

City of Shelby  
Phase II Stormwater Ordinance  
Administrative Manual



January 2014

Revised June 20, 2022

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## **SECTION 1: INTRODUCTION AND PURPOSE**

### **1.1 INTRODUCTION**

The National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater program was created by the passage of amendments to the Clean Water Act (CWA). The goal of the CWA is to restore and maintain the chemical, physical, and biological integrity of the nation's surface waters.

The City of Shelby was issued a permit to discharge stormwater to the nation's surface waters effective December 1, 2012. The permit was renewed with an effective date of February 1, 2017. One requirement of this permit was that the City adopt a NPDES Phase II Stormwater Ordinance to control the adverse effects of polluted stormwater runoff associated with new development and redevelopment projects. The Phase II Stormwater Ordinance was adopted by the Shelby City Council via Ordinance 41-2013 on November 18, 2013. The ordinance was revised in 2018 to reflect changes made to the North Carolina Department of Environmental Quality (NCDEQ) Stormwater Design Manual. The revised ordinance was adopted by the Shelby City Council via Ordinance 64-2018.

Additional information on the Phase II Stormwater Ordinance or the Administrative Manual can be obtained by contacting the Engineering Department at 704-484-6840, the Planning and Building Services Department at 704-484-6829, or visiting the City's website at [www.cityofshelby.com](http://www.cityofshelby.com).

### **1.2 PURPOSE**

The purpose of this Administrative Manual is to provide general guidance for the implementation and administration of the Phase II Stormwater Ordinance. The Administrative Manual includes the following:

- Application requirements and forms
- Submission schedule
- Fee schedule
- Operation and Maintenance agreement
- Requirements for recordation of documents
- Inspection report forms
- Requirements for submittal of securities
- Information on the Design Manual
- Phase II Stormwater Ordinance

### **1.3 EFFECTIVE DATE**

This Administrative Manual shall be effective June 20, 2022.

#### **1.4 STORMWATER REVIEW FEE**

The City of Shelby has a Stormwater Review Fee included in the City of Shelby Fee Schedule, which is updated from time to time by City Council.

#### **1.5 STORMWATER ADMINISTRATOR**

The person responsible for administering and enforcing the Phase II Stormwater Ordinance is the Stormwater Administrator. The powers and duties for the Stormwater Administrator are specified in the Phase II Stormwater Ordinance.

#### **1.6 PROCESS FOR AMENDING THE ADMINISTRATIVE MANUAL**

The Administrative Manual may be updated due to policy changes, design changes, etc. as necessary. The Stormwater Administrator is responsible for all amendments to the Administrative Manual with the exception of policy related changes. All policy related changes to the Manual require approval by the City Manager.

### **SECTION 2: PHASE II STORMWATER ORDINANCE**

#### **2.1 LOCATION OF PHASE II STORMWATER ORDINANCE**

The Phase II Stormwater Ordinance is found in the City of Shelby Unified Development Ordinance. A copy of the ordinance is included as Exhibit J in this Administrative Manual or can be obtained via the City's website at [www.cityofshelby.com](http://www.cityofshelby.com), from the Stormwater Coordinator, or from the Shelby Planning and Development Services Department.

### **SECTION 3: STORMWATER BMP DESIGN MANUAL**

#### **3.1 USE OF NC DEQ DESIGN MANUAL REQUIRED**

As specified in the Phase II Stormwater Ordinance, the City has adopted the Stormwater Design Manual (Design Manual) published by the North Carolina Department of Environmental Quality , Division of Energy, Mineral, and Land Resources. The latest edition of the Design Manual shall be used for the design of any stormwater control measures (SCMs) that are a part of the project design submittal.

Electronic copies of the Design Manual are available at the following website: <https://deq.nc.gov/about/divisions/energy-mineral-land-resources/energy-mineral-land-permit-guidance/stormwater-bmp-manual> or via a link on the City's website.

## **SECTION 4: CONCEPT PLAN AND CONSULTATION MEETING**

### **4.1 PURPOSE OF CONCEPT PLAN AND CONSULTATION MEETING**

The landowner, the landowner's duly authorized agent, or anyone having interest in the property by reason of a written contract with the owner may request a consultation meeting to discuss a proposed Concept Plan for the stormwater management system to be utilized in the proposed development project.

The purpose of the Concept Plan is to demonstrate how a proposed development project shall comply with the post construction requirements of the City's Phase II Stormwater Ordinance. The Concept Plan is not a detailed design but is meant to provide the basic information necessary for the reviewer to understand the approach to be taken for stormwater management, and to ensure that compliance with Phase II Stormwater Ordinance requirements can be achieved by the proposed design(s).

The consultation meeting should take place before final site design engineering commences. The purpose of this meeting is to discuss the post-construction measures necessary for the proposed project, as well as to discuss and assess constraints, opportunities, and potential approaches to stormwater management. Local watershed plans, open space and natural area protection plans, and other relevant resource protection plans may be discussed during the consultation meeting.

The consultation meeting to review the Concept Plan shall be scheduled with the City's Engineering Department at 704-484-6840. The Planning and Development Services Department may attend the consultation meeting to discuss relevant issues concerning the proposed development project.

## SECTION 5: OVERVIEW OF SUBMITTAL AND APPROVAL PROCESS

### 5.1 STORMWATER MANAGEMENT PLAN SUBMITTALS CHECKLIST

**Table 1: Submittal Checklist**

	<b>Submittals Required</b> (* indicates that a standard form is to be used)	<b>Administrative Manual Section</b>	<b>Phase II Stormwater Ordinance Section <sup>(2)</sup></b>
1	Stormwater Management Permit Application*	9	202(A)
2	Design Drawings	9	203(B)
3	Stormwater Calculations	9	203(B)
4	Supplemental EZ Form(s) from NCDEQ <i>Design Manual</i> *	9	203(B)
5	Construction Performance Security	12	404(A)
6	Operation and Maintenance Manual	10	402(A)
7	Operation and Maintenance Agreement w/ Addenda*	10	402(A)
8	Written Access Easement*	12	402(A)
9	Final Plat with Access Easement Shown	11	405(A)
10	Certified As-Built Drawings	13	203(C)
11	Certification of Completion*	13	203(C)
12	Maintenance Security	12	404(A)
13	Annual Inspection Report*	10	401(B)

**Notes:**

- (1) An asterisk (\*) indicates that a standard form is to be utilized. Standard forms are available from the Stormwater Coordinator.
- (2) See Section 2.1 for the location of the Phase II Stormwater Ordinance.

**Items 1-4**, the Stormwater Management Permit Application, Design Drawings, Stormwater Calculations, and Supplemental EZ Form(s) from the *Design Manual* (latest edition) must be submitted to begin the review and permitting process.

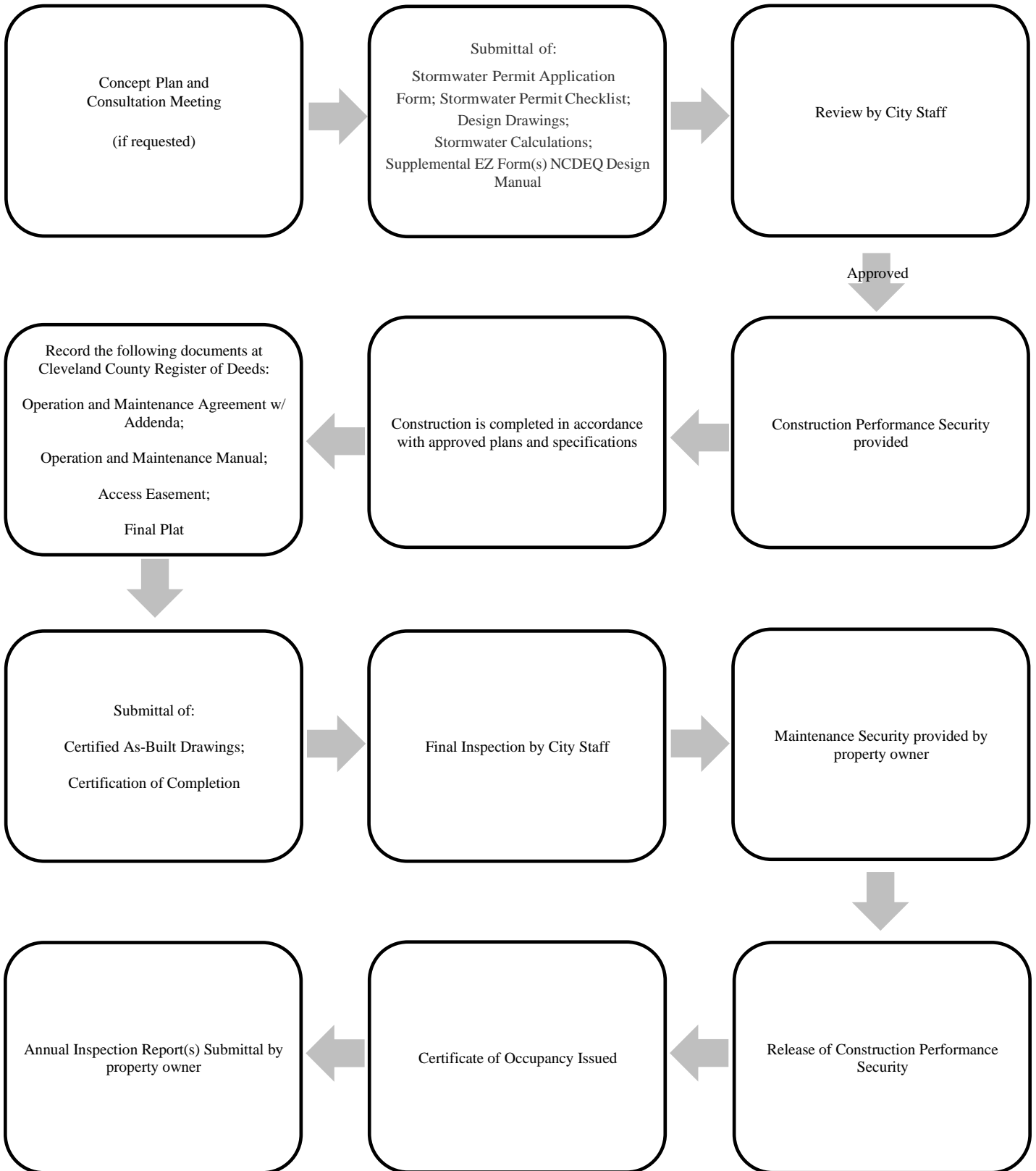
**Item 5**, the Construction Performance Security must be submitted before onsite construction begins. The amount of the construction performance security will be 125% of the total estimated construction cost for the complete installation of the SCM(s).

