



Stormwater Permit Application City of Burlington

Use this form only if TRC has approved a Stormwater Management System Concept Plan for this project.

SECTION A PROJECT SUMMARY INFORMATION

Development or Project Name					
Location					
County			Parcel Identification Number (PIN)		
Total Acres		Average Lot Size		Total Dwelling Units	
Built-upon Area (Acres)	Pre-development	Post-development	% Built Upon	Pre-development	Post-development
<input type="checkbox"/> Low Density (no more than two dwelling units per acre or 24-percent built-upon area) <input type="checkbox"/> High Density (exceeds the low density thresholds for dwelling units per acre or built-upon area)					

SECTION B APPLICANT INFORMATION

CLIENT	Owner or Developer who is financially responsible for project			
Name(s)				
Address				
Email				
Phone		Fax		
CONSULTANT	Person to contact regarding questions or revisions to plan			
Contact Name(s)				
Firm				
Street Address				
City, State Zip				
Email				
Phone		Fax		

City of Burlington Water Resources Department – Stormwater Division
 P.O. Box 1358 Burlington, NC 27216
 1103 S. Mebane Street Burlington, NC 27215
 Phone (336) 222-5140
 Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application City of Burlington

Use this form only if TRC has approved a Stormwater Management System Concept Plan for this project.

Landowner(s) of Record	Attach pages as necessary to list additional owners		
Name(s)			
Street Address			
City, State Zip			
Email			
Phone		Fax	
Recorded in	Deed Book & Page		Plat Book & Page

The above information is true and correct to the best of my knowledge and belief and was provided by me while under oath.

(This form must be signed by the financially responsible person if an individual, and by an officer, director, partner, attorney-in-fact, or other person with authority to execute instruments for the financially responsible party if not an individual.)

Type or print name:		Title or Authority	
Signature		Date	

I, _____, a Notary Public in the County of _____	
State of North Carolina, hereby certify that _____ personally appeared before me	
this day and under oath acknowledged that the above form was executed by him.	
Witness my hand and notarial seal, this the _____ day of _____ 20____	
Notary	
My commission expires _____ (Seal)	

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application City of Burlington

Use this form only if TRC has approved a Stormwater Management System Concept Plan for this project.

SECTION C SUBMITTAL CHECKLIST AND PROCEDURE

The following checklist outlines submittal requirements. Initial in the space provided to indicate the following submittal requirements have been met and supporting documentation is attached.

General Requirements:

Applicant's initials

- _____ 1. Sheets shall be no larger than 36" x 24" plan and profile paper.
- _____ 2. Minimum text size shall be 1/8"
- _____ 3. Scale on plan view shall be no smaller than 1" = 50'; scale on profile view shall be no smaller than 1" = 50' horizontally and 1" = 5' vertically using a grid showing 1' intervals.
- _____ 4. All drawings to be in North Carolina State Plane coordinate system.
- _____ 5. Cover sheet shall have a vicinity map at a scale no smaller than 1" = 200'.
- _____ 6. Provide a legend indicating existing and proposed lines, features and symbols.
- _____ 7. Cover sheet shall include all general notes, owner's name, telephone number, and mailing address.
- _____ 8. All elevations shall be given in relation to mean sea level; elevations in profile view shall be labeled in 10' intervals on the heavy lines (Ex. 350, 360).
- _____ 9. Benchmark elevations and locations shall be shown on plan view.
- _____ 10. Plan views shall have a north arrow on each drawing.

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application

City of Burlington

Use this form only if TRC has approved a Stormwater Management System Concept Plan for this project.

- _____ 11. Each drawing shall have the following information in the title block: Street or project title, limits, horizontal and vertical scales, original date, revisions date, drawing number, checked by and drawn by. Recommended placement is lower right-hand corner.
- _____ 12. All drawings sealed, signed and dated by a NC Professional Engineer or Landscape Architect.
- _____ 13. A signed and sealed statement on the plans (if a high density project) certifying that the design of all stormwater management facilities and practices will control and treat the runoff from the from the first one inch of rain over the total drainage area, that the designs and plans are sufficient to comply with applicable standards and policies found in the NCDENR *Stormwater BMP Design Manual* and any City of Burlington supplements to the BMP Design Manual, and that the designs and plans ensure compliance with the City's Phase II Stormwater Ordinance.
- _____ 14. Plan view shall show all actual street names (existing and proposed). State road numbers shall be shown if applicable. Plan view should also indicate whether street is asphalt, concrete, gravel or dirt. Proposed street & Right-of-way widths will be dimensioned back-to-back and labeled in plan view.
- _____ 15. Plan view shall show proposed and existing curb and gutter, pavement, storm sewers, drainage structures, driveway pipes, drainage features (ditches, swales, etc.), water mains, sanitary sewer mains, etc. Direction of flow shall be shown on plan view for all sanitary sewers and storm drains. Materials and pipe sizes shall be labeled.
- _____ 16. Existing utility lines shall be shown and labeled on plan view and indicated in the legend.
- _____ 17. Construction Drawings shall show final proposed locations and dimensions of all water, storm drain, and sanitary sewer lines, devices to be installed on the system, catch basins, culverts, BMPs, ditches, including grades, pipes sizes, elevations, assumptions, calculations, invert elevations for all inlets and manholes and profiles of sanitary sewer lines. All available elevations shall be shown on the profile view (Permitting).

