, diversions or outlet protection/dissipators, the applicable design summary tables from Section 6.4.1 of the SWMDM are included on the plan sheets.

### III. PROFESSIONAL CERTIFICATION

Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Professional Seal:

