



**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. Construction Drawing (CD) Application**

- Residential Subdivision     Non-Residential or Multi-Family     CD Revision/Amendment\*\*  
 Utility Extension, Greenway, etc. (Infrastructure Only)

*\*\*Include brief narrative outlining the reasoning for CD Revision/Amendment*

**Site Information**

Name of Project: \_\_\_\_\_  
 Previous Project Name(s): \_\_\_\_\_  
 Approved Preliminary Plat/Subdivision Plan Project #(s): \_\_\_\_\_  
 Total Acreage of Property: \_\_\_\_\_ Total Disturbed Acreage: \_\_\_\_\_ Zoning District: \_\_\_\_\_  
 County Tag #: \_\_\_\_\_ NC Pin #: \_\_\_\_\_  
 Address/Location: \_\_\_\_\_  
 Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ # of Units (if applicable): \_\_\_\_\_

**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: \_\_\_\_\_

*I certify all the information requested within this application and checklist has been included as part of this submittal and is true and accurate to the best of my knowledge.*

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEAL**

## B. Erosion and Sediment Control (E&SC)

*If the submitted project will not disturb at least one acre of land, as defined in Chapter 156 of the ToC Code of Ordinances, please skip to Section C.*

For all projects proposed to disturb one acre or more of land, an erosion and sediment control plan must be submitted for review and approval with CD submittal. Approved construction drawings do not grant approval for land disturbing activities.

Prior to beginning any land disturbing activities, an erosion control permit must be obtained. Upon conditional approval of construction drawings, an erosion control permit application must be submitted with the required supporting documentation and fees. The erosion control permit application can be found on the ToC Engineering webpage.

### Submittal Requirements

- Erosion Control Plan with all required materials (use checklist below)
- Erosion Control Plan Review Fee (see section D)
- Property Deed (most current)
- Financial Responsibility Form
  - Landowner-Builder Agreement (if landowner is not financially responsible party)
- State/Federal Permits or Approvals (NCDWR, USACE, FEMA, etc.)

Does this project require off-site borrow material?

Yes  No

Does this project require off-site waste?

Yes  No

Is there public funding involved?

Yes\*\*  No

*\*\*If public funding is involved, plans must be submitted to the NC DEQ-DEMLR Raleigh Regional Office for review, approval, and permitting. Please contact the Stormwater Engineer for more information.*

*I HEREBY CERTIFY the above information is correct to the best of my knowledge and grading will conform to applicable ordinances. I further agree to indemnify and hold harmless, the Town of Clayton, from any liability damages or losses resulting directly, or indirectly, from land disturbing activities described hereon. I acknowledge that violation of erosion control regulations will result in civil penalties of up to \$5,000.00 per day.*

**Signature:** \_\_\_\_\_  
**Name (Printed):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## C. Construction Drawing Review Instructions and Process

Applicants may submit Construction 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.*

### Construction Drawing Review Timeline:

- Applicant completes submittal to the Town: Staff performs completeness review and notification provided to applicant within one (1) business day.
- Initial review: Review completed by staff twenty (20) business days immediately following notification of acceptance.
- Initial review comments: Staff provides applicant with review comments within two (2) business days of review completion. Review comments are valid for 90 calendar days.
- Subsequent reviews: Review completed by staff ten (10) business days immediately following notification of acceptance.
  - NCDOT Driveway Permits and Encroachment Agreement, FTSE and DWR permit applications must be submitted to staff for review during subsequent reviews. Staff will review and provide signed applications to applicant upon utility comments affecting applications being addressed (if applicable).
- Subsequent review comments: Staff provides applicant with review comments within two (2) business days of review completion. Review comments are valid for 90 days.
- Conditional Plan Approval: Upon submittal addressing all outstanding review comments, staff provides applicant with a conditional plan approval letter within two (2) business days of review completion. The following additional items will occur during Conditional Plan Approval:
  - Staff provides invoice for Construction Inspection Fees and Water Meters
  - Approved FTSE and DWR permits provided to Town (if applicable)
  - Other agency approvals provided to Town (NCDOT, NCDEQ, NCDWR, etc.)
  - Developer pays all applicable Construction Inspection Fees and Water Meters
  - Applicant provides Town with utility product and material submittal for review
  - Applicant provides applications for E&SC permit (if applicable)
  - Applicant provide applications for Stormwater permit with associated fees and securities (if applicable)
- Final Plan Approval and E&SC Permit: Upon completion of all outstanding items on conditional plan approval letter, staff will provide the applicant with a final construction drawing approval letter and E&SC permit
- Pre-Construction Meeting: Upon receipt of final construction drawing plan approval letter, the applicant shall request a pre-construction meeting with the Engineering and Inspections Coordinator. Pre-Construction meeting will be scheduled no sooner than three (3) business days after the request based on staff availability.
- Construction: Contractor may commence construction following the pre-construction meeting.