**Items 6-9**, Operation and Maintenance Manual, Operation and Maintenance Agreement with Addenda, Written Access Easement, and Final Plat with Access Easement shall be recorded at the Register of Deeds' office. The landowner shall pay the document recording fee. Hard copies of all recorded documents must be provided to the City prior to a Certificate of Occupancy being issued.

**Items 6-12**, Operation and Maintenance Manual, Operation and Maintenance Agreement with Addenda, Written Access Easement, Final Plat with Access Easement, Certified As-Built Drawings, Certification of Completion, and Maintenance Security must be submitted and approved prior to a Certificate of Occupancy being issued.

**Item 13**, Annual Inspection Reports must be submitted on/or before the date specified by the Stormwater Administrator.

## 5.2 STORMWATER PERMITTING FLOW CHART





## **SECTION 6: STORMWATER MANAGEMENT PERMIT**

### **6.1 PURPOSE OF STORMWATER MANAGEMENT PERMIT**

The purpose for issuance of the Stormwater Management Permit is to provide a mechanism for the review and approval of the methods and design to be used for the management and control of stormwater for a development or redevelopment site to ensure that it complies with the requirements of the Phase II Stormwater Ordinance. A Stormwater Management Permit is required for all development and redevelopment projects unless the project is exempt pursuant to the Phase II Stormwater Ordinance Sections 105(B) and 202(A). No land development activity, including land clearing and grading, can be initiated for such development or redevelopment until a Stormwater Management Permit has been issued by the Stormwater Administrator. A Stormwater Management Permit shall govern the design, installation, and construction of stormwater management and control practices on the site, including structural SCMs and elements of site design for stormwater management other than structural SCMs. Compliance after the project is completed is assured by the maintenance provisions of the adopted Phase II Stormwater Ordinance.

The purpose of the Stormwater Management Permit Application is to demonstrate how post-construction stormwater runoff is proposed to be controlled and managed and how the proposed project will meet the requirements of the Phase II Stormwater Ordinance. A properly submitted, reviewed, and approved Stormwater Management Permit Application is required for the issuance of a Stormwater Management Permit. The content and form of the Stormwater Management Permit Application shall be established by the Stormwater Administrator.

All design drawings, calculations, and supplemental form(s) submitted with the application shall be prepared by a registered North Carolina professional engineer, surveyor, soil scientist, or landscape architect in accordance with Section 203(B) of the Phase II Stormwater Ordinance. The engineer, surveyor, soil scientist, or landscape architect shall perform services only in their area of competence, and shall verify that the design of all stormwater management facilities and practices meet the requirements for City application, that the designs are sufficient to comply with applicable standards and policies found in the Design Manual, and that the design(s) comply with the Phase II Stormwater Ordinance.

The Stormwater Coordinator shall review the stormwater management permit application submittal within 15 working days after a complete application is submitted. Upon review and approval of the stormwater management permit application, design drawings, stormwater calculations, and supplemental form(s), a stormwater management permit will be issued to the owner (or owner's agent) with a copy to the designer. Land development activities may not begin until the stormwater management permit is issued.

## **6.2 APPLICATION FOR STORMWATER MANAGEMENT PERMIT**

A copy of the standard Stormwater Management Permit Application Form will be furnished to the developer by the City (see Exhibit A and Exhibit B in this manual). The design drawings, stormwater calculations, and the supplemental form(s) from the Design Manual must be submitted with the Stormwater Management Permit Application Form in order for the submittal to be considered complete.

## **SECTION 7: OPERATION AND MAINTENANCE AGREEMENT**

### **7.1 PURPOSE OF OPERATION AND MAINTENANCE AGREEMENT**

The owner of each structural SCM installed pursuant to the Phase II Stormwater Ordinance shall maintain and operate it so as to preserve and continue its function in controlling stormwater quality and quantity at the degree or amount of function for which the structural SCM was designed.

To meet this requirement, an Operation and Maintenance Agreement is required for all SCMs. The purpose of this legal agreement is to ensure that each BMP receives adequate maintenance so that it can satisfactorily perform its pollutant removal function. The agreement also designates the responsible party who shall be in charge of maintaining the SCM. An addendum for each type of SCM shall be attached to the Operation and Maintenance Agreement when it is submitted to the City for review and approval. The standard format Operation and Maintenance Agreement shall be furnished by the City and is included as Exhibit C and D in this administrative manual.

The Operation and Maintenance Agreement and Operation and Maintenance Manual should be submitted for review and approval once the Stormwater Management Permit is issued. The Operation and Maintenance Agreement and Operation and Maintenance Manual must be recorded at the Cleveland County Register of Deeds prior to a Certificate of Occupancy being issued.

The recorded Operation and Maintenance Agreement and Operation and Maintenance Manual shall also be referenced on the final plat.

A SCM Maintenance Plan must be attached as an addendum to the Operation and Maintenance Agreement, which identifies the specific maintenance activities to be performed for each type SCM being utilized.

### **7.2 OPERATION AND MAINTENANCE MANUAL**

An Operation and Maintenance Manual is required for all SCMs. The Operation and Maintenance Manual shall include all site SCMs and shall indicate what operation and maintenance actions are required to be performed, what criteria shall be used to determine when those actions are necessary, and who is responsible for those actions. A copy of the Operation and Maintenance Manual shall be kept at the site along with the records of inspections, maintenance, and repairs.

### **7.3 ANNUAL MAINTENANCE AND INSPECTION REPORT**

The Operation and Maintenance Agreement requires that each SCM shall be inspected on an annual basis. The Owner shall provide an annual inspection report for each SCM, performed by a qualified professional according to the City's Phase II Stormwater Ordinance Section 401(B). The standard format Maintenance and Inspection Checklist form shall be furnished by the City or provided by the developer for review of the form by the City prior to the date the maintenance inspection is due. The annual inspection report shall be submitted to the City on/or before the date specified by the Stormwater Administrator.

The inspection report for each SCM must indicate the status of each item inspected, and any maintenance that was conducted or repairs that were made as a result of the inspection. The inspector shall certify that at the time of the inspection the SCM was performing properly and was in compliance with the terms and conditions of the approved Operation and Maintenance Agreement and Operation and Maintenance Manual. The inspector should allow enough time before the due date of the annual report to conduct the necessary inspection(s) and allow for any recommended maintenance and repairs to be made prior to the submittal of the report.

The owner of the SCM shall keep records of inspections, maintenance, and repairs for a minimum of five (5) years from the date of creation of the record and shall submit the same to the Stormwater Coordinator upon request.

## **SECTION 8: FINAL PLAT AND ACCESS EASEMENT**

### **8.1 PURPOSE OF FINAL PLAT**

Enforceable restrictions on property usage are required to run with the land to ensure that future development and redevelopment maintains the site in compliance with Phase II Stormwater Ordinance requirements. This shall be achieved through specific notations on final plats as described below. Final plats shall be reviewed and approved by the City prior to recordation. Final plats shall be prepared by a surveyor licensed in the State of North Carolina, and shall be prepared in accordance with the requirements of the Standards of Practice for Surveying in North Carolina and the mapping requirements of G.S. 47-30.

The surveyor shall include applicable restrictions from the recorded final plat on each lot survey, which is provided to the purchaser at the time of closing. This will ensure that the new property owner is aware of the restrictions and measures necessary to comply with the Phase II Stormwater Ordinance.

Plats are required for all projects unless they meet *all* five of the following criteria:

1. Property for the project is not subdivided;
2. All SCMs are within the project's property boundary;
3. SCMs serve only the property where they are located;
4. SCMs are maintained by the property owner; and
5. Right of entry to inspect and maintain the SCMs is granted in a recorded easement.

If no plat is required for the site, then the Operations and Maintenance Agreement(s) shall be recorded with the Cleveland County Register of Deeds so as to appear in the chain of title of all subsequent purchasers under generally accepted searching principles.

## **8.2 NOTES ON FINAL PLAT**

The notes herein are related to stormwater management and the Phase II Stormwater Ordinance and are not intended to be in conflict with any other requirements for final plats. The following shall appear on all final plats with and shall be recorded at the Cleveland County Register of Deeds' Office:

1. The following language shall appear on the final plat regarding SCM maintenance: "This property contains a stormwater management facility that must be maintained according to the Operation and Maintenance Agreement and Operation and Maintenance Manual recorded in Deed Book\_\_\_\_and Page\_\_\_\_\_"
2. The following language shall appear on the final plat regarding the access easement from the SCM(s) to a public right of way: "The Access Easement shown is for the purpose of granting access to the City of Shelby to carry out all provisions of the City's Phase II Stormwater Ordinance, including but not limited to inspections of the stormwater SCM device(s). This Access Easement is recorded in Deed Book\_\_\_\_\_and Page\_\_\_\_\_"
3. The area of the access easement shall be shown on the final plat.
4. Structural SCM(s) shall be clearly identified with an identification name and number on the final plat (subject to City approval).

