



# TOWN OF AYDEN STORMWATER PERMIT APPLICATION

Planning Department  
4061 East Ave., Ayden, NC 28513  
Phone: (252) 481-5828 Fax: (252) 558-0747

## PROCESS INFORMATION

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The Town of Ayden requires stormwater permits for all development and redevelopment unless exempt by the Unified Development Ordinance (UDO). The applicant must submit a complete application to the Administrator for review and approval for UDO compliance. A stormwater permit is typically issued in conjunction with construction plans shall constitute a full and complete set of engineered drawings necessary for final permitting and construction.

## FILING INSTRUCTIONS

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- Pre-Application Conference:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- Materials:** Each application shall include the following documents:
  - One complete application form signed by the property owner or his/her authorized agent.
  - One existing conditions map.
  - Three (3) copies at a scale of not less than 1" = 50' of the stormwater plans (can be part of the construction plans).
  - One natural resources inventory.
  - One stormwater management systems concept plan.

## EXISTING CONDITIONS MAP

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An existing conditions map identifies existing manmade and natural features including, but not limited to, the following:

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| <input type="checkbox"/> Rights-of-way and existing structures           | <input type="checkbox"/> Streets with pavement width  |
| <input type="checkbox"/> Cemeteries                                      | <input type="checkbox"/> Existing easements   |
| <input type="checkbox"/> Bridges or culverts                             | <input type="checkbox"/> Natural features such as large stands of trees, water features, and special flood hazard areas |
| <input type="checkbox"/> Utilities                                       | <input type="checkbox"/> Soil types   |
| <input type="checkbox"/> Driveways and curb cuts                         | <input type="checkbox"/> Existing topography  |
| <input type="checkbox"/> Sidewalks and surface parking and loading areas |   |

## SITE INFORMATION

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- Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage).
- Development Calculations and illustrations of density, lot lines, sizes and dimensions, and impervious surface area calculations.
- Location of sidewalks and pedestrian ways.
- Proposed plan and illustration of useable and natural open space areas and means of ownership and maintenance.
- Location, description, and height of all retaining walls and fences.
- Property lines and setback lines.
- Watercourse, land use, and screening buffer areas.
- Landscaping and street tree plan.
- Location and dimensions of all easements on and abutting the property.
- Location of all Special Flood Hazard Areas (if applicable).

## STREET TRAFFIC INFORMATION

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- Street and/or right-of-way locations with street sections and names
- Provisions and designs of all on and offsite road improvements
- All traffic control signage
- Plan-profile drawings at a scale of 1 in. = 50 ft. showing street grades and cross sections
- All other infrastructure system details per the Town of Ayden, Pitt County or NCDOT specifications.

## UTILITY AND GRADING INFORMATION

- Linear footage of all storm drainage facilities
- Detailed stormwater, grading, and erosion control information
- Detailed water and sewer information
- Tree save areas and protection measures
- All other utility and grading infrastructure system details per the Town of Ayden, Pitt County, or NCDOT specifications

## COVER SHEET DETAIL

The construction plan cover sheet should include the following details:

1.

FOR TOWN OF AYDEN USE ONLY

THESE PLANS HAVE BEEN APPROVED FOR CONSTRUCTION BY THE TOWN OF AYDEN.

PLANNING	DATE _____
PUBLIC WORKS	DATE _____
STORMWATER	DATE _____
UTILITIES	DATE _____

2. ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS, AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN OR NCDOT STANDARDS. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF AYDEN AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF AYDEN.
3. OWNER HEREBY CERTIFIES AND AGREES TO TAKE SUCH ACTION AS MAY BE REQUIRED BY THE TOWN OF AYDEN TO CORRECT ANY ERRORS, OMISSIONS OR NON-COMPLIANCE WITH TOWN STANDARDS AND/OR CONDITIONS DESCRIBED IN THIS CONSTRUCTION PLAN, INCLUDING RE-SUBMISSION OR RE-EXECUTION OF THIS CONSTRUCTION PLAN WITH THE APPROPRIATE CORRECTIONS AND/OR REVISIONS.

## **AS-BUILT DRAWING**

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The as-built drawings shall show the final design specifications for all public infrastructure. The Designer of the infrastructure shall certify, under seal, that the installed infrastructure is in substantial compliance with the approved plans and designs and with the requirements of the UDO. A final inspection and approval by the Administrator shall occur before the release of any performance securities.

## **NATURAL RESOURCES INVENTORY**

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A natural resources inventory is a written or graphic inventory of the site and surrounding area as it exists prior to the commencement of the project. This description should include a discussion of soil conditions, forest cover, geologic features, topography, wetlands, and native vegetative areas on the site, as well as the location and boundaries of other natural feature protection and conservation areas such as lakes, ponds, floodplains, stream buffers, and other setbacks. Particular attention should be paid to environmentally sensitive features that provide particular opportunities or constraints for development.

## **STORMWATER MANAGEMENT SYSTEMS CONCEPT PLAN**

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A stormwater management system concept plan is a written or graphic conceptual sketch of the proposed post-development stormwater management system including: preliminary selection and location of proposed structural stormwater controls; low impact design elements; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; location of floodplain/floodway limits; relationship of site to upstream and downstream properties and drainages; and preliminary location of proposed stream channel modifications such as bridge or culvert crossings.



# TOWN OF AYDEN STORMWATER PERMIT APPLICATION

## GENERAL INFORMATION

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

Project Address / Location: \_\_\_\_\_

Associated Project Type:  Subdivision Construction Plan  Site Construction Plan

County PIN No.: \_\_\_\_\_ Property Acreage: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Proposed Stormwater BMP Types: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CONTACT INFORMATION

Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor or Engineer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SIGNATURE

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Ayden to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR TOWN OF AYDEN OFFICIAL USE ONLY**

Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATOR REVIEW**

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Date Reviewed: \_\_\_\_\_

Decision of the Administrator

Plan Approved: \_\_\_\_\_ Plan Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Date: \_\_\_\_\_ Administrator, Town of Ayden: \_\_\_\_\_