## D. Review Fee Calculation

The Applicant is responsible for calculating review fees for all applicable documents upon submittal of the Construction Drawings 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).

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### Residential Subdivision Review (Initial Fee includes 1<sup>st</sup> and 2<sup>nd</sup> Review):

Initial: \$250 base fee + \$10 per lot x \_\_\_\_\_ # of Lots = \$ \_\_\_\_\_ Fee Amount

Re-Review: \$100 base fee per review = \$ \_\_\_\_\_ Fee Amount

### Non-Residential/Multi-Family Review (Initial Fee includes 1<sup>st</sup> and 2<sup>nd</sup> Review):

Initial: \$250 base fee + \$25 per acre x \_\_\_\_\_ # of acres = \$ \_\_\_\_\_ Fee Amount

Re-Review: \$100 base fee per review = \$ \_\_\_\_\_ Fee Amount

### Infrastructure Only (Road, Sewer, and/or Water Extension):

\$250 base fee + \$0.25 per linear foot x \_\_\_\_\_ # of linear feet = \$ \_\_\_\_\_ Fee Amount

### Pump Station Design Review:

Initial Review: \$500 base fee = \$ \_\_\_\_\_ Fee Amount

Re-Review: \$250 base fee per review = \$ \_\_\_\_\_ Fee Amount

### Water and/or Sewer Extension Permit Forms (DWR, FTA, FTSE, etc.):

\$100 base fee per application x \_\_\_\_\_ # of applications = \$ \_\_\_\_\_ Fee Amount

### Stormwater Plan Review (Initial Fee includes 1<sup>st</sup> and 2<sup>nd</sup> Review):

#### Initial:

For projects up to 7 acres:

\$535 base fee per acre x \_\_\_\_\_ # of acres = \$ \_\_\_\_\_ Fee Amount

For projects greater than 7 acres:

\$3,745 + \$100 per additional acre \_\_\_\_\_ # of additional acres = \$ \_\_\_\_\_ Fee Amount

#### Re-Review:

\$100 base fee per review = \$ \_\_\_\_\_ Fee Amount

### Erosion Control Plan Review (Initial Fee includes 1<sup>st</sup> and 2<sup>nd</sup> Review):

*\*applicable for all projects disturbing over 1 acre*

Initial & 2<sup>nd</sup> Review: \$225 base fee per acre x \_\_\_\_\_ # of acres = \$ \_\_\_\_\_ Fee Amount

Re-Review: \$100 base fee per review = \$ \_\_\_\_\_ Fee Amount

### Construction Plan Amendment/Revision Review

\$500 base fee + \$5 per revised sheet x \_\_\_\_\_ # of revised sheets = \$ \_\_\_\_\_ Fee Amount

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

#### Mail Check to:

Town of Clayton, Engineering Department  
PO Box 879  
Clayton, NC 27528

#### In-Person Payments:

Town of Clayton, Engineering Department  
111 E. Second Street  
Clayton, NC 27520

## E. Construction Drawing 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. All required plan notes from the Master Plan, Preliminary Plat, Administrative Amendment, or Special Use Permit shall be carried over, including conditions of approval. **This checklist provides minimum submittal requirements and should not be considered comprehensive. Additional information may be required to be submitted in subsequent reviews.**

**\*\* INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED \*\***

### 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.**
- Town of Clayton Engineering Stamp on each sheet
- All conditions set forth by Town Council and TRC have been met in the enclosed documents.
- Applicant comment response letter (resubmittals only)

