



SPECIAL STUDY APPLICATION AND CHECKLIST

Preliminary Plan reviews, which include Engineering Special Studies, must be submitted concurrently to be deemed a complete submittal.

General Information

- Complete this form for EACH required Special Study and/or Report.
- EACH Special Study and/or Report type must be submitted separately in the Portal.
- If a required Traffic Study is not submitted within six (6) months of the scoping meeting, a new Traffic Study scoping meeting and updated MOU will be required.
- As of July 1, 2024, Engineering Special Study review fees are billed when the submittal is accepted and includes the review of 3 submittals; each subsequent review is \$500.
- Review fees must be paid before the first round of comments are issued.
- Final study must be complete prior to associated development petition being scheduled for Planning Board or Town Council

Type of Study	Submittal Requirements
Hydraulic/Fire Flow Analysis (FFA) Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> *Associated model files – EPANET (.inp)
Traffic Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> MOU from Scoping Meeting <input type="checkbox"/> *Associated model files – SYNCHRO
Sanitary Sewer Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> Utility Allocation Request (if applicable)
Reclaim Water Model Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Associated model files – CAD & PDF
Flood Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> Associated model files – CAD & PDF

***The Portal cannot accept EPANET (.inp) and SYNCHRO files. These files must be e-mailed to csintake@hollyspringsnc.gov using your preferred filesharing method at the time of your application to be deemed a complete submittal**



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Type of Study (Check ONE):

<input type="checkbox"/> Hydraulic/Fire Flow Analysis (FFA)	<input type="checkbox"/> Reclaim Water Model (RWM)
<input type="checkbox"/> Traffic Study (TIA)	<input type="checkbox"/> Flood Study (FS)
<input type="checkbox"/> Sanitary Sewer Study (SS)	<input type="checkbox"/> Pump Station Report (PSS)

Project Name:

Study Report Title:

New Study

Updating Existing Report

Contact Information | Engineering Firm Preparing Report (Required)

Company:

Contact Name:

Mailing Address

City, State, Zip:

E-Mail:

Phone:

Contact Information | Firm working on Development Project (if different from Engineering Firm)

Company:

Contact Name:

Mailing Address

City, State, Zip:

E-Mail:

Phone:

Contact Information | Financially Responsible Party (FRP) (Required)

You will be responsible to pay all TOHS review fees and Third-Party Review fees

Company:

Contact Name:

Contact Name:

Mailing Address

City, State, Zip:

E-Mail:

Phone:

FRP Signature: