



SECTION 8.01

Construction Drawing & Erosion and 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 and Sedimentation Control Plan approval is also required. Construction Drawings and Erosion and Sedimentation Control Plans are separate plans, but should be combined into one set of project documents for submittal to the Town.

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twelve (12) months from the last written comments from Engineering staff, the petition/application will be deemed withdrawn as outlined in section 1.00 of this manual. [Amended Resolution #04-12] [Amended Ordinance #09-17]*

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

Prior to Submitting Construction Drawings or Erosion and 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 and Sedimentation Control Plans. [Amended Ordinance #04-06] [Supplement #6 corrected typographical error]*

Submittal Requirements & Procedures:

1. New Construction Plans and/or Erosion and Sedimentation Control Plans (Three complete sets for First Review), along with an application packet and any required studies, calculations, etc. (in a bound document) 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 and Sedimentation Control Plan Application Packets contained within this manual each provide a detailed list of the application package submittal requirements.
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 attached Construction Drawing

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 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 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.

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 and Sedimentation Control Plan review processes, and are not re-submitted within twelve (12) months for non-residential development projects and six (6) months for residential development projects after comments are sent out shall become invalid, shall be removed from the Construction and/or Erosion and Sedimentation Control review process, and shall be required to make a brand new re-submittal into the review process (i.e. a First Review). [Amended Resolution #04-12]

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 *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.
3. First review comments will be generated and distributed to both the applicant and the owner, via fax, on the second Monday following the submittal (i.e. within two weeks).
4. Developer Conference – It is recommended that for plans that are more complex, that require special studies such as drainage or traffic, 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.
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, etc.) shall attend the Preconstruction Conference with Town Staff. The owner shall be required to bring development fees and land disturbance fees to the meeting. Upon receipt of the land disturbance fees the owner will be given two copies of the Land Disturbance Permit. The attached outline shall be used for the preconstruction conference.
3. Once the Land Disturbance Permit is obtained, construction and/or land disturbance 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.
4. Upon the completion of installation of the erosion control measures the owner or contractor shall call the Environmental Inspector for a Certificate of Compliance Inspection. If all tree protection and erosion control measures are installed per the approved Erosion and Sediment Control Plan a Certificate of Compliance will be issued for the site.
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 and 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 Land Disturbance Permit, if required, must be on site at all times during construction.
- 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.