### Plan Sheets (Plan Sheets shall be labeled and ordered using the following list):

- |  |   |
|--|---|
| <input type="checkbox"/> Cover Sheet                           | <input type="checkbox"/> Utility Plan                               |
| <input type="checkbox"/> Existing Conditions                   | <input type="checkbox"/> Street and Utility Plan & Profiles         |
| <input type="checkbox"/> Site/Subdivision Plan                 | <input type="checkbox"/> Circulation Plan (Fire and Garbage Trucks) |
| <input type="checkbox"/> Easement Exhibit Map                  | <input type="checkbox"/> Signage and Striping Plan                  |
| <input type="checkbox"/> Phased Erosion Control & Grading Plan | <input type="checkbox"/> Greenway Plan & Profile (if applicable)    |
| Phase 1 – Clearing and Grubbing                                | <input type="checkbox"/> Landscape Plan                             |
| Phase 2 - Final  | <input type="checkbox"/> Engineering Details                        |
| <input type="checkbox"/> Grading and Drainage Plan             | <input type="checkbox"/> Lighting Plan                              |
| <input type="checkbox"/> Stormwater Control Measure Detail     |   |

### Engineering Reports:

- Stormwater Management Calculations
  - Pre/Post and Total Nitrogen
  - Storm drainage calculations including gutter spread, outlet protection, HGL and culvert analysis
  - Environmental Assessments - DWQ/USACE Documentation
  - Erosion control design calculations
  - 8 ½ x 11 copies of USGS and Johnston County Soil Survey with project location identified
- Fire Flow Analysis/Water System Model
- Traffic Impact Analysis (if applicable)
- Geotechnical Reports for pavement design
- The following reports may be required for certain projects: Sewer Analysis, Pump Station Study, and/or Flood Study

## Construction Drawing Sheet Checklist

Please Check "Yes" or "N/A" to indicate if information is provided or not applicable.

*In addition to the criteria listed herein, plans must demonstrate compliance with all applicable provisions of Town code ordinances, Town of Clayton Design Standards, specifications and construction details, and any other adopted ordinances, plans, or policies.*

Provided?		
Yes	N/A	Base Information for Each Plan Sheet
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, telephone number, and fax number of Engineer, Architect, or landscape Architect licensed in the State of North Carolina responsible for the plans.
<input type="checkbox"/>	<input type="checkbox"/>	Date of drawing preparation and all revision dates
<input type="checkbox"/>	<input type="checkbox"/>	Sheet number and title
<input type="checkbox"/>	<input type="checkbox"/>	North arrow (except detail and elevation sheets)
<input type="checkbox"/>	<input type="checkbox"/>	The scale of drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 25' and larger than 1" = 100" is recommended (except detail and elevation sheets)
<input type="checkbox"/>	<input type="checkbox"/>	Seal and signature of Registered Design Professional registered in the State of North Carolina.
<input type="checkbox"/>	<input type="checkbox"/>	Name of proposed development in title block
<input type="checkbox"/>	<input type="checkbox"/>	Project number in the lower right corner (number assigned once project submitted)
<input type="checkbox"/>	<input type="checkbox"/>	Town of Clayton Signature Block in the lower right corner
Cover Sheet Information		
<input type="checkbox"/>	<input type="checkbox"/>	Name of proposed development
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map at 1" = 400' with project boundary clearly marked. There must be sufficient detail and legibility to locate the project in reference to nearby roads
<input type="checkbox"/>	<input type="checkbox"/>	The dates, resolution or ordinance number(s), and details of any previously approved rezoning, design, or sign guidelines for the project title
<input type="checkbox"/>	<input type="checkbox"/>	All general notes
<input type="checkbox"/>	<input type="checkbox"/>	Sheet Index (Note: The plan must be in the same order as this checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Provide table with total quantities of proposed public infrastructure to be maintained by the Town in Linear Feet (Water Line, Sewer Line, Streets, Sidewalk, Greenway, Storm Drainage outside of right-of-way, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Provide table with total quantities of residential driveways, sanitary sewer, and water taps, and proposed water meters by size