## **8.3 ACCESS EASEMENT ON FINAL PLAT**

The access easement shown on the final plat shall encompass the structural SCM(s) and shall be of sufficient width to allow access for heavy equipment to enter the site and work around the perimeter of the structural SCM(s). A minimum width of 20 feet shall be provided for the access easement to the structural SCM(s). A minimum additional width of twenty feet around the outside perimeter of the structural SCM(s), measured from the top of the bank or the toe of the slope, shall be provided as a part of the access easement unless otherwise required by the City. A cleared access area within this easement

must have a minimum stabilized width of 12 feet with a maximum longitudinal grade of 15 percent and a maximum cross slope of 5 percent. Additionally, the permanent drainage easement shall extend 10 feet around the perimeter of all SCMs to allow for adequate maintenance and repair. The 10-foot wide area of the permanent drainage easement around the perimeter of the SCM is to be relatively flat with a maximum cross slope of 2 percent.

In subdivisions where a stormwater SCM serves more than one lot, the SCM shall be located on a separate lot that is owned by the homeowners' association. This lot shall have a minimum frontage of 20 feet.

#### **8.4 WRITTEN ACCESS EASEMENT**

A written access easement describing the access easement shown on the final plat shall also be provided for review and approval by the City. The written access easement shall be executed by the developer and the City and then recorded by the developer at the Cleveland County Register of Deeds' office. The standard format Stormwater Access Easement shall be furnished by the City and is included as Exhibit E and F in this administrative manual.

### **SECTION 9: SECURITIES FOR INSTALLATION AND MAINTENANCE**

#### **9.1 PURPOSE OF A SECURITY**

The City may require the submittal of a performance security to ensure that the construction of the site SCM(s) are in accordance with the design drawings approved by the Stormwater Administrator. A maintenance security may be required to ensure that, in accordance with the Operation and Maintenance Agreement and the Operation and Maintenance Manual, the owner takes the required actions to inspect, maintain, repair, and if necessary reconstruct the SCM(s) so that adequate performance is achieved.

#### **9.2 SECURITY SUBMITTALS AND AMOUNTS**

The installation and maintenance securities may be in the form of a surety bond, irrevocable letter of credit, certified check, or other form of surety approved by the Stormwater Administrator.

The construction performance security must be submitted before onsite construction begins. The amount of the construction performance security shall be 125% of the total estimated construction cost for the complete installation of the SCM(s). The amount of the construction performance security must be approved by the Stormwater Administrator.

The maintenance security must be submitted and approved before a certificate of occupancy can be issued. The amount of the maintenance security shall be based upon a reasonable estimate of the annual cost of inspection, operation and maintenance of the SCM(s) approved under the stormwater management permit in accordance with Section 404 (B)(2) of the Phase II Stormwater Ordinance.

The maintenance security for stormwater facilities shall be perpetual.

To meet this purpose, *The Economics of Structural Stormwater BMPs in North Carolina* by Dr. Bill Hunt and Ada Wassink shall be used to calculate the appropriate amount of the maintenance security. The example security amounts below were calculated using formulas found in this study:

**Table 2: Annual Maintenance Security Amount Examples**

BMP Drainage Area (acres)	Bioretention	Stormwater Wetland	Wet Detention Basin
0.5	\$3,200	\$4,100	\$7,700
1	\$3,500	\$4,500	\$9,200
2	\$3,900	\$5,000	\$11,100
3	\$4,200	\$5,400	\$12,400

### **9.3 RELEASE OF CONSTRUCTION PERFORMANCE SECURITY**

The City shall perform an onsite inspection to determine if the SCM(s) have been constructed in accordance with the approved drawings and the requirements of the Phase II Stormwater Ordinance. The construction performance security shall not be released until after the City's receipt and acceptance of the Certified As-Built Drawings, Certification of Completion, and the Maintenance Security.

## **SECTION 10: AS-BUILT SUBMITTALS**

### **10.1 CERTIFICATION OF COMPLETION AND AS-BUILTS**

The designer shall furnish a Certification of Completion form, to certify under seal that the stormwater management and control measures and devices, including the structural SCMs, have been completed in conformance with the drawings and specifications approved by the City, are functioning as designed, and are in conformance with the requirements of the Phase II Stormwater Ordinance. The Certification of Completion statement form shall be furnished by the City and is included as Exhibit G in this administrative manual.

The as-built drawings shall be based upon information obtained by a surveyor licensed in the State of North Carolina, after construction is completed and accepted by the designer. The as-built drawings shall show the final location, size, and depth for all stormwater management facilities, controls, measures, devices, and structures, including SCMs, as installed.

The Certification of Completion and as-built drawings must be submitted and approved prior to a Certificate of Occupancy being issued.

## **SECTION 11: LOW-DENSITY PROJECTS**

### **11.1 DEED RESTRICTIONS AND PROTECTIVE COVENANTS**

A development project is low-density if it has no more than two dwelling units per acre or twenty-four percent built-upon areas for all residential and non-residential development.

A stormwater management permit shall be required for a development project with an overall density at or below the relevant low-density threshold, if the development project contains an area or areas that could be developed so that the overall density would exceed the low-density threshold. The approval of the stormwater management permit application shall require an enforceable restriction on property usage, such as a recorded deed restriction or protective covenants, to ensure that the development project maintains the site consistent with the development project plans and the low-density development standards in accordance with Section 302(E) of the Phase II Stormwater Ordinance.

**EXHIBIT A**  
**Stormwater Management Permit Application Form**





**City of Shelby**  
Planning and Development Services Department

App. No.:	
Fee:	Paid:
Date:	

**Stormwater Permit Application Form**

Address of Subject Property:

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

Applicant(s) Name: \_\_\_\_\_

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

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

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

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

Owner(s) Name: \_\_\_\_\_

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

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

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

***\*MUST attach Affidavit with owner's permission, if not the owner of subject property.***

**Property Information**

Tax ID Number: \_\_\_\_\_

Deed Book and Page Number (if applicable): \_\_\_\_\_

Total Site Area: \_\_\_\_\_

Total Disturbed Area: \_\_\_\_\_

Existing Built Upon Area (BUA): \_\_\_\_\_

Proposed Built Upon Area (BUA): \_\_\_\_\_

Provide a **detailed description** of the **proposed project**. Attach additional pages or documentation if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBMISSION REQUIREMENTS:**

**ALL items included on the attached "City of Shelby Stormwater Permit Checklist" must be completed and submitted prior to the stormwater plan review process being initiated.**

**Oath:** By signing, I hereby certify that all information that I have provided in this application is correct and complete to the best of my knowledge. I understand that providing false or incomplete information may be grounds for denial of my request or may result in future action by the City Council to revoke the permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*

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Based upon the information provided with this application, the work as proposed meets the requirements of the zoning ordinance and other land use regulations in effect in the city's jurisdiction. Applicable description of use limitations is attached.

*Approved Plan Title:* \_\_\_\_\_

*Approved Plan Date:* \_\_\_\_\_

*Additional Remarks/Conditions:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Stormwater Administrator

\_\_\_\_\_  
Date

<p><b>Stormwater Permit Number</b></p> <p>_____</p>
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**EXHIBIT B**  
**Stormwater Permit Checklist**



## 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 SCM(s) (wet/dry detention basin, bioretention, infiltration basin, etc.).
- Details and specifications for each structural SCM 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 NCDEQ Stormwater Design 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 Supplemental EZ form(s) from NCDEQ 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 SCM
  - Slopes
  - Flow paths
  - Peak flows
  - Runoff volume
  - Storage volume
  - Channel geometry
- 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: \_\_\_\_\_

**EXHIBIT C**  
**High Density**  
**Operation and Maintenance Agreement Template**

STATE OF NORTH CAROLINA

CLEVELAND COUNTY

**STORMWATER OPERATION AND MAINTENANCE AGREEMENT**

THIS AGREEMENT, made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between City of Shelby, hereinafter referred to as "City", and \_\_\_\_\_, hereinafter referred to as "Owner";

WITNESSETH:

THAT WHEREAS, Owner certifies they are all of the owners of certain real estate and are this day accepting responsibility for the stormwater control measure(s) (SCM) installed on that certain real property having a street address of \_\_\_\_\_ and, as described in the deed and as shown on the plat thereof recorded in the Deed Book \_\_\_\_\_, Page \_\_\_\_\_, and/or Plat Book \_\_\_\_\_, Page \_\_\_\_\_, of the Cleveland County Registry; and

WHEREAS, as a part of the construction of the development, the City's Phase II Stormwater Ordinance required that a stormwater control measure(s) (SCM) be constructed and the SCM(s) being more particularly described as follows:

\_\_\_\_\_  
\_\_\_\_\_;

;and

WHEREAS, the Owner accepts responsibility for the maintenance of the SCM(s) listed above as prescribed in the attached minimum maintenance measures addendum/addenda; and

WHEREAS, the Owner grants access to the City of Shelby to inspect the SCM(s); and

WHEREAS, the Owner understands that this Agreement shall endure to the benefit of his successors in title, whomsoever they may be in the future.

NOW, THEREFORE, it is understood and agreed by and between the parties:

1. The maintenance of the SCM(s) listed above shall be the sole responsibility of the Owner.
2. This agreement and the responsibility for the maintenance of the SCM(s) shall pass in the chain of title to the Owner's successor in interest.
3. Access is granted to the City of Shelby to carry out all provisions of the City's Phase II Stormwater Ordinance, including but not limited to inspections of the SCM(s).
4. Annually, the Owner shall provide an annual inspection report for each SCM listed above from a qualified professional in accordance with the City's Phase II Stormwater Ordinance.
5. The annual inspection shall occur before \_\_\_\_\_ of each year with the first report due \_\_\_\_\_. The inspection report(s) shall be submitted to

City of Shelby  
 Attn: Stormwater Administrator  
 PO Box 207  
 Shelby, NC 28151

6. An addendum shall be included with this stormwater agreement for each different type of SCM that is utilized. These addenda shall describe the minimum maintenance measures to be performed for each SCM.
7. This Agreement imposes no liability of any kind whatsoever to the City and the Owner agrees to hold the City harmless from any liability in the event the SCM(s) fail to operate properly.
8. A copy of this Agreement shall be filed in the office of the Cleveland County Register of Deeds and in the office of the Stormwater Administrator.

