



DEVELOPMENT PETITION PACKET

Major Subdivision, Development Plan
DPM Appendix #A.04 Supplement 20 October 2023

Pre-Submittal Requirements

- Special Study Scoping meetings for Traffic and Water Resources are required to occur prior to your Sketch Plan (pre-application) meeting. These meetings will be held virtually. Please review the Town's [Water Resource Management Policy](#). Complete the [Traffic Scoping and Water Resource Inventory Request Forms](#) and email to DSIntake@hollyspringsnc.gov to schedule your scoping meeting.
- A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the [Unified Development Ordinance \(UDO\)](#). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.
- A Sketch Plan Review (Pre-Application) Meeting must be held a minimum of five (5) business days prior to but no more than 8 weeks before the Petition Submittal Deadline as specified on the appropriate submittal calendar.

To schedule a Sketch Plan (Pre-Application) Meeting, register for an account on the [Portal](#) and apply for a Planning & Zoning Review ~> Pre-Application Meeting.

The full review procedures for Major Subdivisions, Development Plans, and Special Use Permits can be found in the Town of Holly Springs [Unified Development Ordinance \(UDO\)](#).

Visit www.hollyspringsnc.us/2170/Development-Services for a current fee schedule and review calendars.

Submittal Requirements

All items listed are required for a complete submittal. Incomplete submittals will be rejected and delay the process.

Submit the following items via the [Portal](#). All complete applications submitted by Noon on Friday will be reviewed by staff the following Monday. If your application is deemed complete and can move forward, you will be notified of any fees to be paid no later than Noon on Wednesday. Fees must be paid before your project is routed for review:

- Completed, Signed Petition
- All items listed on the submittal checklist
- Special Study reviews must be submitted concurrently with your Development Plan review.

For questions about your submittal, please review our [Digital Submittals Webpage](#) and reach out to DSIntake@hollyspringsnc.gov

PETITION TYPE					
<input type="checkbox"/>	Major Subdivision	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> New	<input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment
<input type="checkbox"/>	Development Plan	<input type="checkbox"/> Residential	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> New	<input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment



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PETITION CONTACT INFORMATION (Attach additional sheets if needed)

Applicant and Financially Responsible Party will need to register for an account on the [Portal](#).

Project Applicant Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Design Professional <input type="checkbox"/> Developer <input type="checkbox"/> Other	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Design Professional	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Developer	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Landscape Architect	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Financially Responsible Party (REQUIRED)	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:
Property Owner (REQUIRED)	
Name:	Company:
Mailing Address:	
City, State, Zip:	
Telephone:	E-Mail:



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PROJECT INFORMATION	
Project Name	
PUD/Master Plan or Subdivision	
Shopping Center or Lot #	
Project Location Use street address. If none, use closest intersection	<input type="checkbox"/> Within Corporate Limits <input type="checkbox"/> Within Holly Springs ETJ <input type="checkbox"/> Pending Annexation
PIN(s)	
Real Estate ID	
Project Acreage	Partial Parcel? Yes No
Current Zoning	
Proposed Use	
Open Space	Dedication Fee-in-lieu Combination N/A
Waivers Requested	No Yes: Specify UDO Section Number(s):
Special Study Scoping Meeting Dates	
Sketch Plan Review (pre-submittal) Meeting Date:	
Water Resource Management Program (WRMP)	WRMP Priority Level 1 2 3 Allocation Request Required

CERTIFICATE OF COMPLETION

I certify that all information presented in this petition is accurate to the best of my knowledge and belief.

Signature of Applicant:

Date:



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SUBMITTAL CHECKLIST: MAJOR SUBDIVISION PLAN

(Residential and Non-Residential)

A copy of this checklist and the following items must be submitted with the Petition for **Major Subdivision Plan** to be deemed a complete submittal:

Initial or N/A	Requirement
	Complete Petition Form. Applicant, all design professionals and financially responsible party must be completed.
	PDF version of plans in 24" x 36" (Arch D) format
	Plan Requirements and Data checklist
	Postmaster Certification of Cluster Mailbox Unit location
	Certificate of Plan Revisions if submitting a revision to approved plans
	Waiver Request Forms if applicable, as determined at the Sketch Plan Review (pre-submittal) meeting
	Preliminary Stormwater Submittal Checklist
	Grease Trap (FOG) Survey (any business using or disposing of fats, oils or grease)
	Industrial Waste Survey (all businesses)
	Residential Development Notification Form
	Design Standards (Non-residential only)
	Streetscape and Mobility Standards (non-residential only)
	Neighborhood Meeting Report
	Detailed Findings of Fact
	Wake County Residential Development Notification Form Only for projects proposing residential dwelling units
	All Special Studies must be submitted under separate individual applications to be reviewed concurrently with this petition.



