

**Town of Holly Springs
Reclaimed Water Program**

**SINGLE FAMILY Reclaimed Irrigation Permit Packet Application Coversheet
(Less than 5 Acres)**

Please Note this cover sheet is for use in obtaining Single Family Reclaimed Irrigation permits. If you are submitting for a Non-Residential Reclaimed Irrigation, please use that packet.

Three copies of a complete application packet including the following documents must be submitted to the town prior to review and permitting. All packets, once complete, should be submitted to the Department of Code Enforcement or Engineering as noted below. This checklist must be submitted as cover page for application packet. See application form for more information on packet requirements.

NOTE that these packets are to be submitted to Code Enforcement Department:

- Single Family Residential Reclaimed Irrigation Application Packet (3 copies of all items)**
(Permit will be issued by Town)
 - Single Family Reclaimed Irrigation Permit Application (19017)
 - Plans for irrigation system, designed and by CID, or PE, or LA
 - Reclaimed Irrigation Plan Review Checklist (19019)
 - Reclaimed Irrigation Permit Application Packet Cover (this form)
 - Soils evaluation (if site is not in a Holly Springs pre-approved area)
 - Design calculations
 - Copy of C.I.C. License/NCLIC
 - Educational Certification

Applicant Signature

Phone #

Date

Town of Holly Springs

SINGLE FAMILY RECLAIMED IRRIGATION PERMIT APPLICATION FORM

The Town will not accept this application unless all the instructions are followed. Plans and specifications must be prepared in accordance with Town Policies, 15A NCAC 2T .0900, all applicable general statutes, and good engineering practices. Failure to submit all of the required items will lead to additional processing and review time for the permit application or in the application being returned as incomplete.

A. Application Form:

- ✓ Submit one (1) original and two (2) copies of the completed and appropriately executed application form. The instructions do not need to be submitted. Any changes made to this form will result in the application being returned. The Town will only accept application packages that have been fully completed with all applicable items addressed.
- ✓ The project name should be consistent with the project name on the plans, specifications, etc.
- ✓ If this project involves a modification of an existing permit, submit one (1) copy of the existing permit.

B. Application Fee:

- ✓ Please see The Town of Holly Springs website for the appropriate application fee.

C. Cover Letter:

- ✓ Submit standard Holly Springs cover letter, which lists all items and attachments included in the application package as well as a brief project description.
- ✓ If necessary for clarity, include attachments to the application form. Such attachments will be considered part of the application package and should be numbered to correspond to the section to which they refer.

D. Property Ownership Documentation:

- ✓ Provide legal documentation of the ownership (such as a contract, deed, article of incorporation, etc.) of the property, or provide a written agreement signed by both parties and notarized indicating future purchase of the property by the permit applicant and a PLAT map showing the property.

E. Soil Evaluation

- ✓ If application site is not within a pre-approved (by Holly Springs) area, applicant must submit three (3) copies of a detailed soils evaluation that has been signed, sealed, and dated by a NC Licensed Soil Scientist. A soil evaluation of the utilization site where the reclaimed water is applied to the land surface be provided by the applicant. Recommendations shall include loading rates of liquids, solids, and other constituents. For systems that utilize reclaimed water through irrigation, the evaluation shall also recommend maximum irrigation precipitation rates. If required by G.S. 89F, a soil scientist shall prepare this evaluation.

F. Detailed Plans and Specifications:

- ✓ Submit **four (4)** sets of detailed plans and specifications that have been signed, sealed, and dated by an Irrigation Designer certified as a CIC by the Irrigation Association and/or Carolina Irrigation Association (IA/CIA); or North Carolina registered professional engineer (PE); or a landscape architect registered by the North Carolina board of Landscape Architects.
- ✓ Plans must include the following minimum items: a general location map, a topographic map, a map showing the entire site including all structures, application areas, buffers, property lines, wells, drainage features, and surface waters within 100 feet of the facilities and application areas and depict minimum separations on the plans.
- ✓ Plans and specifications must not be labeled with preliminary phrases (e.g., FOR REVIEW ONLY, NOT FOR CONSTRUCTION, etc.) that indicate that they are anything other than final plans and specifications. However, the plans and specifications may be labeled with the phrase: FINAL DESIGN - NOT RELEASED FOR CONSTRUCTION.

