



Tips for Successful Submittals

NEW Engineering Department Fee Schedule effective July 1, 2016

- A new fee schedule became effective July 1, 2016. Updated fee sheets are available on the Town's website (www.hollyspringsnc.us, Go to Government, Departments, Engineering, For Developers, Forms & Fees). Please reference the updated fee schedule and be sure to include the correct fee with all submittals.

Special Studies

- Special studies are additional information that may be required for development projects such as Sewer Study, Fire Flow Analysis, Traffic Impact Analysis, Flood Study, Pump Station Study, etc.
- Special study submittals should include:
 - 1 hard copy of study/report
 - 1 flash drive with digital files
 - Special Studies & Reports Application (available on website)
 - Initial review fee (1st submittal is \$350)
- The actual cost of the review is to be paid by the developer or engineer and will be invoiced to the contact listed on the application. These fees must be paid in a timely manner to avoid delays in reviews, approvals, and permits.

First Submittal of Construction Drawings

- Preliminary plan approval and the Action Notice must be issued (through the Planning and Zoning Department processes) before the first submittal of construction drawings can be accepted for review by the Engineering Department
- Construction Drawing submittals for 1st review are due by Monday at Noon. Late submittals will be entered in the review cycle for the following week.
- For 1st submittals of construction drawings, reference the **Construction Drawing Application Instructions** available on the Town's website (www.hollyspringsnc.us, Go to Government, Departments, Engineering, For Developers, Forms & Fees).
- Incomplete submittals will be rejected from the review cycle, so be sure to include the following in all 1st construction drawing submittals:
 - Completed Construction Drawing Application / Financially Responsible Party (form 9001)
 - Three (3) ** FULL sets of **folded** 24" x 36" Construction Drawings with copies of the Erosion Control Plan including calculations and other supporting documents.
 - Flash drive with PDF copy of plans with sheets combined into one document.
 - Engineering calculations, reports, etc.
 - Environmental Assessments as required (e.g. DWQ Documentation)
 - Design Professional's Certification of Compliance with Approved Preliminary Plan (see Forms & Fees webpage)
 - 8 ½ x 11" copies of USGS and Wake County Soil Survey stream information for the project location.
 - Complete submittals for any special studies or other requirements listed as Conditions of Preliminary Plan Approval.
 - All required fees for Construction Drawing Plan Review, Environmental Plan Review, and NPDES Stormwater Review.
 - Transmittal /coversheet describing submittal and items enclosed.



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Revisions

- Standard revision or subsequent review fee is now \$450.
- **Major Plan Revision fee** is new this year. The \$1,000 review fee will be charged instead of the normal revision review fee for revisions requiring extensive review of a large portion of the previously reviewed plans. Major revisions also typically require a 2-week review cycle.
- All plan submittals should include an engineer's Certification of Plan Submittal (available on website) with all changes noted.
- **All revised areas must be clouded on revised sheet for review. The Certification of Plan Submittal must reflect all changes.**

Electronic Submittals ***

- The Engineering Department is working towards an online submittal for construction drawings and other submittals. However, at this time some plans can be accepted electronically with the submittal of a flash drive containing a PDF of the construction drawings with sheets combined into one document.
- *** Electronic submittals require 1 FULL SET of PLANS, folded and follow first submittal rules.
- Flash Drive documents must match paper copies of plan sheets and be in order and one document.
- All sheets on .pdf thumbnails MUST match sheet # on plan.
- Fees are still due by Monday at Noon.
- Please contact the Engineering Department prior to submittal to verify that your project is eligible for electronic submittal.

Pre-construction Meetings

- Pre-construction meetings are a requirement of construction drawing approval.
- Prior to scheduling a pre-construction meeting, the following must be fully complete:
 - 6 hard copies and 1 digital copy in .PDF format of final Construction Drawings Submitted
 - 4 hard copies and 1 digital copy in .PDF format of Stormwater Management Plan (if applicable) Submitted
 - Stormwater Performance Surety documents approved (applicable subdivisions and sites)
 - Stormwater Performance Surety must be fully in place (applicable sites)
 - **Development fees must be paid prior to pre-construction meeting being scheduled**
 - **The Pre-Construction meeting typically will be scheduled 2 weeks after receipt of paid fees.**



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Sureties

- Checklists for infrastructure and stormwater sureties are available on the Forms & Fees webpage. All items on the applicable checklist(s) must be fully addressed to complete the surety process.
- Sealed engineer's estimates must be submitted and approved for each surety before the developer proceeds with obtaining and providing the surety.
 - For infrastructure surety estimates, standard unit costs have been determined for many common infrastructure components. These unit costs are available on the Forms & Fees webpage.
 - For stormwater surety estimates, a Stormwater Surety Estimate (form 16085) must be completed for each BMP for the project and a Stormwater BMP Summary (form 16012) must be completed to summarize all of the surety estimate forms. These forms are available on the Forms & Fees webpage.
- Infrastructure Completion Surety
 - Include any public infrastructure not yet installed for the project.
 - Must be in place prior to plat and/or beginning the warranty period.
 - 125% of the estimated construction cost.
- Infrastructure Warranty Surety
 - Include any items installed with the project that will become public infrastructure.
 - Must be in place prior to plat and/or beginning the warranty period.
 - 10% of the construction cost.
- Stormwater Performance Surety
 - Include all stormwater BMPs being constructed as part of the project.
 - Must be in place prior to scheduling the preconstruction meeting for sites and prior to plat and/or beginning the performance monitoring period for subdivisions.
 - Must remain in place throughout construction and the performance monitoring period (approx. one-year post-construction)
 - 125% of estimated construction cost.
- Stormwater Maintenance Surety
 - Include all stormwater BMPs constructed as part of the project.
 - Must be in place prior to ending the performance monitoring period (approximately one-year post-construction) and prior to release of stormwater performance surety.
 - *Cash payment* to the stormwater facility replacement fund in the amount of *35% of the actual construction cost* of the Stormwater BMP(s).

As-builts

- As-built review now requires a **\$200** review fee with 1st submittal of the as-builts.
- Final as-built submittal should include 1 set of mylar as-built and 2 separate flash drives with digital copies (1 with PDF and 1 with CAD).
- The As-built checklist is available under the Forms and Fee webpage.
- Engineer's certifications of these utilities should also be submitted through the Town as part of the as-built requirements.



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Permits (contractor dry-utility encroachments, blow-offs)

- Dry utilities (such as fiber, television or phone cable, etc.)
 - An encroachment must be obtained from the Engineering Department prior to installation in the right-of-way.
- Blow-off permits must be obtained prior to filling or testing water or reclaim water lines. Contact the Development Inspector assigned to the job site for further information.
- Sewer, water, or reclaim water permits
 - Applications should be submitted to the Engineering Department with all supporting documents and necessary fees. Applications with instructions are available on the Forms & Fees webpage.
 - Each permit requires a \$200 Town processing fee to be paid to the Town of Holly Springs in addition to any DENR application fees.
 - Once processed and reviewed the complete package will be sent directly to the State for permitting.
 - Engineer's certifications of these utilities should also be submitted through the Town as part of the as-built requirements.