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SUBMITTAL CHECKLIST: DEVELOPMENT PLAN

A copy of this checklist and the following items must be submitted with the Petition for **Development Plan** to be deemed a complete submittal:

Initial or N/A	Requirement
	Complete Petition Form. Applicant, all design professionals and financially responsible party must be completed.
	PDF version of plans in 24" x 36" (Arch D) format
	Plan Requirements and Data checklist
	Postmaster Certification of Cluster Mailbox Unit location
	Certificate of Plan Revisions if submitting a revision to approved plans
	Waiver Request Forms if applicable, as determined at the Sketch Plan Review (pre-submittal) meeting
	Preliminary Stormwater Submittal Checklist
	Grease Trap (FOG) Survey (any business using or disposing of fats, oils or grease)
	Industrial Waste Survey (all businesses)
	Wake County Residential Development Notification Form Only for projects proposing residential dwelling units
	Neighborhood Meeting Report
	Detailed Findings of Fact (if applicable)
	All Special Studies must be submitted under separate individual applications to be reviewed concurrently with this petition.



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DEVELOPMENT PLAN & MAJOR SUBDIVISION FINDINGS OF FACT

A petition for Development Plan or Major Subdivision may only be approved upon the presentation of the following:

1. The land uses and development intensity of the proposed project will not have significant adverse impacts on adjacent properties and are consistent with the character of the Zoning District and the land uses authorized therein:
2. The proposed project provides for the preservation, improvement, and/or enhancement of open spaces and provides sufficient land dedicated for public park space or an equivalent fee-in-lieu:
3. The proposed layout of streets, lots, utilities, water metering, and public improvements, and their relation to the topography of the land, reflect a design which can be economically served by the Town with public services and facilitates the use and future development of adjacent properties:
4. The proposed building or site design enhances the public realm, maximize natural surveillance and visibility, facilitates pedestrian access and circulation, and reinforces the Town's character:
5. The design of the project furthers the goals and policies of the Comprehensive Plan:



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PLAN REQUIREMENTS & DATA CHECKLIST

EACH SHEET MUST CONTAIN THE FOLLOWING ITEMS	
Initial or N/A	Requirement
	A. Name, address, telephone number, and fax number of the Engineer, Architect, Landscape Architect, and/or Surveyor responsible for the plans.
	B. Date of drawing preparation and all revision dates.
	C. Sheet number and title.
	D. North Arrow.
	E. The scale of the drawings listed in feet per inch in both graphic and numeric scale. Use Engineering scale no larger than 1" = 200'.
	F. Seal and signature of Registered Design Professional.
	G. Name of the proposed development plus the name of Master Plan or PUD, if applicable.
	H. For Plan Amendments Only: Cloud all individual changes that were made to the plans and place a numbered delta next to each clouded area that corresponds with the numbered revisions on the coversheet. Changes not clouded will not be approved.
	I. For Site Plan, Landscape, Utilities, and Grading Plans: show all overhead and underground utilities. If overhead utilities exist, developer/engineer must contact Duke Energy and/or other overhead utility providers and provide documentation regarding the relocation of such underground.
COVER SHEET INFORMATION	
	A. Parcel Identification Number (PIN)/Real Estate Identification Number and location (including township, county, and state) for all parcels involved.
	B. Vicinity map at 1" = 500' with project boundary clearly marked. There must be sufficient detail and legibility in order to locate the project in reference to nearby roads and property lines.
	C. Note the dates of any previously approved Waivers, Variances, Master Plans, or PUDS.
	D. Owner/Applicant/Developer/Engineer/Architect/Landscape Architect(s) name, address, and telephone number.
	E. Zoning designation of the property to be developed (and list of conditions, if applicable).
	F. Provide statement "Plan is subject to revisions during Construction Drawing Approval Process."
	G. Total Acreage of Tract(s) to be developed and number lots.
	H. Clearly identify survey benchmark used for project on the cover or overall project sheet. Project should be tied to local monuments established by G.P.S. for Town of Holly Springs with identification of the monument that was used, if such monument is in proximity to the project. This requirement shall not supersede any requirement to tie to NCGS monumentation.
	I. List type of development: Development Plan, Major Subdivision Plan, Special Use Permit, etc.
	J. Provide proposed sewer flow for the project including how calculation was determined.
	K. For Plan Amendments Only: Provide a dated table listing all amendments made to plan since last Town approval.
BASE DATA SITE PLAN SHEET LOT LAYOUT INFORMATION	
	A. Show boundaries of tract(s) proposed for development. If there is more than one tract involved and a recombination is to occur, place the note "to be recombined". All adjoining property lines of tracts adjoining the property should include zoning designation and property owner information for adjacent properties.
	B. Show all historic resources identified within the project area (Refer to Vision Holly Springs: The Town of Holly Springs Comprehensive Plan, Section 1: Future Land Use & Character). Provide information on the preservation, rehabilitation, or reuse of the historic resource.
	C. Show and label proposed and existing streets, right-of-way, sidewalks and greenway, including all dimensions. Provide existing street names and required road improvements
	D. Show proposed Pedestrian and Vehicular Circulation as specified in UDO Section 8.4
	E. Show any existing structures, underground storage tanks, utilities (specify overhead or underground and indicate where overhead lines will be relocated underground), drives, roads, and natural features on and within 200' of the subject property and label them as such. (If a structure on the subject property is to be removed, label it "to be removed".)