Provided?		
Yes	N/A	Existing Conditions Survey
<input type="checkbox"/>	<input type="checkbox"/>	Property lines clearly represented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NC GS 47-30 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Names of adjoining property owners and subdivisions
<input type="checkbox"/>	<input type="checkbox"/>	Jurisdictional boundaries (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Right(s)-of-way or easement(s) e.g., street, railroad, and utility
<input type="checkbox"/>	<input type="checkbox"/>	Street name, right-of-way width, public or private, and state road number
<input type="checkbox"/>	<input type="checkbox"/>	Water, sewer, natural gas, and other utility lines
<input type="checkbox"/>	<input type="checkbox"/>	Existing structures (buildings, fences, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Topographic contours (cite source) extended 50 feet beyond project limits
<input type="checkbox"/>	<input type="checkbox"/>	Surface Waters (label top of bank)
<input type="checkbox"/>	<input type="checkbox"/>	Riparian buffers (label zones 1 & 2)
<input type="checkbox"/>	<input type="checkbox"/>	FEMA 100-year floodplain and floodway boundaries including FIRM number
<input type="checkbox"/>	<input type="checkbox"/>	Outline generally forested areas (note any significance stands of trees)
<input type="checkbox"/>	<input type="checkbox"/>	Wetlands
<input type="checkbox"/>	<input type="checkbox"/>	Rock outcroppings
<input type="checkbox"/>	<input type="checkbox"/>	Cemeteries
<input type="checkbox"/>	<input type="checkbox"/>	Streets and Driveways within 500' of the project site
<input type="checkbox"/>	<input type="checkbox"/>	Other significant existing features

Provided?		
Yes	N/A	Site/Subdivision Plan
<input type="checkbox"/>	<input type="checkbox"/>	Name of project (AKA names if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Parcel identification number (and/or Tag number)
<input type="checkbox"/>	<input type="checkbox"/>	Site data table including:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property size (acres and square feet)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Property location (Town limits or ETJ)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing zoning district</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed zoning district (if applicable)</li> </ul>

Provided?		
Yes	N/A	Site/Subdivision Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Overlay (if applicable)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing use</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed use</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Number of seats/students/fueling positions (as applicable).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Number of housing units proposed, per housing unit type.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing density (number of units per acre)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed density (number of units per acre)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing intensity (gross floor area)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed intensity (gross floor area)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Floor area ratio</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Building coverage (as percentage of total site)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing and proposed pervious surface area (sq ft and as % of total site)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing and proposed impervious surface area (sq ft and as % of total site)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Table of maximum allowable impervious surface area proposed for each lot/outparcel</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Building height (number of stories and in feet)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Required parking (list requirement i.e., 1 space per 300 SF)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed parking</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Required/proposed handicap accessible parking</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Required loading space(s)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide name of Electric Provider.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide name of Water Provider.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide name of Sewer Provider.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Identify adjacent property owners, their parcel ID number, current zoning, and present use.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the affected area for amendments to previously approved projects.
<input type="checkbox"/>	<input type="checkbox"/>	Identify the location of lots, buildings and structures with finished floor elevations and applicable setbacks.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing right of ways.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Watershed Protection Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify existing (public and private) easements.



Provided?		
Yes	N/A	Site/Subdivision Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	Identify proposed (public and private) easements.
<input type="checkbox"/>	<input type="checkbox"/>	Identify Open Space/Common Areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify and dimension clear sight triangle at project ingress/egress points.
<input type="checkbox"/>	<input type="checkbox"/>	Identify driveways, curb and gutter, cross section with ROW.
<input type="checkbox"/>	<input type="checkbox"/>	Identify location of any required bicycle parking/racks (including # of spaces)
<input type="checkbox"/>	<input type="checkbox"/>	Provide boundaries of Resource Conservation Areas
<input type="checkbox"/>	<input type="checkbox"/>	Provide an off-street parking and loading layout (with details, dimensions, and access location). Accessible parking requirements are listed in NCSBC Volume 1C, 1999 edition. Show traffic circulation arrows.
<input type="checkbox"/>	<input type="checkbox"/>	Provide queuing details for drive-up/drive-thru facilities (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Provide stop conditions for all intersections, including drive aisles
<input type="checkbox"/>	<input type="checkbox"/>	Provide the locations and dimensions of existing and proposed sidewalks.
<input type="checkbox"/>	<input type="checkbox"/>	Provide ADA ramps and crosswalks at all intersections and other crossings
<input type="checkbox"/>	<input type="checkbox"/>	Provide the location and details of refuse collection areas.
<input type="checkbox"/>	<input type="checkbox"/>	Provide the location, size, and orientation of freestanding signs. (Signage requires additional permitting by the Planning Department)
<input type="checkbox"/>	<input type="checkbox"/>	Identify the location and nature of all recreational facilities and common areas.
<input type="checkbox"/>	<input type="checkbox"/>	Identify alternative modes of transportation including school stops, pedestrian connections, and bicycle paths.
<input type="checkbox"/>	<input type="checkbox"/>	Identify proposed phasing (phasing lines) of construction.
<input type="checkbox"/>	<input type="checkbox"/>	Cul-de-sacs must be dimensioned.
<input type="checkbox"/>	<input type="checkbox"/>	Identify cluster mailbox unit (CBU) locations and details.