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application City of Burlington

Use this form only if TRC has approved a Stormwater Management System Concept Plan for this project.

- _____ 18. All existing and proposed water, storm drainage and sanitary sewer easements shall be shown on all applicable sheets.
- _____ 19. Number of dwelling units, lots, built-upon area (predevelopment and post-development).
- _____ 20. Existing and proposed topographic lines on tract and minimum 100-feet beyond property lines (minimum 2-foot intervals).
- _____ 21. City limits, county lines, and other jurisdiction lines, if any.
- _____ 22. Streams, ponds, wetlands, etc. on the project site and within 50 feet of the property lines.
- _____ 23. Location of floodplain and floodway (if applicable).
- _____ 24. Location of drainage ways and easements.

Site Drainage Features:

- _____ 25. Existing and planned drainage patterns (include off-site areas that drain through project).
- _____ 26. Any existing stormwater control systems.
- _____ 27. Sub-watershed delineation showing drainage areas (Permitting).
- _____ 28. Show extent and number of disturbed acres.
- _____ 29. Proposed impervious areas.
- _____ 30. Soil information: type, special characteristics.
- _____ 31. Name and classification of receiving watercourse.



Stormwater Permit Application City of Burlington

Use this form only
if TRC has
approved a
Stormwater
Management System
Concept Plan for
this project.

Page 6 of 8

Permanent Stormwater Control Measures (High Density only):

- _____ 32. Type of BMP (wet pond, rain-garden, etc.)
- _____ 33. Designer's certification.
- _____ 34. Narrative description of proposed stormwater system (where runoff originates (e.g. roofs, roads, parking lots etc.), its conveyance within the project, its treatment, and its conveyance from the project to the receiving water body).
- _____ 35. Profile along the centerline of the principal spillway/outfall pipe extending below the protected outfall or to the downstream structure (Permitting).
- _____ 36. Elevations of the "water quality" surface, temporary storage water surface, and the 10-year and 100- year storms (Permitting).
- _____ 37. Stage-storage table for each BMP (Permitting).
- _____ 38. If BMP is to be used to treat construction site runoff, provide steps necessary to restore BMP to original design condition (Permitting).
- _____ 39. All necessary construction specifications (Permitting).
- _____ 40. Sequence of construction (Permitting).
- _____ 41. Individual drainage areas for each stormwater BMP (Permitting).
- _____ 42. Construction drawings and details for permanent measures (Permitting).
- _____ 43. Size and location of culverts.
- _____ 44. Size and location of subsurface drainage conveyances.
- _____ 45. Disclosure of party ultimately responsible for operation and maintenance of the stormwater system.

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application City of Burlington

Use this form only
if TRC has
approved a
Stormwater
Management System
Concept Plan for
this project.

Page 7 of 8

Stormwater Calculations:

- _____ 46. Narrative description of calculations (methods, variables, assumptions, etc.) and results (Permitting).
- _____ 47. Stormwater BMPs designed in accordance with North Carolina Department of the Environment and Natural Resources-Division of Water Quality's *Manual of Stormwater Best Management Practices*, and any supplements to the BMP Design Manual issued by the City of Burlington (Permitting).
- _____ 48. Time of concentration for pre/post development conditions (Permitting).
- _____ 49. Pre-construction and post-construction runoff calculations for each outlet from the site (at peak discharge points) (Permitting).
- _____ 50. Pre-construction and post-construction design calculations and hydrographs (Permitting).
- _____ 51. Design calculations of culverts and storm sewers (Permitting).

Note:

Items denoted "Permitting" refer to items that generally don't need to be included in the Stormwater Management System Concept Plan submittal to the Technical Review Committee, but need to be included with the Permit Application / Construction Drawing submittal.

If items are not denoted "Permitting" they are generally expected to be addressed in both the Concept plan /TRC submittal and Permit Application / Construction Drawing submittal.

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater



Stormwater Permit Application City of Burlington

Use this form only
if TRC has
approved a
Stormwater
Management System
Concept Plan for
this project.

Page 8 of 8

Stormwater Permit Fee:

A stormwater permit fee of \$420 was established by City Council on August 7, 2007. This fee includes review of the initial Stormwater Management System Permit Application and associated construction drawings and stormwater calculations, and one resubmitted (revised) application and/or revised construction drawings and stormwater calculations.

At the February 5, 2008 City Council Meeting this fee was increased to \$505.00, effective March 1, 2008.

City of Burlington Water Resources Department – Stormwater Division
P.O. Box 1358 Burlington, NC 27216
1103 S. Mebane Street Burlington, NC 27215
Phone (336) 222-5140
Email stormwater@ci.burlington.nc.us
www.BurlingtonNC.gov/stormwater