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	F. Show, dimension, and label required Thoroughfare Conservation Buffers as specified in UDO Section 4.8. Provide information on the future maintenance of the buffer.
	G. List minimum perimeter buffers, building and driveway setbacks, and indicate on plan the setback from each side of the building to the corresponding property line.
	H. Show proposed building layout; including square footage, FFE's and building footprint if applicable
	I. Show the location of all HVAC units, Mailbox Kiosks, exterior CO canisters and similar equipment, and Trash Enclosures with the trash truck turning radii template. Note: Trash or recycling containers of any size must be enclosed. All ground mounted equipment, including HVAC units, exterior CO canisters, and similar equipment must be screened from view.
	J. List the average lot size, minimum lot width, minimum lot frontage, minimum lot depth, maximum building height, minimum open space, and the gross density of the development.
	K. Show and label required riparian buffers, FEMA and local floodplain areas within the boundaries of the site.
	L. Design Engineering data for all roadway radii and curves.
	M. Provide lot size(s).
	N. Show and label all easements.
	O. Show proposed parking lot layout and list the required number of spaces, including Electric Vehicle Spaces, and the number of spaces provided. Provide dimensions of spaces and aisles. [See UDO Section 6.4 and 6.6].
	P. Show the proposed location and list the required number of bicycle racks and the number of bicycle racks being provided (see UDO Section 6.5).
	Q. Show off-street loading areas and off-street loading spaces. (See UDO Section 8.4).
	R. Show all required greenways. [See UDO Section 7.6.]
	S. Indicate areas for all proposed outdoor operations including outdoor seating, display/sales of merchandise, outdoor storage, and business vehicle parking.
GRADING AND DRAINAGE PLAN	
	A. Show existing and proposed grading plan which includes all lot lines, building footprints if applicable, proposed structures.
	B. Provide preliminary drainage calculations.
	C. Provide preliminary drainage designs, including structure, swales, preliminary pipe sizes, and easements
	D. Clearly label restricted stream buffers.
	E. Draft Stormwater Management Plan – provide draft sizing calculations for all BMP's. Also provide drainage area map for BMP's and the site.
	F. Draft Flood Study – Demonstrate site will be able to accommodate any required detention facilities, provide draft supporting calculations.
LANDSCAPE PLAN	
	A. Location and size of proposed plant material including live vegetation ground cover and species selection. This includes perimeter buffers and/or foundation landscaping and/or vehicle parking area screening and/or interior vehicle parking area planting. Include site distance triangles at all intersections.
	B. Indicate locations, size, and species of proposed street trees, [See UDO Section 5.3.5]
	C. Show fencing details [See UDO Section 5.5.]
	D. Show the location of berms, if there are any, and provide detail information on the berm [See UDO Section 5.5]
	E. Show utility and drainage easements and any drainage devices (BMP, temporary erosion control devices, swales or structures)
	F. Show location of ground level utility boxes, HVAC equipment, RPZ, overhead (if allowed to remain overhead) and underground utility lines, etc.
	G. Provide landscape tables listing the plant species to be used. Note: No single species shall constitute more than twenty-five percent (25%) of the plant material of its type. Verify species are not listed on the Invasive Species List (See UDO Section 5.4.1).
	H. Provide calculations for perimeter yards, foundation landscaping (for both primary and accessory structures) and parking areas if required.
	I. Specify the limits of live vegetation, ground cover and mulch. [See UDO Section 5.4]



