



CIVIL CONSTRUCTION DRAWING APPLICATION

Submittal Requirements

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

Beginning the week of April 3, 2023, all applications submitted by NOON on Friday will be routed the following week for review:

Submit the following items via the [Portal](#) (Construction & UDO Permits -> Apply for a Permit):

- Complete Application
- One complete, combined set of PDF Civil Construction Drawings
- Calculations and Reports as needed
- Action Notice from Preliminary Plan Review
- Environmental Agency Documentation (NCDEQ 401/USACE 404 Permitting Status)
- Copies of USGS and Wake County Soil Survey stream information for the project location.

Once your submittal is deemed complete and accepted, staff will send you a confirmation and advise that submittal fees (if applicable) are available for payment in the [Portal](#).

Visit our website for a current fee schedule:

<https://www.hollyspringsnc.us/335/Forms-Review-Schedules-Fee-Sheet>

For questions about your submittal, please reach out to dsintake@hollyspringsnc.gov

This application is for Construction Drawing Plan Approval, Erosion & Sedimentation Control Plan Approval, NPDES Stormwater Review, Land Disturbance Permit Issuance and Statement of Ownership and Financial Responsibility. Check all that apply:

Construction Drawing Plan Review Erosion & Sedimentation Control Plan Review
 NPDES Stormwater Review

PROJECT INFORMATION			
Project Name		Phase	
Total Disturbed Acres		LF Streets	
LF of Sidewalk		LF Sewer Line	
LF of Water Line		LF Stormwater	
# SCMs < 5 AC		# SCMs > 5 AC	
Latitude		Longitude	
FEMA/FIRM Map #		Panel #	
Effective Date:		PIN #	
Total Post Development Impervious Surface(FT ²):			
Approximate Date Land Disturbance will begin:			
Description of Construction or Land Disturbance:			



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CONTACT INFORMATION (Attach additional sheets if needed)

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

Landowner(s) of Record

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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Landowner(s) of Record

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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FUTURE Landowner(s) if applicable

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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FUTURE Landowner(s) if applicable

- If Landowner will be different at time of plan approval, provide documentation that the FRP has permission to apply on their behalf.

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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Book & Page where Deed or Instrument is Filed in Wake County:

Location Description:

Parcel Identification Number (PIN):

Tax Map, Block and Lot Number:

Book:	Page:	Book:	Page:
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Person or Firm Financially Responsible for Land-Disturbing Activity

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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Registered Agent for Person or Firm Financially Responsible for Land-Disturbing Activity

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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Plans Prepared By:

Name:	Company:
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Mailing Address:

City, State, Zip:

Mobile Phone:	E-Mail:
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CERTIFICATE OF COMPLETION

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(s) or their attorney-in-fact, or if not an individual, by an officer, director, partner or registered agent with the authority to execute instruments for the Financially Responsible Party). I agree to provide corrected information should there be any change in the information provided herein.

Signature of Financially Responsible Party:

Print Name:

Title:

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 them.

Signature of Notary Public:

Print Name:

My Commission Expires:

SEAL