G. Design Calculations:

- ✓ Submit three (3) copies of all design calculations.
- ✓ Submit the selected irrigation system information including manufacturer's information and recommended installation guidelines.

Permit Number: _____ (to be completed by TOHS for new projects)

Town Limits: Inside _____ Outside _____

I. GENERAL INFORMATION:

1. Owner/Builder _____ (Phase and Lot): _____
2. Site Address _____
City: _____ State: _____ Zip: _____
Telephone number: (_____) _____ Facsimile number: (_____) _____
Email Address: _____
3. Construction Cost: \$ _____
4. Name and affiliation of contact person who can answer questions about project: _____
_____ Email Address: _____

5. Deed Book and Page Number : _____ (Required)

II. PERMIT INFORMATION:

1. Project is: _____ new; _____ modification; _____ renewal without modification
Note: Renewals without modifications should just fill out sections I & II; sign the applicant's signature.
2. Company Name _____: License Holder Number: _____
3. Address: _____ City _____ State _____ Zip _____
Phone: _____ Fax _____ E-mail _____
4. N.C. State License Number*: _____ or NC State Utility License Number* _____
5. Required for Contractor: Number issued for completion of mandatory Holly Springs Reclaimed Irrigation Design & Installation Training Program: _____
6. Submit copy of Certified Irrigation Contractor (CIC with cert no.); or NC Irrigation Lic # (if you are a licensed plumber this is not required) _____
7. Name and Number on Town of Holly Springs Privilege License: _____
8. If this application is being submitted as a result of a modification to or renewal of an existing permit, provide: existing permit number _____ and the issuance date _____

III. GENERAL PROJECT INFORMATION:

1. Brief project description: _____
2. System is (check all that apply): _____ spray irrigation; or _____ drip irrigation.
3. Does the project conform to all buffers as required in the State of NC rules for reclaimed water 15A NCAC 2T .0912 and Town rules for reclaimed water?
 - a. Surface Waters not classified SA (25 ft) _____ Yes _____ No _____ N/A
 - b. Surface Waters classified SA (100 ft) _____ Yes _____ No _____ N/A

- c. Any well with exception to monitoring wells (100ft) ____ Yes ____ No ____ N/A
4. Is the site located within a flood plain ____ (yes/no) if so, what is the 100-year flood elevation: _ feet mean sea level.
- b. Are any wetted areas located within the 100-year flood plain?: ____ Yes; ____ No. If Yes, briefly describe the protective measures being taken to protect against flooding. _____
- _____

IV. DESIGN INFORMATION FOR IRRIGATION SYSTEM:

1. The irrigation system must be designed such that precipitation rate is less than the infiltration rate, to limit runoff. In general, design should be at rates less than 1/2" inch per hour AND at less than 15 gpm.
2. Size of wetted irrigation area: _____ square feet; or _____ acres.
3. Meter Size: _____
4. Summary of Irrigation system:

Design Element		Page Number in the Plans & Specifications	
		Plans	Specs
Number of Nozzles or Emitters			
Design Wetted Diameter of Nozzles	Feet		
Design Wetted Area of Emitters	Feet		
Distance Between Drip Lines	Feet		
Distance Between Drip Emitters	Feet		
Capacity	GPM		
Capacity	psi		
Elevation of Highest Nozzle/Emitter	Feet		

* Any work done by a plumber or utility contractor needs to be licensed by the State of North Carolina.
 ** Any person other than an a homeowner must obtain a Town of Holly Springs privilege license number

4. Minimum daily use _____
- Maximum daily use _____
- Average daily use _____

A North Carolina Backflow Preventer Testing & Maintenance Report must be completed, attached to this application and returned to the office before the inspection is called in or on site at the time of inspection.

Applicant's Certification:

I, _____, attest that this application for _____ has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting information and attachments are not included, this application package will be returned to me as incomplete. I further certify that the design of this irrigation system as shown on the accompanying plan complies with all rules and regulations applicable to the utilization of reclaimed water as set forth by both the Town of Holly Springs and the State of North Carolina.