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	<p>J. Note who will be responsible for the maintenance of the Landscaping and include the following notes: Example: Owner shall be responsible for: "The maintenance of all required landscaping by keeping lawns mowed, all plants maintained as disease free, all planting beds groomed and kept weed free (except in areas of preserved existing natural vegetation (i.e., thickets), and kept free from trash, debris and other objectionable materials; "The replacement of any required planting, which is removed or dies after the date of planting. Such replacement shall occur during the next planting season; and, the replacement of any tree in a Tree Save Area, which is removed or dies after the date of approval of a Preservation Landscape Plan. Such replacement shall occur during the next planting season."</p> <p>K. If an alternate Landscape Plan is being proposed, see UDO Section 5.2.3. and include a letter to the Administrator regarding why this is being requested.</p> <p>L. Indicate the location of all tree protection fencing.</p> <p>M. Show all tree preservation areas.</p> <p>N. Landscape Plans shall be sealed by a Registered Landscape Architect</p>
TREE PRESERVATION PLAN	
	<p>A. The latest available aerial photograph of the project area.</p> <p>B. An Existing Vegetation Plan depicting the location, area, predominant species, general health, estimated number of trees, and average Diameter at Breast Height (or DBH) of stands of trees.</p> <p>C. When Sample Area Surveys are used in place of a full site-survey, Survey Area shall include a detailed survey of all trees and other vegetation existing in a twenty foot by twenty-foot (20' X 20') representative sample area to be preserved and the location of the sample area. [See UDO Section 4.4]</p> <p>D. Provide area calculations for Tree Preservation Areas within and outside of Environmental features (Wetlands, Stream Buffers, etc.).</p> <p>E. Provide calculations for overall Tree Preservation Area, specifying which methods (Specimen Tree, Significant Tree Stands, Significant Natural Resource Areas, or Supplemental Undisturbed Perimeter Buffers) were used to meet Tree Preservation Area requirements.</p> <p>F. Tree Preservation Plan must be prepared by a Certified Arborist, Registered Forester, or Registered Landscape Architect.</p>
UTILITY LAYOUTS	
	<p>A. Provide base site plan information including, but not limited to all structures, utilities, drives, roads and natural features on the property and within 200' beyond property lines.</p> <p>B. Show any proposed irrigation or sprinkler, and sewer line information and associated backflow prevention devices</p> <p>C. Show, label and dimension all existing and proposed Town utility lines (potable water, sanitary sewer, reclaimed water, and fiber optic). Also show both underground and overhead dry utilities on and off site to serve site (example: electric, telephone, and cable)</p> <p>D. Provide street lighting plan for interior and/or adjacent roadways</p> <p>E. Provide Water Metering Network information (See UDO Section 7.2.1.H)</p>
ROADWAY ASSETS	
	<p>A. All streets with location of all traffic control signs, street name signs, street trees, sight distance triangle, any easement 20' off the roadway, and all internal & perimeter per Detail #_____</p>
DETAILS SHEET	
	<p>A. Provide EDCS Detail HS-816 and HS-817 for street tree and root guard installation</p> <p>B. Provide EDCS Detail HS-359, HS-360, or HS-361 for appropriate street blade poles and traffic control signage</p> <p>C. For projects within the Downtown Village District: Provide EDCS Detail HS-009 for benches</p>



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INFORMATION REQUIRED FOR DEVELOPMENT PLANS

	<p>A. Indicate the type of outdoor light fixtures that will be used (Parking lot lighting, architectural lighting, building lights, safety lights, and landscaping lights), including but not limited to, the manufacturers or electric utility catalog specifications sheets, drawings, or photometric reports, color of pole, type of light source [See UDO Section 8.4]</p> <ol style="list-style-type: none"> 1. The maximum light level permitted within the parcel shall not exceed fifteen (15) horizontal foot candles. 2. The maximum light level permitted on the lot line shall not exceed (0.2) horizontal foot candles. <p>B. Provide details for all proposed dumpster enclosures, mailbox kiosks, accessory structures, and fences on either the elevation or detail sheet with material and color call outs.</p> <p>C. Provide color, scalable elevations with building material and color callouts, and dimension stringers (vertical and horizontal dimensions) indicating building height. Building Design shall comply with UDO Section 8.2. Provide square footage and % of façade area for all materials. Also include an explanation of how the architectural design elements that are being used satisfy the applicable Building Design Requirements in the UDO. Show all roof mounted mechanical equipment and screening. Provide a materials board indicating all colors and materials proposed for the project.</p>
	<p>D. Provide Public Realm Standards in accordance with UDO Section 8.3</p>