Provided?		
Yes	N/A	Phased Erosion Control and Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	Existing and Proposed Contours
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of Total Tract (including project limits)
<input type="checkbox"/>	<input type="checkbox"/>	Off-Site Conditions (ownership, zoning, drainage areas impacting site, and adjacent topography)
<input type="checkbox"/>	<input type="checkbox"/>	Drainage area map for erosion control devices
<input type="checkbox"/>	<input type="checkbox"/>	Existing utility and stormwater easements, storm drainage, basins, and SCMs
<input type="checkbox"/>	<input type="checkbox"/>	Existing lot lines and lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	Stream centerlines, stream buffers, wetlands, flood plains

Provided?		
Yes	N/A	Phased Erosion Control and Grading Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Erosion Controls to be shown on Plans:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Erosion control calculations (sediment basin, trap, skimmer, ditch, etc.)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Skimmer basins</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Calculations for PAM application, rates, and specifications (including soil test reports to determine correct soil charge and product)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Temporary construction entrance(s) with dimensions</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Silt fence (metal posts spaced 6 feet apart)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Silt fence outlets (Special Sediment Control Fence)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Tree protection areas and fencing with "DO NOT ENTER TREE PROTECTION AREA" signage in English and Spanish               <ul style="list-style-type: none"> <li>Required around perimeter of site</li> <li>Required around all buffer zones</li> <li>Required in all tree save areas (around drip line)</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Diversion ditches</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Inlet protection</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Utilities (Water, Sewer, easements, and sediment controls)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Borrow and spoil areas</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed improvements (roads, parking areas, grassed, landscaped, and natural areas)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Stormwater network (inlets, culverts, swales, ditches, channels, drainage easements)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Permanent erosion/stormwater controls (locations of dissipaters, ditch linings, armoring, retaining walls, etc.)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Detail drawings (sections, elevations, and perspectives of measures sufficient for construction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Construction sequence notes</li> </ul>

Provided?		
Yes	N/A	Grading and Drainage Plan
<input type="checkbox"/>	<input type="checkbox"/>	An overall drainage and grading plan shall be provided showing existing and proposed contours
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Plan-Drainage structure ID, rim/grate, inlet and outlet inverts, pipe diameter, material, and slope</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>One (1) foot contour lines</li> </ul>

Provided?		
Yes	N/A	Grading and Drainage Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Spot elevations along accessible routes, ramps, parking stalls, building entrances, corners, curb / pavement corners and grade changes, high points, tie-in points, swales, etc.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location of all existing and proposed utilities (screened), and blow-up of utilities conflicts</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All existing and proposed easements</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>FEMA 100-year floodplain and floodway boundaries including FIRM number</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Surface waters (show&amp; label top of bank) &amp; wetlands</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Show all building roof leaders with note</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Layout Design
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Location and size of pipes, culverts, and other storm drain system elements</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Stormwater Table – drainage ID, rim/gate, pipe diameter, material, slope, inlet and outlet inverts, structure type, drainage area and flow into pipe structure</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Drainage easement for all pipe collecting water from right-of-way</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Any extensions of storm drain outfalls across adjoining property and any private drainage easements needed to ensure discharge into natural watercourse</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Quality/Quantity Stormwater Control Measures (SCMs)
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Each SCM must have an individual detail sheet with construction details</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Include a table of pertinent design parameters specific to each SCM, but not limited to:</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Area (sf)
<input type="checkbox"/>	<input type="checkbox"/>	Surface Area of SCM (sf)
<input type="checkbox"/>	<input type="checkbox"/>	Land Use Areas (sf) (Impervious, Open Space, Woodlands, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Design Storm Flows (Q1, Q2, Q10, Q25 & Q100)
<input type="checkbox"/>	<input type="checkbox"/>	Design Storm Water Surface Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Free Board
<input type="checkbox"/>	<input type="checkbox"/>	Other pertinent BMP specific parameters