IN WITNESS WHEREOF, the owner(s) have set their hands the date above written.

**OWNER(S):** \_\_\_\_\_  
 Type Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 \_\_\_\_\_  
 Type Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

(Seal if appropriate)



STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and  
State of \_\_\_\_\_, do hereby certify  
that \_\_\_\_\_ personally appeared before me this day and  
acknowledged the due execution of the foregoing Stormwater Operation and Maintenance Agreement,  
together with attached addendum/addenda.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and  
State of \_\_\_\_\_, do hereby certify  
that \_\_\_\_\_ personally appeared before me this day and  
acknowledged the due execution of the foregoing Stormwater Operation and Maintenance Agreement,  
together with attached addendum/addenda.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

**CITY OF SHELBY,**

**A North Carolina Municipal Corporation**

---

Ben Yarboro  
Stormwater Administrator

ATTEST:

---

Carol Williams  
City Clerk

**(SEAL)**

**EXHIBIT D**  
**Low Density**  
**Operation and Maintenance Agreement Template**

STATE OF NORTH CAROLINA

CLEVELAND COUNTY

**STORMWATER OPERATION AND MAINTENANCE AGREEMENT  
LOW DENSITY DEVELOPMENT**

THIS AGREEMENT, made and entered into this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
and between City of Shelby, hereinafter referred to as "City", and \_\_\_\_\_  
\_\_\_\_\_, hereinafter  
referred to as "Owner";

**WITNESSETH:**

THAT WHEREAS, Owner certifies they are all of the owners of certain real estate and are this day accepting responsibility for the stormwater management on certain real property having a street address of \_\_\_\_\_ and, as described in the deed thereof recorded in the Deed Book \_\_\_\_\_, Page \_\_\_\_\_, of the Cleveland County Registry; and

WHEREAS, the construction of the development complies with the City's Phase II Storm water Ordinance as the total built-upon area is less than the maximum built-upon area limit for low density developments; and

WHEREAS, the Owner accepts responsibility for the maintenance of the stormwater system on this property; and

WHEREAS, the Owner grants access to City of Shelby to inspect the stormwater system; and

WHEREAS, the Owner understands that this Agreement shall endure to the benefit of his successors in title, whomsoever they may be in the future.

NOW, THEREFORE, it is understood and agreed by and between the parties:

1. The following protective covenants are intended to ensure ongoing compliance with City of Shelby Stormwater Management Permit Number \_\_\_\_\_, as issued by the City under the City of Shelby Phase II Stormwater Ordinance.
  - i. The City of Shelby is made a beneficiary of these covenants to the extent necessary to maintain compliance with the stormwater management permit.
  - ii. These covenants are to run with the land and be binding on all persons and parties claiming under them.
  - iii. The covenants pertaining to stormwater may not be altered or rescinded without the express written consent of the City.
  - iv. Alteration of the drainage as shown on the approved plan may not take place without the concurrence of the City.
  - v. This project may not be sold or subdivided, in whole or in part, without first receiving a permit modification from the City.
  - vi. Construction of additional impervious areas such that low-density requirements are no longer met will require a permit modification prior to construction. An engineering system will be required to collect and treat the runoff from all built-upon area associated with the project, including that area permitted under the *low-density* option.

The allotted amount of impervious area includes any built-upon area constructed within the lot property boundaries, and that portion of the right-of-way between the front lot line and the edge of the pavement. Built-upon area *is defined in the City of Shelby Phase II Stormwater Ordinance.*
  - vii. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with the development except for average driveway crossings, is strictly prohibited by any persons.
  - viii. Each lot will maintain a 30 foot wide vegetated buffer between all impervious areas and perennial and intermittent surface waters.
  - ix. All roof drains shall terminate at least 30 foot from the mean high water mark of all perennial and intermittent surface waters.
  - x. Each lot, whose ownership is not retained by the permittee, shall submit a separate stormwater permit application to the City of Shelby and receive a permit prior to construction. The application shall demonstrate compliance with the maximum BUA limit and the low-density requirements set forth in City of Shelby Phase II Stormwater Ordinance. Lots whose ownership is retained by the permittee shall be submitted as modifications to the original permit.

2. The maintenance of the stormwater system on this real property shall be the sole responsibility of the Owner.

3. This agreement and the responsibility for the maintenance of the stormwater system shall pass in the chain of title to the Owner's successor in interest.

4. Access is granted to the City of Shelby to carry out all provisions of the City's Phase II Stormwater Ordinance, including but not limited to inspections of the stormwater system.

5. This Agreement imposes no liability of any kind whatsoever to the City and the Owner agrees to hold the City harmless from any liability in the event the stormwater system fails to operate properly.

6. A copy of this Agreement shall be filed in the office of the Cleveland County Register of Deeds and in the office of the Stormwater Administrator.

IN WITNESS WHEREOF, the owner(s) have set their hands the date above written.

**OWNER(S):** \_\_\_\_\_

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

Title: \_\_\_\_\_

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

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

(Seal if appropriate)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and State of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing Stormwater Operation and Maintenance Agreement, together with attached addendum/addenda.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and State of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing Stormwater Operation and Maintenance Agreement, together with attached addendum/addenda.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

**CITY OF SHELBY,**

**A North Carolina Municipal Corporation**

---

Ben Yarboro  
Stormwater Administrator

ATTEST:

---

Carol Williams  
City Clerk

**(SEAL)**



**EXHIBIT E**  
**High Density**  
**Stormwater Access Easement Template**

STATE OF NORTH CAROLINA

CLEVELAND COUNTY

**STORMWATER ACCESS EASEMENT**

THIS DEED OF EASEMENT, made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (check one) a [  ] North Carolina Limited Liability Company, [  ] North Carolina Corporation, [  ] foreign Business Organization licensed to conduct business in North Carolina, [  ] owner of real property in the City of Shelby, North Carolina; having a mailing address of \_\_\_\_\_ of \_\_\_\_\_, (hereinafter referred to as "Grantor") and CITY OF SHELBY, a North Carolina Municipal Corporation duly organized and existing under the laws of the State of North Carolina, having a mailing address of Post Office Box 207, Shelby, North Carolina, and being situated in Cleveland County, (hereinafter referred to as "Grantee");

WITNESSETH:

Owner(s) certifies they are all of the owners of certain real estate located in Shelby, North Carolina, hereafter referred to as "**easement premises**", the same being the land conveyed to \_\_\_\_\_ pursuant to deed recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, in the office of the Cleveland County Register of Deeds, which deed is hereby referred to for greater certainty of description; and

WHEREAS, development of said property is subject to the National Pollutant Discharge System (NPDES) Phase II Stormwater Regulations and the Phase II Stormwater Ordinance adopted by the City of Shelby which requires the Grantor to construct, operate, and maintain a structural stormwater control measure(s) (SCM) on the described property according to the Operation and Maintenance Agreement and the Operation and Maintenance Manual recorded in Deed Book \_\_\_\_\_ and Page \_\_\_\_\_ and which is referenced herein; and

WHEREAS, the Grantor accepts responsibility for the maintenance of all SCM(s) located on the subject property; and

WHEREAS, the parties have determined that it is in the best interest for the Grantor to allow the Grantee access to the SCM(s) in order to carry out all provisions of the City of Shelby's Phase II Stormwater Ordinance, including but not limited to inspections of said SCM(s).

NOW, THEREFORE, said Grantor does hereby grant and convey unto said Grantee, its successors and assigns, a perpetual nonexclusive right and easement to access the SCM(s) being more particularly described as follows:

\_\_\_\_\_  
\_\_\_\_\_

With respect to authority granted to the Grantee pursuant to this SCM easement for purposes of the SCM(s)' construction, inspection, maintenance, repair, and operation pursuant to the Phase II Stormwater Ordinance adopted by the City of Shelby being approximately \_\_\_\_\_ square feet of permanent easements and access locations as described and marked on said property, as shown on a survey plat prepared by \_\_\_\_\_ and dated \_\_\_\_\_ and marked thereon as "Stormwater Access Easement" in which was recorded in Plat Book \_\_\_\_\_, Page \_\_\_\_\_ of the Cleveland County Registry of Deeds.

Said Grantor's property is described in Deed Book \_\_\_\_\_, at Page \_\_\_\_\_, Cleveland County Registry, and has Tax Parcel Identification Number(s) of \_\_\_\_\_.

The Grantor further acknowledges that the Grantee is acquiring this easement for the purpose of performing any operation necessary to restore functionality to the SCM(s) in accordance with the City of Shelby Phase II Stormwater Ordinance, in the event that the Grantor or its subsequent successors or assigns fails to operate, maintain, or repair the SCM(s) so that it does not function as designed.

**TO HAVE AND HOLD** the above described real property interest to the Grantee in perpetuity for the uses and purposes herein described. Grantor covenants with Grantee that Grantor is seized of the premises in fee simple, has the right to convey the Easement, rights contained herein and will warrant and defend this conveyance against the lawful claims of all persons whomsoever, except for the following **EXCEPTIONS** to which Owners' title is subject:\_\_\_\_\_.

IN WITNESS WHEREOF, the Grantor(s) have set their hands the date above written.

**OWNER(S):** \_\_\_\_\_

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

Title:\_\_\_\_\_

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

Title:\_\_\_\_\_

ATTEST: \_\_\_\_\_

(Seal if appropriate)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and State of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing Stormwater Access Easement.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and State of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing Stormwater Access Easement.