Signature of Applicant: _____ Date: _____

Designer's Certification:

I, _____, certify that this irrigation system design for the following project: _____ is designed to be compliant with the State's and Town's rules and regulations applicable to the utilization of reclaimed water. I further certify that the design of this irrigation system as shown on the accompanying plan complies with all rules and regulations applicable to the utilization of reclaimed water as set forth by both the Town of Holly Springs and the State of North Carolina. I have attended the Town of Holly Springs Reclaimed Irrigation Design and Installation Training Program.

Signature of Designer: _____ Date: _____

CID, PE, or LA Number: _____

TOHS Reclaimed Irrigation Design and Installation Training Certification No. _____

Reclaimed Irrigation Plan Review Checklist

All new reclaimed irrigation system plans must clearly show the following specific items, and must comply with 15A NCAC 02T.0900 (State Rules) and Town rules and regulations for reclaimed water:

- Scaled Drawing (recommended 1" = 20')
- Designer's name, address, phone number, and signed Designer Certifications:
 - a. "I certify that this irrigation system is designed to be compliant with the State's and Town's rules and regulations applicable to the utilization of reclaimed water."
(signature of designer required)
 - b. It is understood that prior to a permit to operate this irrigation system being issued by the town, an "as-built" revised plan must be submitted to the Town with the following signed certification:

"I certify that this irrigation system is installed in conformance with this plan and that the system complies with the Town's rules and regulations applicable to the utilization of reclaimed water."

(signature of designer required either CIC, NCLIC, PE, CID or LA for Residential; PE for Non-Residential reference form 19020)
- Lot Number, Subdivision, Address of Site
- Reclaimed and Potable meter locations, labeled clearly
- Main cut-off (behind meter and before PRV)
- Valve locations, size and type
- Irrigation controller (location and model)
- Sprinkler head location and spacing showing head to head coverage to scale
- Sprinklers should be chosen and located to avoid water being sprayed onto non-landscaped areas and prevent runoff into stormwater conveyance channels
- Provide plot plan including all easements, buffers, and driveways. No irrigation lines or heads are allowed to be installed inside buffers or easements.
- Pipe and head layout, line size and materials; specify use of Purple Heads and Purple Pipe –Pantone 522 (purple)
- Show lot lines, sidewalk, driveways, swimming pool, hot tub, landscaped areas, patios, all structures, decks, storm drainage structures, wells within 100', streams, surface waters, floodplains etc.
- No mainlines or valves shall be allowed within the utility strip. Laterals will be allowed in the utility strip and shall be placed within 1 ft of sidewalk.

- Design should be such that precipitation rate is less than the infiltration rate, to limit runoff. Provide design application rates per zone. In general, design should be at rates less than 1/2 inch per hour AND at less than 15 gpm. Provide a chart with run times and application rates per zone to ensure rates do not exceed 1/2" per hour.

Example

Zone	Run time/minutes	Approx. Rate $\leq .5''/hr$
1	12	.43''

- Required rain sensors must be shown and must restrict irrigation from happening during rainfall events
- Show irrigation zones labeled by number. Include square footage for each zone. Spray and rotor irrigation heads cannot be used within the same zone. Plants with different irrigation requirements (such as grass and shrubs) be on separate zones.
- The controller should have multiple programs so that different irrigation schedules can easily be utilized.
- All heads and drip emitters should have pressure regulation; it can be at the point of connection to the water supply, at each zone valve or located in each head/emitter. Guidelines for pressure regulation at the head/emitters: Spray Heads - 20 to 35 psi, Gear Rotors - 60 psi or less, Impact Rotors - 60 psi or less, Drip emitters - 40 psi or less.
- Buffers from streams and surface waters per state standards
- Recommended maintenance schedule
- Place note on plan that states "As-builts certification will be required prior to final certificate of occupancy and approval".
- Verify lot is covered in approved area with a soils report
- Verify by looking at training log that designer has completed TOHS Reclaimed Training
- Verify if residential designed by PE, LA, or CID, if non-residential must be designed by PE.