



## SECTION 8.01

### Construction Drawing and Erosion & Sedimentation Control Plan Approvals

Construction Drawing review and approval is required prior to initiating construction on any site, including receiving a UDO or building permit for the site. In addition, for sites which propose to disturb by grading an area greater than 20,000 square feet, an Erosion & Sedimentation Control Plan approval is also required. Construction Drawings and Erosion & Sedimentation Control Plans are separate plans, but should be combined into one set of project documents for submittal to the Town.

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**Expected Review Time:** Approximately 6 weeks, depending upon completeness of plans submitted, thoroughness of response to comments, and turn-around time by petitioner back to staff between subsequent staff reviews. The review process can generally be completed in three review cycles for most plans. If there is no submittal received or other next step in the approval process completed by the Petitioner/Applicant for a period exceeding twelve (12) months from the last written comments from Engineering staff, the petition/application will be deemed withdrawn. See section 1.00 of this manual. [Amended Resolution #04-12, #09-17, #11-18]

**Primary Processing Department:** Department of Engineering  
**Departments involved in Construction Drawing and Erosion & Sedimentation Control Plan review processes:** Department of Engineering

#### **Prior to Submitting Construction Drawings or Erosion & Sedimentation Control Drawings:**

1. The Development or Preliminary Plan must be approved by the entity (Town Council or Technical Review Committee or other) designated with approval authority in the UDO. If the approval by the entity requires any revisions or information which needs to be incorporated into the approved plan, then revised documents must be submitted to the Department of Planning & Zoning immediately to avoid any delay in reviewing the Construction Drawings or Erosion & Sedimentation Control Plans. [Amended Ordinance #04-06] [Supplement #6 corrected typographical error]

#### **Submittal Requirements & Procedures:**

1. New Construction Plans and/or Erosion & Sedimentation Control Plans (Three complete sets for First Review), along with an application packet and any required studies, calculations, (in a bound document) and/or other applicable requirements per plan approval conditions shall be submitted to the Department of Engineering by 12:00 p.m. any Monday subsequent to site or subdivision approval for the project. A receipt shall be provided to the individual delivering the package to Engineering. The Construction Drawing and Erosion & Sedimentation Control Plan Application Packets contained within this manual each provide a detailed list of the application package submittal requirements. [Amended Resolution #11-18]\*
2. The Department of Engineering will review the information submitted and determine whether or not it constitutes a complete package. The review shall include documentation that the correct applications, plans, studies, calculations, fees, and any other requirements per plan approval conditions are included in the package submitted for review. The Completeness Application Sheet shall be used for this purpose. Engineering staff will notify both the owner and the

applicant (in most cases the engineer) via fax or email of an incomplete application or of any missing information within two (2) business days after the submittal deadline date. Any missing information must be supplied to the Town by the next Monday (at noon) following the fax or email notification, or the application package shall be deemed incomplete and returned to the applicant via first class mail. Once the Town has a complete package then it will go in the next Monday review cycle. [Amended Resolution #11-18]

3. Re-submittals (i.e. Second Review or subsequent reviews) shall be submitted to the Department of Engineering by 12:00 p.m. any Monday following receipt of review comments.
4. Plans which enter the Construction and/or Erosion & Sedimentation Control Plan review processes, and are not re-submitted for a period exceeding twelve (12) months from the last written comments from Engineering staff, the petition/application will be deemed withdrawn as outlined in section 1.00 of this manual. [Amended Resolution #04-12, #09-17, #11-18]

### **Review Process:**

1. For any plans that are more complex, that require special studies, that are time sensitive, that are unusual in any way, or that are particularly large, it is recommended that the engineering consultant meet with Engineering staff before finalizing plans for submittal. Engineering staff is available for such consultation in an effort to streamline the process for approval of construction and/or sedimentation and erosion control plans.
2. For the first review, Engineering Department staff will review construction and/or erosion and sedimentation erosion control components of the package submitted in accordance with the latest version of the *Town of Holly Springs Engineering Design and Construction Standards*, and with other Town policies, ordinances, checklists, and standards. In some instances, a consultant or other departments' staff may be utilized to review certain components of the plan or related studies or calculations, with comments being generated and distributed under the direction of the staff engineer. [Amended Resolution #11-18]
3. First Review Comments will be generated and distributed to both the applicant and the owner, via fax or email, on the second Monday following the submittal (i.e. within two weeks). [Amended Resolution #11-18]\*
4. Developer Conference – It is recommended that for plans that are more complex, that require special studies such as drainage or traffic analysis, that are time sensitive, that include unusual components, or that are particular large, the engineering consultant meet with Engineering staff to discuss the First Review Comments. [Amended Resolution #11-18]
5. Subsequent Reviews – Subsequent Review Comments shall be generated based upon an evaluation of the changes or modifications made to address previous comments, and a review of the written responses to previous comments. It shall be the goal of Engineering staff not to make “new” comments at subsequent review, except when such information was not available for review previously.
6. The plan remains in the review cycle (2 week review times) until such time as all comments and conditions have been addressed.

### **Approval Process**

1. Once all comments have been addressed, staff shall notify applicant that they may bring in any permits for signature, shall notify the applicant of development fees that will be due for the project, and shall request that the applicant bring in 6 sets of complete construction and/or erosion and sediment control plans for approval stamping prior to the meeting. The applicant may schedule the Preconstruction Conference with staff at this time.

2. Both the owner and their construction representatives (engineer, contractors, and other applicable/required representatives) shall attend the Preconstruction Conference with Town Staff. The owner shall be required to bring development fees and erosion control fees to the meeting. Upon receipt of the erosion control fees the owner will be given two copies of the Environmental Development Permit. The attached outline shall be used for the preconstruction conference. [Amended Resolution #11-18, 15-26]\*
3. Once the Environmental Development Permit is obtained, construction and/or erosion control fees are paid and the Preconstruction Conference has been held, tree protection and erosion control measures shall be installed on site as per the approved Erosion and Sediment Control Plan. Only land disturbance activities that are necessary for installation of the erosion control measures are permitted prior to issuance of the Certificate of Compliance. [Amended Resolution #15-26]\*
4. Upon the completion of installation of the erosion control measures the owner or contractor shall call the Erosion Control Inspector for a Certificate of Compliance Inspection. If all tree protection and erosion control measures are installed per the approved Erosion and Sedimentation Control Plan a Certificate of Compliance will be issued for the site. [Amended Resolution #11-18, 15-26]\*
5. Construction and/or land disturbance activities shall be initiated in accordance with the approved plans and there specific conditions once the Certificate of Compliance is issued.
6. Engineering staff shall notify Inspections staff once construction drawings are approved and a Certificate of Compliance with the Erosion & Sedimentation Control ordinance (if applicable) is issued so that a building permit may be issued.

**Additional Requirements:**

- Approved construction and/or erosion and sediment control plans must remain on site at all times during construction.
- A copy of the Environmental Development Permit, if required, must be on site at all times during construction. [Amended Resolution #15-26]\*
- All sites with five acres or more of disturbed area or after March 10, 2003 all sites with one acre or more disturbed area is required to comply with the NPDES Stormwater Discharge Permit for Construction Activities. This is a free permit which will be given to the owner at the Preconstruction Conference.

**Next Steps:**

1. Obtain a UDO Permit from the Department of Planning & Zoning
2. Obtain all necessary Building Permits from Building Codes Enforcement
3. Complete Certificate of Occupancy procedures as outlined by Building Codes Enforcement in section 10.02 of this manual.