WITNESS my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

(SEAL)

My Commission Expires: \_\_\_\_\_

**ACCEPTANCE**

**CITY OF SHELBY,**

**A North Carolina Municipal Corporation**

---

Ben Yarboro  
Stormwater Administrator

ATTEST:

---

Carol Williams  
City Clerk

**(SEAL)**

**EXHIBIT F**  
**Low Density**  
**Stormwater Access Easement Template**

STATE OF NORTH CAROLINA

CLEVELAND COUNTY

**STORMWATER ACCESS EASEMENT**

THIS DEED OF EASEMENT, made this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (check one) a [  ] North Carolina Limited Liability Company, [  ] North Carolina Corporation, [  ] foreign Business Organization licensed to conduct business in North Carolina, [  ] owner of real property in the City of Shelby, North Carolina; having a mailing address of \_\_\_\_\_, (hereinafter referred to as "Grantor") and CITY OF SHELBY, a North Carolina Municipal Corporation duly organized and existing under the laws of the State of North Carolina, having a mailing address of Post Office Box 207, Shelby, North Carolina, and being situated in Cleveland County, (hereinafter referred to as "Grantee");

WITNESSETH:

Owner(s) certifies they are all of the owners of certain real estate located in Shelby, North Carolina, hereafter referred to as "**easement premises**", the same being the land conveyed to \_\_\_\_\_ pursuant to deed recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, in the office of the Cleveland County Register of Deeds, which deed is hereby referred to for greater certainty of description; and

WHEREAS, development of said property is subject to the National Pollutant Discharge System (NPDES) Phase II Stormwater Regulations and the Phase II Stormwater Ordinance adopted by the City of Shelby which requires the Grantor to develop the site and convey stormwater in accordance with the City of Shelby Phase II Ordinance and maintain the property according to the Operation and Maintenance Agreement recorded in Deed Book \_\_\_\_\_ and Page \_\_\_\_\_ and which is referenced herein; and

WHEREAS, the Grantor accepts responsibility for the maintenance of the stormwater system(s) located on the subject property; and

WHEREAS, the parties have determined that it is in the best interest for the Grantor to allow the Grantee access to the property in order to carry out all provisions of the City of Shelby's Phase II Stormwater Ordinance, including but not limited to inspections of said stormwater system(s).

NOW, THEREFORE, said Grantor does hereby grant and convey unto said Grantee, its successors and assigns, a perpetual nonexclusive right and easement to access the permitted site to verify compliance with the Low-Density City of Shelby Stormwater Management Permit

\_\_\_\_\_.

Said Grantor's property is described in Deed Book \_\_\_\_\_, at Page \_\_\_\_\_, Cleveland County Registry, and has Tax Parcel Identification Number(s) of

\_\_\_\_\_.

The Grantor further acknowledges that the Grantee is acquiring this easement for the purpose of performing any operation necessary to restore functionality to the stormwater system(s) in accordance with the City of Shelby Phase II Stormwater Ordinance, in the event that the Grantor or its subsequent successors or assigns fails to operate, maintain, or repair the stormwater system(s) so that it does not function as designed.

**TO HAVE AND HOLD** the above described real property interest to the Grantee in perpetuity for the uses and purposes herein described. Grantor covenants with Grantee that Grantor is seized of the premises in fee simple, has the right to convey the Easement, rights contained herein and will warrant and defend this conveyance against the lawful claims of all persons whomsoever, except for the following **EXCEPTIONS** to which Owners' title is subject:\_\_\_\_\_.

IN WITNESS WHEREOF, the Grantor(s) have set their hands the date above written.

**OWNER(S):** \_\_\_\_\_

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

Title: \_\_\_\_\_

\_\_\_\_\_

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

Title: \_\_\_\_\_

ATTEST: \_\_\_\_\_

(Seal if appropriate)



**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and  
State of \_\_\_\_\_, do hereby certify  
that \_\_\_\_\_ personally appeared before me this day and  
acknowledged the due execution of the foregoing Stormwater Access Easement.

**WITNESS** my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

**(SEAL)**

My Commission Expires: \_\_\_\_\_

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_ and  
State of \_\_\_\_\_, do hereby certify  
that \_\_\_\_\_ personally appeared before me this day and  
acknowledged the due execution of the foregoing Stormwater Access Easement.

**WITNESS** my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

**(SEAL)**

My Commission Expires: \_\_\_\_\_

**ACCEPTANCE**

**CITY OF SHELBY,**

**A North Carolina Municipal Corporation**

---

Ben Yarboro  
Stormwater Administrator

ATTEST:

---

Carol Williams  
City Clerk

**(SEAL)**

**EXHIBIT G**  
**Stormwater Certification of Completion Form**



## City of Shelby

### STORMWATER CERTIFICATION OF COMPLETION

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

**City of Shelby Stormwater Permit No.:** \_\_\_\_\_

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

I, as a duly registered \_\_\_\_\_ in the State of North Carolina, hereby certify:

1. That myself or a person under my direct supervision inspected the subject project site at sufficient intervals of construction progress to determine that the stormwater improvements were completed in accordance with the City Stormwater Permit and the approved plans and specifications.
2. That the stormwater improvements to the above referenced project have been installed as shown on the attached "as-built" drawings dated \_\_\_\_\_.
3. That all necessary easements for the stormwater improvements have been recorded at the Cleveland County Register of Deeds and are shown on the attached plot and deed of easement.

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

**Name (Print):** \_\_\_\_\_

**Professional Registration No.:** \_\_\_\_\_

(SEAL)

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

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

\_\_\_\_\_

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

**Submit to:** City of Shelby  
Attn: Stormwater Coordinator  
PO Box 207  
Shelby, NC 28151-0207

**EXHIBIT H**  
**Annual Inspection Report Form**



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

Inspection Date: \_\_\_\_\_

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

SCM Type: \_\_\_\_\_ Inspector: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Rain within last 48 hours? \_\_\_\_\_

Inspection type (check all that apply):

- Initial
- Follow-up
- Final construction
- Annual compliance
- Routine maintenance
- Other see notes

SCM accessibility:

- Accessible
- Not Accessible

Soil erosion:

- On banks of SCM
- In drainage area
- No

Stormwater collection:

- Stormwater running to SCM
- Stormwater being diverted

Inlet structure (pipe/swale/box/trench):

- No issues
- Damaged pipe
- Sediment present
- Woody vegetation
- Other see notes

Inlet dissipater:

- No issues
- Erosion at dissipater
- Clogged level spreader
- Woody vegetation
- Other see notes

Forbay:

- No issue
- Sediment level > 50%
- Trash/debris present
- Other see notes

Trash and debris:

- No issues
- Trash/debris present
- Other see notes

Media/Cell (If applicable):

- N/A
- No issues
- Sediment in media/cell
- Settling of media/cell
- Other see notes

Water Level (%):

Outlet structure:

- No issues
- Clogged structure
- Improper elevation
- Damaged structure
- Other see notes

Berm/dam (If applicable):

- N/A
- No issues
- Leaks in dam
- Holes in dam
- Breached dam
- Woody vegetation
- Other see notes

Outlet dissipaters:

- No issues
- Erosion at dissipater
- Clogged level spreader
- Other see notes

Proposed corrective actions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the inspected SCM  **is** /  **is not** (choose one) performing properly and in compliance with the terms and conditions of the approved maintenance agreement required by the City of Shelby Stormwater Management Permit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector Certification #/Professional Stamp: \_\_\_\_\_

\*Annual report is due April 1 or October 1 annually based on the Operation and Maintenance Agreement. \*

\*\*Annual report shall be submitted to the Stormwater Coordinator at PO Box 207, Shelby, NC 28151 or stormwater@cityofshelby.com . \*\*



**EXHIBIT I**  
**Ordinance No. 41-2013**

**and**

**Ordinance No. 64-2018**

ORDINANCE NO. 41-2013

AN ORDINANCE TO UPDATE THE CITY OF  
SHELBY UNIFIED DEVELOPMENT ORDINANCE  
(UDO) TO INCLUDE THE CITY OF SHELBY  
PHASE II STORMWATER ORDINANCE

WHEREAS, in accordance with applicable provisions of Session Law 2006-246 and the State of North Carolina Department of Environment and Natural Resources (NCDENR) Division of Water Quality (DWQ) Permit No. NCS000560, City Staff has developed and drafted the City of Shelby Phase II Stormwater Ordinance; and,

WHEREAS, the State of North Carolina Department of Environment and Natural Resources has reviewed the proposed ordinance and found the language to be acceptable and to meet the requirements of the NPDES Phase II Stormwater program provided via written communication in a letter dated August 29, 2013; and,

WHEREAS, City Council now desires to proceed with the recommended updates for the City of Shelby Unified Development Ordinance based on the recommendations from staff and to meet the requirements of the City's NPDES Permit Number NCS000560.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The City of Shelby Unified Development Ordinance shall be updated to include the City of Shelby Phase II Stormwater Ordinance as incorporated herein as Exhibit A and the Phase II Stormwater Map as incorporated herein as Exhibit B within Article X Environmental and Special Purpose Regulations.

Section 2. This Ordinance shall become effective upon its adoption and approval on the date of November 18, 2013.

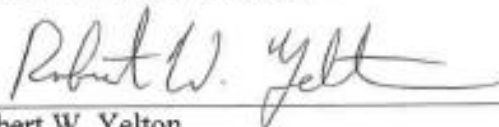
Adopted and approved this the 18th day of November 2013.