INFORMATION REQUIRED FOR MAJOR SUBDIVISIONS – RESIDENTIAL (Please include on Site Plan)

INFORMATION REQUIRED FOR MAJOR SUBDIVISIONS – RESIDENTIAL (Please include on site Plan)	
	A. Show and label all passive and active open space, and reference applicable greenway and park requirements as specified in the Comprehensive Plan [See UDO Chapter 4]
	B. Indicate the amount of land dedicated to Open Space and the entity responsible for maintenance
	C. Provide the maximum and minimum lot sizes
	D. Adhere to Subdivision Lot Design Standards (UDO Section 8.5)
	E. For Major Residential Subdivisions containing attached dwellings or apartment dwellings, provide the information required for Development Plans as outlined in “INFORMATION REQUIRED FOR DEVELOPMENT PLANS”.

INFORMATION REQUIRED FOR MAJOR SUBDIVISIONS – NON-RESIDENTIAL (Please include on Site Plan)

	Include the max number of lots, minimum lot area, access easements to all lots
	Show layout of major road connections (including curb cuts to existing roads and internal road connectivity), layout of utility layout as needed to serve each phase or lots (including where the utilities will be tied to and how adjacent properties will be stubbed).
	Adhere to Subdivision Lot Design Standards (UDO Section 8.5)
	Provide Design Standards and Streetscape & Mobility Standards (UDO Section 8.5.6 E. and F.)

This checklist serves as a list of basic information required with a Major Subdivision Plan, Development Plan. There may be additional information needed that is considered by Town Staff, the Planning Board, or Town Council as being pertinent to the review of the project being submitted.



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WAKE COUNTY RESIDENTIAL DEVELOPMENT NOTIFICATION

(only for projects proposing residential dwelling units)

Complete the [Wake County Residential Development Notification Form](#) online and provide the following information:

DEVELOPER REPRESENTATIVE INFORMATION	
Contact Name:	
Company Name:	
Phone Number:	
E-Mail:	
PROJECT INFORMATION	
Project Name:	
Date of Subdivision Application	
City, Town or Jurisdiction	
Address of Subdivision or nearest cross street	
REID(s)	
PIN(s)	
Subdivision Completion Date	
Projected First Occupancy Date	
Total Number of Units	
Senior Living Unit Total	
Studio Unit Total	
1 Bedroom Unit Total	
2 Bedroom Unit Total	
3 Bedroom Unit Total	
4 Bedroom Unit Total	
ANTICIPATED COMPLETION OF UNITS & DATES	
Year:	Number of Units:
Preparer's Signature: _____ Date: _____	



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NEIGHBORHOOD MEETING REPORT

A Neighborhood Meeting is required to occur prior to your submittal. The requirements for this meeting can be found in section 11.5 of the [Unified Development Ordinance \(UDO\)](#). The Neighborhood Meeting shall take place no more than 12 weeks prior to the application date and can be held virtually. A copy of the Neighborhood Meeting Notice must be sent to DSIntake@hollyspringsnc.gov prior to mailing for review and approval along with a copy of the mailing list.

NEIGHBORHOOD MEETING INFORMATION	
Meeting Date:	
Meeting Time:	
Meeting Location:	
CONDUCT OF MEETINGS (Attach additional sheets if needed) At the Neighborhood Meeting, the Petitioner shall explain the proposal and petition, answer any questions, respond to concerns neighbors have about the petition and proposed resolutions to these concerns. Town Staff will not attend the Neighborhood Meeting.	
Summary of Issues:	
Changes made to the Petition as a result of the meeting:	
Preparer's Signature: _____ Date: _____	



Affidavit of Owner's Consent

Before me personally appeared _____ who, being duly sworn, hereby proclaims that they are the owner of the property legally described as the specified Wake County Parcel Identification Number(s) listed below:

and does hereby authorize _____ to act
(name of representative/applicant)

on their behalf as their agent with regard to the processing of said Development Project.

Signature of Owner
Print Name
Entity Name
Address
City, State Zip

Sworn to or affirmed and subscribed before me this _____ day of
_____, 20____.

