



## City of Shelby

### STORMWATER PERMIT CHECKLIST Requirements for filing an application

**Project Name:** \_\_\_\_\_

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **application**, signed by the applicant.
- 3. Stormwater review fee is included with submittal of application. Make checks payable to "City of Shelby".
- 4. Three (3) copies of a **stormwater management site plan**, no larger than 24" by 36" and drawn to scale, that shows and meets the following criteria: *\*Must be signed and sealed by a registered engineer, surveyor, architect, or landscape architect licensed to practice in the State of North Carolina.*
  - Existing and proposed contours.
  - Existing and proposed watersheds and sub-watershed boundaries.
  - Proposed impervious surfaces (buildings, parking lots, roads, etc.).
  - Proposed stormwater discharge points.
  - Proposed drainage easements with dimensions.
  - Type, size, and location of all proposed stormwater conveyances (culverts, grass swales, etc.).
  - Type, size, and location of existing and proposed structural BMPs (wet/dry detention basin, bioretention, infiltration basin, etc.).
  - Details and specifications for each structural BMP being utilized.
  - Proposed maintenance access for future maintenance of stormwater structures.
  - Total area of property.
  - Total area disturbed.
  - Amount of pervious and impervious area.

**Site Plan Sheet Requirements:**

- Title Block with the following information:
    - Name of development.
    - Name of map or plan.
    - Owner's name with address and daytime phone number.
    - Site location.
    - Date(s) map(s) prepare or revised.
    - Scale of drawing.
    - Name, address, and phone number of map preparer.
  - Vicinity map
  - North arrow and graphic scale.
4. Submitted plans have been designed in accordance with the NCDENR Stormwater Best Management Practices Manual.

- 5.** Submitted plans have been designed to meet the requirements for:
  - High-Density Projects
  - Low-Density Projects
 as defined in the City of Shelby Phase II Stormwater Ordinance.
- 6.** One (1) copy of a *DRAFT* **stormwater agreement**.
- 7.** One (1) copy of a *DRAFT* **maintenance agreement**.
- 8.** One (1) copy of a *DRAFT* **deed restrictions / protective covenants**.
- 9.** Three (3) copies of **completed design checklists from NCDENR *Design Manual***.
- 10.** Three (3) copies of hydraulic or hydrologic details and computations used in the design, including but not limited to the following criteria:
  - Drainage area for each BMP
  - Slopes
  - Flow paths
  - Peak flows
  - Runoff volume
  - Storage volume
  - Channel geometry
  - Pollutant removal of BMPs (% TSS)
- 11.** Three (3) copies of **stormwater specifications and calculations**.
- 12.** One (1) copy or PDF version, at 8.5" by 11" of the **stormwater management site plan, hydraulic or hydrologic details and computations, stormwater specifications and calculations**, and any additional information submitted for review.
- 13. Contact person/Appointed Agent.** This person will be contacted if additional information is required.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_