  
\_\_\_\_\_  
O. Stanhope Anthony, III  
Mayor

ATTEST:

  
\_\_\_\_\_  
Bernadette A. Parduski, NCCMC, MMC  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Robert W. Yelton  
City Attorney



**ORDINANCE NO. 64-2018**

**A PROPOSED ORDINANCE AMENDING THE  
UNIFIED DEVELOPMENT ORDINANCE OF  
THE CITY OF SHELBY, NORTH CAROLINA**

**WHEREAS**, the City of Shelby was issued a permit by the North Carolina Department of Environmental Quality (NCDEQ) to discharge stormwater to surface waters effective December 1, 2012; and,

**WHEREAS**, the City of Shelby adopted Ordinance 21-2013 on November 18, 2013 outlining the requirements of the Phase II Stormwater Permit; and,

**WHEREAS**, the Original Permit was renewed effective February 1, 2018, which included new requirements as well as updated definitions; and,

**WHEREAS**, on January 1, 2017, the NCDEQ Stormwater Design Manual was also updated with new requirements and definitions; and,

**WHEREAS**, the City of Shelby intends to adopt the new requirements and definitions; and,

**WHEREAS**, the Shelby Planning and Zoning Board has reviewed the proposed changes to the Phase II Stormwater Management regulations; and,

**WHEREAS**, the Shelby Planning and Zoning Board found that the proposed changes are consistent with the Comprehensive Land Use Plan; and,

**WHEREAS**, in accordance with GS 160A-364, a public hearing on this proposed amendment was held by City Council on November 19, 2018 after due publication of said hearing as required by law; and,

**WHEREAS**, after hearing all who wished to be heard on this matter and upon review of the findings and recommendations of the Planning and Zoning Board, City Council now desires to act on this matter.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:**

**Section 1.** This zoning text amendment is consistent with the City of Shelby Comprehensive Land Use Plan.

**Section 2.** In accordance with Chapter 160A, Article 19 of the North Carolina General Statutes, as amended, the Shelby Unified Development Ordinance, is hereby amended by deleting the current Stormwater references found in section 10-1.1 and 10-3 of the Unified Development

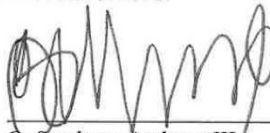
Ordinance No. 64-2018  
November 19, 2018  
Page 2

Ordinance and adding the attached Exhibit A as the replacement for 10-3 of the Unified Development Ordinance.

**Section 3.** The City Clerk of the City of Shelby is hereby authorized and directed to cause the provisions of Section 2 of this ordinance to be properly codified, and the City Clerk is further authorized and directed to cause her official records and the Official Zoning Map of the City of Shelby to be properly amended to reflect the approved zoning changes.

**Section 4.** This ordinance shall become effective upon its adoption and approval.

**ADOPTED AND APPROVED** this the 19th day of November 2018.

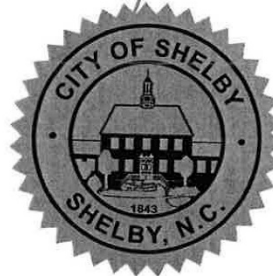


O. Stanhope Anthony III  
Mayor

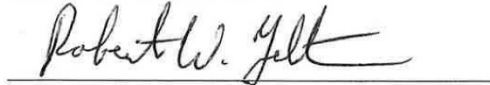
ATTEST:



Bernadette A. Parduski, NC-CMC, IIMC-MMC  
City Clerk



APPROVED AS TO FORM:



Robert W. Yelton  
City Attorney

**EXHIBIT J**  
**Phase II Stormwater Ordinance**

# City of Shelby

## Phase II Stormwater Ordinance



Adopted November 18, 2013

Revised November 19, 2018

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## SECTION 1: GENERAL PROVISIONS

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### xx-101 TITLE

This ordinance shall be officially known as “The City of Shelby Phase II Stormwater Ordinance.” It is referred to herein as “this ordinance.”

### xx-102 AUTHORITY

The City Council of the City of Shelby is authorized to adopt this ordinance pursuant to North Carolina law, including but not limited to Article 14, Section 5 of the Constitution of North Carolina; the Charter of the City of Shelby; North Carolina General Statutes 143-214.7 and rules promulgated by the Environmental Management Commission thereunder; Session Law 2004-163; Chapter 160A, §§ 174, 185 and; Chapter 160A, Article 19 (Planning and Regulation of Development).

### xx-103 FINDINGS

It is hereby determined that:

*Development* and *redevelopment* alter the hydrologic response of local watersheds and increase stormwater runoff rates and volumes, flooding, soil erosion, stream channel erosion, nonpoint and point source pollution, and sediment transport and deposition, as well as reducing groundwater recharge;

These changes in stormwater runoff contribute to increased quantities of water-borne pollutants and alterations in hydrology that are harmful to public health and safety as well as to the natural environment; and

These effects can be managed and minimized by applying proper design and well-planned controls to manage stormwater runoff from *development* sites.

Further, the Federal Water Pollution Control Act of 1972 (“Clean Water Act”) and federal Phase II Stormwater Rules promulgated under it, as well as rules of the North Carolina Environmental Management Commission promulgated in response to federal Phase II requirements, compel certain urbanized areas, including this jurisdiction, to adopt minimum stormwater controls such as those included in this ordinance.

Therefore, the City Council of the City of Shelby establishes this set of water quality and quantity regulations to meet the requirements of state and federal law regarding control of stormwater runoff and discharge.

### xx-104 PURPOSE

#### (A) General

The purpose of this ordinance is to protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of increased post-*development* stormwater runoff and nonpoint and point source pollution associated with new *development* and

*redevelopment* as well as illicit discharges into municipal stormwater systems. It has been determined that proper management of construction-related and post-*development* stormwater runoff will minimize damage to public and private property and infrastructure; safeguard the public health, safety, and general welfare; and protect water and aquatic resources.

**(B) Specific**

1. Establishing decision-making processes for *development* that protect the integrity of watersheds and preserve the health of water resources;
2. Requiring that new *development* and *redevelopment* maintain the pre-*development* hydrologic response in their post-*development* state as nearly as practicable for the applicable design storm to reduce flooding, streambank erosion, nonpoint and point source pollution and increases in stream temperature, and to maintain the integrity of stream channels and aquatic habitats;
3. Establishing minimum post-*development* stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
4. Establishing design and review criteria for the construction, function, and use of *structural stormwater control measures (SCMs)* that may be used to meet the minimum post-*development* stormwater management standards;
5. Encouraging the use of better management and site design practices, such as the use of vegetated conveyances for stormwater and the preservation of greenspace, riparian buffers and other conservation areas to the maximum extent practicable;
6. Establishing provisions for the long-term responsibility for and maintenance of *structural SCMs and nonstructural stormwater BMPs* to ensure that they continue to function as designed, are maintained appropriately, and pose no threat to public safety;
7. Establishing administrative procedures for the submission, review, approval and disapproval of *stormwater management plans*, for the inspection of approved projects, and to assure appropriate long-term maintenance.
8. Coordinating site design plans that include open space and natural areas with the City of Shelby open space and natural area protection plans, policies or ordinances;
9. Controlling illicit discharges into the municipal separate stormwater system.

xx-105 **APPLICABILITY AND JURISDICTION**

**(A) General**

Beginning with and subsequent to its effective date, this ordinance shall be applicable to all *development* and *redevelopment*, including, but not limited to, site plan applications, subdivision applications, and grading or land disturbing applications, unless exempt pursuant to Subsection (B) of this Section, Exemptions.

**(B) Exemptions**

*Development* that cumulatively disturbs less than one acre and is not part of a *larger common plan of development or sale* is exempt from the provisions of this ordinance.

*Redevelopment* that cumulatively disturbs less than one acre and is not part of a larger common plan of *development* or sale is exempt from the provisions of this ordinance.

*Development* and *redevelopment* that disturb less than one acre are not exempt if such activities are part of a *larger common plan of development or sale*, even though multiple, separate or distinct activities take place at different times on different schedules.

Activities that are exempt from permit requirements of Section 404 of the federal Clean Water Act as specified in 40 CFR 232 (primarily, ongoing farming and forestry activities) are exempt from the provisions of this ordinance.

**(C) No Development or Redevelopment Until Compliance and Permit**

No *development* or *redevelopment* shall occur except in compliance with the provisions of this ordinance or unless exempted. No *development* for which a permit is required pursuant to this ordinance shall occur except in compliance with the provisions, conditions, and limitations of the permit.

**(D) Map**

The provisions of this ordinance shall apply within the areas designated on the map titled "Phase II Stormwater Map of Shelby, North Carolina" ("the Stormwater Map"), which is adopted simultaneously herewith. The Stormwater Map and all explanatory matter contained thereon accompanies and is hereby made a part of this ordinance.

The Stormwater Map shall be kept on file by the Stormwater Administrator and shall be updated to take into account changes in the land area covered by this ordinance and the geographic location of all *structural SCMs* permitted under this ordinance. In the event of a dispute, the applicability of this ordinance to a particular area of land or SCM shall be determined by reference to the North Carolina Statutes, the North Carolina Administrative Code, and local zoning and jurisdictional boundary ordinances.

xx-106 INTERPRETATION

**(A) Meaning and Intent**

All provisions, terms, phrases, and expressions contained in this ordinance shall be construed according to the general and specific purposes set forth in Section 104, Purpose. If a different or more specific meaning is given for a term defined elsewhere in the Code of Ordinances of the City of Shelby, North Carolina, the meaning and application of the term in this ordinance shall control for purposes of application of this ordinance.

**(B) Text Controls in Event of Conflict**

In the event of a conflict or inconsistency between the text of this ordinance and any heading, caption, figure, illustration, table, or map, the text shall control.

**(C) Authority for Interpretation**

The Stormwater Administrator has authority to determine the interpretation of this ordinance. Any person may request an interpretation by submitting a written request to the Stormwater Administrator, who shall respond in writing within 30 days. The Stormwater Administrator shall keep on file a record of all written interpretations of this ordinance.

**(D) References to Statutes, Regulations, and Documents**

Whenever reference is made to a resolution, ordinance, statute, regulation, manual (including the *Design Manual*), or document, it shall be construed as a reference to the most recent edition of such that has been finalized and published with due provision for notice and comment, unless otherwise specifically stated.

**(E) Computation of Time**

The time in which an act is to be done shall be computed by excluding the first day and including the last day. If a deadline or required date of action falls on a Saturday, Sunday, or holiday observed by the City of Shelby, the deadline or required date of action shall be the next day that is not a Saturday, Sunday or holiday observed by the City of Shelby. References to days are calendar days unless otherwise stated.

**(F) Delegation of Authority**

Any act authorized by this Ordinance to be carried out by the Stormwater Administrator of City of Shelby may be carried out by his or her designee.

**(G) Usage**

**(1) Mandatory and Discretionary Terms**

The words “shall,” “must,” and “will” are mandatory in nature, establishing an obligation or duty to comply with the particular provision. The words “may” and “should” are permissive in nature.

