



**OFFICE USE ONLY**

File #: \_\_\_\_\_  
Date Received: \_\_\_\_\_

**TOWN OF CLAYTON**  
Engineering Department  
111 E. Second St., P.O. Box 879  
Clayton, NC 27528  
Phone: 919-553-5002  
Fax: 919-553-1720

**A. Stormwater Record Drawing (As-Built) Application**

Stormwater record drawings are required to be submitted and approved by Engineering prior to the start of any warranties or acceptance of any public infrastructure. Record drawings shall reflect the actual condition of the stormwater infrastructure “as-built.” **This application should not be used for Public Utility Record Drawing submittals.**

**Site Information**

Name of Project: \_\_\_\_\_  
Previous Project Name(s): \_\_\_\_\_  
County Tag #: \_\_\_\_\_ NC Pin #: \_\_\_\_\_  
Address/Location: \_\_\_\_\_

**Property Owner/Developer Information** Primary Contact?

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Engineer/Designer Information** Primary Contact?

Prepared by (Engineer): \_\_\_\_\_ NC PE License #: \_\_\_\_\_  
Engineering Firm: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## B. Certification of Stormwater Plan As-Built

Per 158.027(C) of the Town's Code of Ordinances, before a Certificate of Occupancy is granted, the following must be completed and submitted to the Stormwater Administrator:

### APPLICANT CERTIFICATION STATEMENT:

As the applicant for \_\_\_\_\_ (Project Name) Development, I certify that the project has been completed in accordance with the approved Stormwater Management Plan.

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title or Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ State of North Carolina, hereby certify that \_\_\_\_\_ appeared personally before me this day and being duly sworn acknowledged that the above form was executed by him.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Seal

\_\_\_\_\_  
Notary

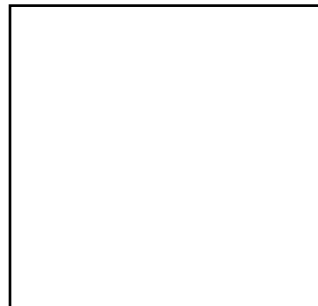
My commission expires \_\_\_\_\_

### DESIGN CERTIFICATION STATEMENT:

As the designer of the stormwater management measures and plans for \_\_\_\_\_ (Project Name) Development, I certify that the as-built stormwater measures, controls, and devices are in compliance with the approved stormwater management plans and designs and with the requirements of The Town's Stormwater Management Ordinance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Affix seal in box to the right.*



## C. Stormwater Record Drawing Review Instructions and Process

Applicants may submit Stormwater Record Drawing Applications and fees to the Engineering Department on a rolling basis (accepted daily). For more information on submittals, instructions, or processes, please contact the Planning and Engineering Development Services Coordinator at 919.359.9390 or at [planning-engineeringsubmittals@townofclaytonnc.org](mailto:planning-engineeringsubmittals@townofclaytonnc.org).

Submittals can be delivered in person, mailed, and/or electronically using the following addresses:

**In-Person and UPS/Fedex Delivery:**  
**Town of Clayton, Engineering Department**  
**Attn: Development Services Coordinator**  
**111 E. Second Street**  
**Clayton, NC 27520**

**USPS Mailed Delivery:**  
**Town of Clayton, Engineering Department**  
**Attn: Development Services Coordinator**  
**PO Box 879**  
**Clayton, NC 27528**

Electronic Submission\*: [planning-engineeringsubmittals@townofclaytonnc.org](mailto:planning-engineeringsubmittals@townofclaytonnc.org)

*\*Electronic submissions are still required to provide one (1) hardcopy submission; see Section E for more information.*

### Stormwater Record Drawing Review Timeline:

- Applicant completes submittal to the Town: Staff performs completeness review and notification provided to applicant within one (1) business day.
- Initial and subsequent reviews: Review completed by staff five (5) days immediately following notification of acceptance.
- Initial and subsequent review comments: Staff provides applicant with review comments within two (2) business days of review completion. Review comments are valid for 90 days.
- Approval: Upon addressing all staff comments, staff provides stormwater record drawing approval letter within two (2) business days of review completion.

## D. Review Fee Calculation

The Applicant is responsible for calculating review fees for all applicable documents upon submittal of the Stormwater Record Drawing Application. All engineering review fees must be paid **at time of submittal**. Submittals will not be accepted until review fees have been paid. Engineering staff will verify review fee calculations are correct and all submittals are subject to additional fees based on the documents submitted. Any additional fees must be paid **before** review comments will be provided to the applicant. Engineering fees are payable by check or credit card. For more info about fees, please review the ToC Comprehensive List of Fees and Charges or contact the Planning and Engineering Development Services Coordinator at 919.359.9390 or at [planning-engineeringsubmittals@townofclaytonnc.org](mailto:planning-engineeringsubmittals@townofclaytonnc.org).

### Record Drawing Review:

Initial: \$200 base fee = \$ \_\_\_\_\_ Fee Amount

Re-Review: \$50 base fee per review = \$ \_\_\_\_\_ Fee Amount

**Total Fee Submitted: \$ \_\_\_\_\_**

**Mail Check to:**  
**Town of Clayton, Engineering Department**  
**PO Box 879**  
**Clayton, NC 27528**

**In Person Payment:**  
**Town of Clayton, Engineering Department**  
**111 E. Second Street**  
**Clayton, NC 27520**

## E. Stormwater Utility Record Drawing (As-Built) Checklist

The application and all required materials must be submitted using the checklist below. Incomplete submittals, or those containing inaccurate information will be deemed not accepted. **This checklist should not be used for Stormwater Record Drawing submittals.**

### General Requirements:

- One (1) electronic set in PDF format containing the **entire** application and submittal documents, including all plan sheets and all required supplemental information below.
- One (1) hardcopy set containing the **entire** application and submittal documents, including all plan sheets (24" x 36") and all required supplemental information below.
- All** plan sheets shall be signed and sealed by a professional engineer, including details. Digital or electronic signatures are acceptable. **Scanned signatures or images will not be accepted. The Town reserves the right to reject any digital signature deemed not valid.**
- AutoCAD submittal in DWG format; including the base file and survey layers
- Field verified data and locations, using the NC Plane Coordinate System, for all visible infrastructure
- Reference of any infrastructure located below grade not matching approved construction drawings
- Vicinity Map
- Scale of Drawings
- North Arrow
- Benchmark elevation and location
- All easements with Johnston County register of deeds reference (Deed Book/Page, Book of Maps/Page)
- Field surveyed contour lines
- Label of stormwater maintenance (public, private, etc.)
- Project phase lines (if applicable)

### Stormwater System

- Pipe size, material, class, and location
- Pipe grade and distance between structures
- Vertical and horizontal separation between water distribution and sewer collection systems
- Structure #, type, location and inverts (in, out, and top)
- Outlet structure details and invert elevations
- Any applicable maintenance clauses from HOA covenants

### Stormwater Control Measures (SCM)

- Final design specifications for all SCMs
- Detailed drawings of each SCM
- Field location, size, depth, and structure #
- Planted vegetation (if applicable)
- Invert elevations
- Copy of recorded Operation and Maintenance Agreement for each SCM