NOTARY PUBLIC:

Official Signature of Notary

(Official Seal)

_____, Notary Public
Print Name

My commission expires: _____



Fats, Oils and Grease (FOG) Survey

In compliance with State and Federal Laws the Town of Holly Springs has developed a Fats, Oils, and Grease (FOG) Management Program. The purpose of this program is to educate the public and business owners of the problems associated with grease and grease accumulations. FOG in wastewater can result in decreased capacity of sewer lines by cooling and congealing on the insides of pipes. This occurrence eventually causes blockages and sewer overflows and, therefore, is a major concern for the Town's wastewater collection system. Significant sources of FOG are cooking establishments due to the amount of grease used in cooking and other food preparation work. Improper disposal and cleanup practices allow FOG to enter the wastewater collection system. In an effort to work together to achieve the common goal of protecting the Town's resources we are asking business owners that produce grease as part of their daily operations to take a few moments and complete the following survey.

Return this form with your Development Petition to Development Services. For questions about permit submittals or requirements contact Development Services at 919-557-3908.

COMPANY INFORMATION	
Name of Business:	
Address:	
Phone:	E-mail:
Company Representative:	
Title:	
Please provide a brief description of business operations:	
FOG INFORMATION	
How many and what size grease handling device (grease trap or interceptor) do you have? (Please list dimensions)	
Location of grease handling device(s):	
Cleanout service provider:	
Does your grease handling device have a sampling chamber? (A sampling chamber is required for grease traps)	
How is the waste disposed of and where?	

Thank you for taking the time to complete this survey.

If you have any questions or concerns of your responsibilities in maintaining your grease trap or interceptor in accordance with the Town's Sewer Use Ordinance, please contact Karen Foster at (919)577-2907 or email karen.foster@hollyspringsnc.gov



HOLLY SPRINGS

North Carolina

Commercial and Industrial Wastewater Survey (IWS) Short Form

This form has been sent to your business to determine types and sources of wastewater that are entering the Town of Holly Springs' Wastewater Treatment Facility. This form must be completed in accordance with the Town's Sewer Use Ordinance. The Sewer Use Ordinance can be examined on the Town's website at www.hollyspringsnc.gov

Return this form with your Development Petition to Development Services. For questions about permit submittals or requirements contact Development Services at 919-557-3908.

If tenants and/or users in the facility are currently unknown please check here.

(By checking this box and signing below you are acknowledging that once tenants are known it is your responsibility to submit an IWS for each user to the Town.)

FACILITY INFORMATION	
Name:	
Address:	
Phone:	E-mail:
Type of Industry, Manufacture, Trade or Business:	
Products Produced:	
Number of Employees:	
General Description of the Industrial Activities and/or Plant Processes at this Site:	
Current Federal Standard Industrial Classification Code (S.I.C) if applicable:	
Does the facility discharge any water from parts washing operations, contact cooling, oil/water separators or any other type of wastewater other than from restrooms including swimming pools? If so, describe:	

“Industrial Waste” means liquid or other wastes resulting from any processes of industry, manufacturing, trade, or business, or from the development of any natural resources. “Other Waste” means decayed wood, sawdust, shavings, bark, limes, garbage, refuse, ashes, offal’s, tar, oil, chemicals, and all other substances, except industrial waste and sewage, which may cause pollution in any waters.

1. Does this facility discharge industrial waste or other waste to the sanitary sewer?	YES
	NO



**HOLLY
SPRINGS**
North Carolina

**Commercial and Industrial Wastewater Survey (IWS)
Short Form**

2. Is the discharge from industrial waste or other waste continuous or batch?		
3. Does this facility use any type of chemical mixed with water that is discharged to the sanitary sewer?	YES	NO
If yes, please list:		
4. What is the total discharge to the sanitary sewer (gallons per day)?		
5. What is the total industrial or other waste discharge to the sanitary sewer (gallons per day)?		
6. Are any chemicals stored in quantities of 55 gallons or more?	YES	NO
7. Does this facility use any well water or other water source other than the public water supply?	YES	NO
8. Are any outside drains connected to the sanitary sewer?	YES	NO
9. Does your facility discharge stormwater to the sanitary water?	YES	NO

Our Sewer Use Ordinance requires that an Authorized Representative of the User sign all reports to the Town. Authorized Representative is defined as "a person responsible for the Principle Business decisions or other policy decisions for the facility."

To the best of my knowledge the information on this form is true and accurate.

Signature _____ Date _____

Print name _____ Job Title _____

For more information or any questions, please contact Karen Foster at 919-557-2907 or email
karen.foster@hollyspringsnc.gov