**(2) Conjunctions**

Unless the context clearly indicates the contrary, conjunctions shall be interpreted as follows: The word “and” indicates that all connected items, conditions, provisions and events apply. The word “or” indicates that one or more of the connected items, conditions, provisions or events apply.

**(3) Tense, Plurals, and Gender**

Words used in the present tense include the future tense. Words used in the singular number include the plural number and the plural number includes the singular number, unless the context of the particular usage clearly indicates otherwise. Words used in the masculine gender include the feminine gender, and vice versa.

**(H) Measurement and Computation**

Lot area refers to the amount of horizontal land area contained inside the lot lines of a lot or site.

**xx-107 DESIGN MANUAL**

**(A) Reference to Design Manual**

The Stormwater Administrator shall use the policy, criteria, and information, including technical specifications, standards, and the Minimum Design Criteria in the *Design Manual*, as defined in Section 6, as the basis for decisions about stormwater permits and about the design, implementation and performance of *structural SCMs and non-structural stormwater BMPs*.

The *Design Manual* includes a list of acceptable stormwater treatment practices, including specific design criteria for each stormwater practice. Stormwater treatment practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to meet the minimum water quality performance standards of the Phase II laws.

**(B) Relationship of Design Manual to Other Laws and Regulations**

If the specifications or guidelines of the *Design Manual* are more restrictive or apply a higher standard than other laws or regulations, that fact shall not prevent application of the specifications or guidelines in the *Design Manual*.

**(C) Changes to Standards and Specifications**

If the standards, specifications, guidelines, policies, criteria, or other information in the *Design Manual* are amended subsequent to the submittal of an application for approval pursuant to this ordinance but prior to approval, the new information shall control and shall be utilized in reviewing the application and in implementing this ordinance with regard to the application.



**xx-108 RELATIONSHIP TO OTHER LAWS, REGULATIONS AND PRIVATE AGREEMENTS**

**(A) Conflict of Laws**

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation or other provision of law. Where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human or environmental health, safety, and welfare shall control.

**(B) Private Agreements**

This ordinance is not intended to revoke or repeal any easement, covenant, or other private agreement. However, where the regulations of this ordinance are more restrictive or impose higher standards or requirements than such an easement, covenant, or other private agreement, the requirements of this ordinance shall govern. Nothing in this ordinance shall modify or repeal any private covenant or deed restriction, but such covenant or restriction shall not legitimize any failure to comply with this ordinance. In no case shall City of Shelby be obligated to enforce the provisions of any easements, covenants, or agreements between private parties.

**xx-109 SEVERABILITY**

If the provisions of any section, subsection, paragraph, subdivision or clause of this ordinance shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision or clause of this ordinance.

**xx-110 EFFECTIVE DATE AND TRANSITIONAL PROVISIONS**

**(A) Effective Date**

This Ordinance shall take effect on November 19, 2018.

**(B) Final Approvals, Complete Applications**

All *development* and *redevelopment* projects for which complete and full applications were submitted and approved by the City of Shelby prior to the effective date of this ordinance and which remain valid, unexpired, unrevoked and not otherwise terminated at the time of *development* or *redevelopment* shall be exempt from complying with all provisions of this ordinance dealing with the control and/or management of post-construction runoff, but shall be required to comply with all other applicable provisions, including but not limited to illicit discharge provisions.

A phased development plan shall be deemed approved prior to the effective date of this ordinance if it has been approved by all necessary government units, it remains valid, unexpired, unrevoked and not otherwise terminated, and it shows:

1. For the initial or first phase of development, the type and intensity of use for a specific parcel or parcels, including at a minimum, the boundaries of the project and a subdivision plan that has been approved.

2 For any subsequent phase of development, sufficient detail so that implementation of the requirements of this ordinance to that phase of development would require a material change in that phase of the plan.

**(C) Violations Continue**

Any violation of provisions existing on the effective date of this ordinance shall continue to be a violation under this ordinance and be subject to penalties and enforcement under this ordinance unless the use, *development*, construction, or other activity complies with the provisions of this ordinance.

## SECTION 2: ADMINISTRATION AND PROCEDURES

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### xx-201 REVIEW AND DECISION-MAKING ENTITIES

#### (A) Stormwater Administrator

##### (1) Designation

A Stormwater Administrator shall be designated by the Shelby City Manager to administer and enforce this ordinance.

##### (2) Powers and Duties

In addition to the powers and duties that may be conferred by other provisions of the Code of Ordinances of the City of Shelby and other laws, the Stormwater Administrator shall have the following powers and duties under this ordinance:

- a. To review and approve, approve with conditions, or disapprove applications for approval of plans pursuant to this ordinance.
- b. To make determinations and render interpretations of this ordinance.
- c. To establish application requirements and schedules for submittal and review of applications and appeals, to review and make recommendations to the Shelby City Council on applications for *development* or *redevelopment* approvals.
- d. To enforce the provisions of this ordinance in accordance with its enforcement provisions.
- e. To maintain records, maps, forms and other official materials as related to the adoption, amendment, enforcement, and administration of this ordinance.
- f. To provide expertise and technical assistance to the Shelby City Council and City of Shelby Stormwater Advisory Board, upon request.
- g. To designate appropriate other person(s) who shall carry out the powers and duties of the Stormwater Administrator.
- h. To take any other action necessary to administer the provisions of this ordinance.

### xx-202 REVIEW PROCEDURES

#### (A) Permit Required; Must Apply for Permit

A stormwater permit is required for all *development* and *redevelopment* unless exempt pursuant to this ordinance. A permit may only be issued subsequent to a properly submitted and reviewed permit application, pursuant to this section.

**(B) Effect of Permit**

A stormwater permit shall govern the design, installation, and construction of stormwater management and control practices on the site, including *structural SCMs* and elements of site design for stormwater management other than *structural SCMs*.

The permit is intended to provide a mechanism for the review, approval, and inspection of the approach to be used for the management and control of stormwater for the *development* or *redevelopment* site consistent with the requirements of this ordinance, whether the approach consists of *structural SCMs* or other techniques such as low-impact or low-density design. The permit does not continue in existence indefinitely after the completion of the project; rather, compliance after project construction is assured by the maintenance provisions of this ordinance.

**(C) Authority to File Applications**

All applications required pursuant to this Code shall be submitted to the Stormwater Administrator by the land *owner* or the land *owner's* duly authorized agent.

**(D) Establishment of Application Requirements, Schedule, and Fees**

**(1) Application Contents and Form**

The Stormwater Administrator shall establish requirements for the content and form of all applications and shall amend and update those requirements from time to time. At a minimum, the stormwater permit application shall describe in detail how post-*development* stormwater runoff will be controlled and managed, the design of all stormwater facilities and practices, and how the proposed project will meet the requirements of this ordinance.

**(2) Submission Schedule**

The Stormwater Administrator shall establish a submission schedule for applications. The schedule shall establish deadlines by which complete applications must be submitted for the purpose of ensuring that there is adequate time to review applications; and that the various stages in the review process are accommodated.

**(3) Permit Review Fees**

The Shelby City Council shall establish permit review fees as well as policies regarding refund of any fees upon withdrawal of an application, and may amend and update the fees and policies from time to time.

**(4) Administrative Manual**

For applications required under this Code, the Stormwater Administrator shall compile the application requirements, submission schedule, fee schedule, a copy of this ordinance, and information on how and where to obtain the Design

Manual in an Administrative Manual, which shall be made available to the public.

**(E) Submittal of Complete Application**

Applications shall be submitted to the Stormwater Administrator pursuant to the application submittal schedule in the form established by the Stormwater Administrator, along with the appropriate fee established pursuant to this section.

An application shall be considered as timely submitted only when it contains all elements of a complete application pursuant to this ordinance, along with the appropriate fee. If the Stormwater Administrator finds that an application is incomplete, the applicant shall be notified of the deficient elements and shall be provided with an opportunity to submit a complete application. However, the submittal of an incomplete application shall not suffice to meet a deadline contained in the submission schedule established above.

**(F) Review**

The Stormwater Administrator shall review the application and determine whether the application complies with the standards of this ordinance.

**(1) Approval**

If the Stormwater Administrator finds that the application complies with the standards of this ordinance, the Stormwater Administrator shall approve the application. The Stormwater Administrator may impose conditions of approval as needed to ensure compliance with this ordinance. The conditions shall be included as part of the approval.

**(2) Fails to Comply**

If the Stormwater Administrator finds that the application fails to comply with the standards of this ordinance, the Stormwater Administrator shall notify the applicant and shall indicate how the application fails to comply. The applicant shall have an opportunity to submit a revised application.

**(3) Revision and Subsequent Review**

A complete revised application shall be reviewed by the Stormwater Administrator after its re-submittal and shall be approved, approved with conditions or disapproved.

If a revised application is not re-submitted within thirty (30) calendar days from the date the applicant was notified, the application shall be considered withdrawn, and a new submittal for the same or substantially the same project shall be required along with the appropriate fee for a new submittal.

One re-submittal of a revised application may be submitted without payment of an additional permit review fee. Any re-submittal after the first re-submittal shall be accompanied by an additional permit review fee, as established pursuant to this ordinance.

## xx-203 APPLICATIONS FOR APPROVAL

### (A) Concept Plan and Consultation Meeting

Before a stormwater management permit application is deemed complete, the Stormwater Administrator or developer may request a consultation on a concept plan for the post-construction stormwater management system to be utilized in the proposed *development* project. This consultation meeting should take place at the time of the preliminary plan of subdivision or other early step in the *development* process. The purpose of this meeting is to discuss the post-construction stormwater management measures necessary for the proposed project, as well as to discuss and assess constraints, opportunities and potential approaches to stormwater management designs before formal site design engineering is commenced. Local watershed plans, open space and natural area protection plans, and other relevant resource protection plans should be consulted in the discussion of the concept plan.