Provided?		
Yes	N/A	Utility Plan
<input type="checkbox"/>	<input type="checkbox"/>	Property lines distinctly and accurately represented
<input type="checkbox"/>	<input type="checkbox"/>	Fire flow for building or project
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Add following note to each Utility Plan sheet: "All Town of Clayton utility construction shall be performed in accordance with Town of Clayton Standard Specifications and Details in effect at time of utility permitting."</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Phased projects have unique requirements, including individual permit requirements. See subsequent section: Phased Plan Submittals</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide an overall utility plan on a single sheet with a key to subsequent individual utility sheets</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Show and label all retaining walls on the utility sheets. Include the extent of all structural elements including footings, tiebacks, geofabric, etc. The utilities and the entire easement will need to be free of these structural elements.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Include any proposed requests for oversized line(s) and label as such</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Wastewater System
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Indicate projected sewer flow (gpd) (adf) for development submitted. List the total linear footage of proposed sanitary sewer line</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide sewer plan and profile (include pipe material, line size, length, slope, stationing utility separations, ground elevation and manhole inverts in, inverts out and top elevations, diameters).</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Show existing and proposed easements for all sewer lines. Verify easement width for proposed depth</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Show sewer line services and cleanouts (first cleanout required at the edge of the public easement or r/w) to each lot. Show service perpendicular to the main.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If a pump station is being considered. It is suggested you discuss this in advance with Engineering staff.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Show extensions of sewer to all upstream areas within the gravity sewer basin. Include accompanying easement.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Pump Station and Force Mains
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Pump station and applicable force main have been previously approved by Director of Engineering</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>All shop drawings, design calculations, and site layout have been previously submitted for review (separate application process)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Has dedicated parcel of land for site, including buffer requirements</li> </ul>

Provided?		
Yes	N/A	Utility Plan Continued...
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Has dedicated driveway from public right-of-way with appropriately sized access roadway or easement to station</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Water System
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Plan shall include plan and profile views. (include pipe material, line size, length)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	If the proposed development includes phases:
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Submit a separate utility sheet(s) for each individual phase. Each phase will be required to have a separate water and sewer permit</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Where the sewer connection to existing Town of Clayton collection system is conditioned upon the completion of any earlier phase(s), include a call-out note on the phased utility sheets stating that the sewer cannot be accepted until downstream sewer is connected to existing Town of Clayton collection system that has been accepted. Do the same for any sewer that is dependent on non-existing sewer located in projects outside of this project that is under review.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Written sequence phasing plan</li> </ul>

Provided?		
Yes	N/A	Street and Utility Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Plan/Profile Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Sufficient field survey beyond property lines for sight distance and/or transition to existing roadway</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Proposed roadway design criteria</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Layout adequately dimensioned, radius</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Existing proposed utilities</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Pavement marking and street signage plan in accordance with the manual of Uniform Traffic Control Devices and/or NCDOT standards
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Design including geotechnical recommendation

Provided?		
Yes	N/A	Greenway Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Plan and Profile
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Infrastructure
<input type="checkbox"/>	<input type="checkbox"/>	Cross Section
<input type="checkbox"/>	<input type="checkbox"/>	Easement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Pavement marking and street signage plan in accordance with the manual of Uniform Traffic Control Devices and/or NCDOT standards
<input type="checkbox"/>	<input type="checkbox"/>	Pavement Design including geotechnical recommendation

Provided?		
Yes	N/A	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Provide a landscape plan identifying the location of all proposed landscaping (must be prepared by a landscape architect registered in North Carolina).
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location, width, and type of all required buffers.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location, width, and type of landscaping within vehicular use areas.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location, width and type of landscaping used to screen drive-thru areas, service areas, loading areas, mechanical equipment, and above ground utilities.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a plant list summary table which includes: <ol style="list-style-type: none"> <li>1. A planting key identifying the various planting elements</li> <li>2. The quantity of each type of plant material proposed</li> <li>3. The size, height, caliper and spacing of plant material proposed</li> <li>4. The Botanical and common names of plant material proposed</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	Verify/identify clear sight distances at project ingress/egress points.
<input type="checkbox"/>	<input type="checkbox"/>	Provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material; such system shall include a rain sensor." (If irrigation will not be utilized, drought-tolerant species must be used).
<input type="checkbox"/>	<input type="checkbox"/>	Provide a landscape maintenance note which states: "All landscaped areas shall be maintained in an attractive and healthy condition. Dead or diseased plantings shall be removed and replaced in a timely fashion".
<input type="checkbox"/>	<input type="checkbox"/>	Identify and list any existing plant material which will be used to satisfy landscape requirements.