To accomplish this goal, the following information should be included in the concept plan, which should be submitted in advance of the meeting:

#### (1) Existing Conditions / Proposed Site Plans

Existing conditions and proposed site layout sketch plans, which illustrate at a minimum: site boundaries, existing and proposed topography; perennial and intermittent streams; mapping of predominant soils from soil surveys (if available); boundaries of existing predominant vegetation; proposed limits of clearing and grading; and location of existing and proposed roads, buildings, parking areas and other impervious surfaces.

#### (2) Natural Resources Inventory

A written or graphic inventory of natural resources at the site and surrounding area as it exists prior to the commencement of the project. This description should include a discussion of soil conditions, forest cover, geologic features, topography, wetlands, and native vegetative areas on the site, as well as the location and boundaries of other natural feature protection and conservation areas such as lakes, ponds, floodplains, stream buffers and other setbacks (e.g., drinking water well setbacks, septic setbacks, etc.). Particular attention should be paid to environmentally sensitive features that provide particular opportunities or constraints for *development* and stormwater management.

### **(3) Stormwater Management System Concept Plan**

A written or graphic concept plan of the proposed post-*development* stormwater management system including: preliminary selection and location of proposed structural stormwater controls; low-impact design elements; location of existing and proposed conveyance systems such as grass channels, swales, and storm drains; flow paths; location of floodplain/floodway limits; relationship of site to upstream and downstream properties and drainages; and preliminary location of any proposed stream channel modifications, such as bridge or culvert crossings.

### **(B) Stormwater Management Permit Application**

The stormwater management permit application shall detail how post-*development* stormwater runoff will be controlled and managed and how the proposed project will meet the requirements of this ordinance, including Section 3, Standards. All such plans shall be prepared by a qualified registered North Carolina professional engineer, surveyor, soil scientist or landscape architect, and the engineer, surveyor, soil scientist or landscape architect shall perform services only in their area of competence, and shall verify that the design of all stormwater management facilities and practices meets the submittal requirements for complete applications, that the designs and plans are sufficient to comply with applicable standards and policies found in the *Design Manual*, and that the designs and plans ensure compliance with this ordinance.

The submittal shall include all of the information required in the submittal checklist established by the Stormwater Administrator. Incomplete submittals shall be treated pursuant to Section xx-202(D).

### **(C) As-Built Plans and Final Approval**

Upon completion of a project, and before a certificate of occupancy shall be granted, the applicant shall certify that the completed project is in accordance with the approved stormwater management plans and designs, and shall submit actual “as built” plans for all stormwater management facilities or practices after final construction is completed.

The plans shall show the final design specifications for all stormwater management facilities and practices and the field location, size, depth, and planted vegetation of all measures, controls, and devices, as installed. The designer of the stormwater management measures and plans shall certify, under seal, that the as-built stormwater measures, controls, and devices are in compliance with the approved stormwater management plans and designs and with the requirements of this ordinance. A final inspection and approval by the Stormwater Administrator shall occur before the release of any performance securities.

### **(D) Other Permits**

No certificate of compliance or occupancy shall be issued by the City of Shelby without final as-built plans and a final inspection and approval by the Stormwater Administrator, except where multiple units are served by the stormwater practice or

facilities, in which case the City of Shelby may elect to withhold a percentage of permits or certificates of occupancy until as-built plans are submitted and final inspection and approval has occurred.

**xx-204 APPROVALS**

**(A) Effect of Approval**

Approval authorizes the applicant to go forward with only the specific plans and activities authorized in the permit. The approval shall not be construed to exempt the applicant from obtaining other applicable approvals from local, state, and federal authorities.

**(B) Time Limit/Expiration**

An approved plan shall become null and void if the applicant fails to make *substantial progress* on the site within one year after the date of approval. The Stormwater Administrator may grant a single, one-year extension of this time limit, for good cause shown, upon receiving a written request from the applicant before the expiration of the approved plan.

In granting an extension, the Stormwater Administrator may require compliance with standards adopted since the original application was submitted unless there has been substantial reliance on the original permit and the change in standards would infringe the applicant's vested rights.

**xx-205 APPEALS**

**(A) Right of Appeal**

Any aggrieved person affected by any decision, order, requirement, or determination relating to the interpretation or application of this ordinance made by the Stormwater Administrator, may file an appeal to the City of Shelby Zoning Board of Adjustment within 30 days after receipt of said written decision, order, requirement, or determination.



## SECTION 3: STANDARDS

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### xx-301 GENERAL STANDARDS

All *development* and *redevelopment* to which this ordinance applies shall comply with the standards of this section and the requirements of 15A NCAC 02H.1003.

### xx-302 DEVELOPMENT STANDARDS FOR LOW-DENSITY PROJECTS

- (A) *Low-density projects* shall comply with each of the following standards: Stormwater runoff from the *development* shall be designed to maximize dispersed flow through vegetated areas and minimize channelization of flow;
- (B) Stormwater that cannot be released as dispersed flow shall be transported from the *development* by vegetated conveyances as outlined in 15A NCAC 02H.1003(2)(c);
- (C) The project may use curb and gutter with outlets to convey stormwater to grassed swales or vegetated areas. Requirements for curb outlet systems are outlined in 15A NCAC 02H.1003(2)(d);
- (D) All *built-upon area* shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A perennial or intermittent surface water shall be deemed present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture (USDA) or the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B .0233 (3)(a) or similar site-specific determination made using *Division*-approved methodology;
- (E) The approval of the stormwater permit shall require an enforceable restriction on property usage that runs with the land, such as a recorded deed restriction or protective covenants, to ensure that future *development* and *redevelopment* maintains the site consistent with the approved project plans.

### xx-303 DEVELOPMENT STANDARDS FOR HIGH-DENSITY PROJECTS

*High-density projects* shall implement stormwater control measures that comply with each of the following standards:

- (A) The measures shall control and treat runoff from the first inch of rain. Runoff volume drawdown time shall be pursuant to standards specific to each practice as provided in the *Design Manual*;
- (B) The measures shall discharge the storage volume at a rate equal to or less than the pre-development discharge rate for the one-year, 24-hour storm;
- (C) Stormwater Control Measures (SCMs) shall be designed, constructed, and maintained so that the project achieves either “*runoff treatment*” or “*runoff volume match*” as defined in the *Design Manual*;

(D) General engineering design criteria for all projects shall be in accordance with 15A NCAC 02H .1003(3), as explained in the *Design Manual*;

(E) All *built-upon area* shall be at a minimum of 30 feet landward of all perennial and intermittent surface waters. A surface water shall be deemed present if the feature is approximately shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture (USDA) or the most recent version of the 1:24,000 scale (7.5 minute) quadrangle topographic maps prepared by the United States Geologic Survey (USGS). An exception to this requirement may be allowed when surface waters are not present in accordance with the provisions of 15A NCAC 2B .0233 (3)(a) or similar site-specific determination made using *Division*-approved methodology;

(F) The approval of the stormwater permit shall require an enforceable restriction on property usage that runs with the land, such as recorded deed restrictions or protective covenants, to ensure that future *development* and *redevelopment* maintains the site consistent with the approved project plans.

#### xx-304 STANDARDS FOR STORMWATER CONTROL MEASURES

##### (A) Evaluation According to Contents of Design Manual

All stormwater control measures (SCMs) and stormwater treatment practices required under this ordinance shall be evaluated by the Stormwater Administrator according to the policies, criteria, and information, including technical specifications, standards, and the specific design criteria for each stormwater practice, in the *Design Manual*. The Stormwater Administrator shall determine whether proposed structural SCMs and non-structural BMPs will be adequate to meet the requirements of this ordinance.

##### (B) Determination of Adequacy; Presumptions and Alternatives

Stormwater treatment practices that are designed, constructed, and maintained in accordance with the criteria and specifications in the *Design Manual* will be presumed to meet the minimum water quality and quantity performance standards of this ordinance. Whenever an applicant proposes to utilize a practice or practices not designed and constructed in accordance with the criteria and specifications in the *Design Manual*, the applicant shall have the burden of demonstrating that the practice(s) will satisfy the minimum water quality and quantity performance standards of this ordinance. The Stormwater Administrator may require the applicant to provide the documentation, calculations, and examples necessary for the Stormwater Administrator to determine whether such an affirmative showing is made.

#### xx-305 DEDICATION OF SCMS, FACILITIES & IMPROVEMENTS

Unless otherwise approved by the Shelby City Council, ownership and maintenance responsibility of any existing or future stormwater management facilities shall remain with the owner of the property or a legally established property owner's association. Such

facilities shall meet all the requirements of this ordinance and include adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

**xx-306 VARIANCES**

(A) Any person may petition the City of Shelby for a variance granting permission to use the person's land in a manner otherwise prohibited by this ordinance. To qualify for a variance, the petitioner must show all of the following:

- (1) Unnecessary hardships would result from strict application of this ordinance.
- (2) The hardships result from conditions that are peculiar to the property, such as the location, size, or topography of the property.
- (3) The hardships did not result from actions taken by the petitioner.
- (4) The requested variance is consistent with the spirit, purpose, and intent of this ordinance; will secure public safety and welfare; and will preserve substantial justice.

(B) The City of Shelby may impose reasonable and appropriate conditions and safeguards upon any variance it grants.

(C) Statutory exceptions

Notwithstanding subdivision (A) of this section, exceptions from the 30-foot landward location of built-upon area requirement as well as the deed restrictions and protective covenants requirements shall be granted in any of the following instances:

- (1) When there is a lack of practical alternatives for a road crossing, railroad crossing, bridge, airport facility, or utility crossing as long as it is located, designed, constructed, and maintained to minimize disturbance, provide maximum nutrient removal, protect against erosion and sedimentation, have the least adverse effects on aquatic life and habitat, and protect water quality to the maximum extent practicable through the use of structural SCMs and non-structural BMPs.
- (2) When there is a lack of practical alternatives for a stormwater management facility; a stormwater management pond; or a utility, including, but not limited to, water, sewer, or gas construction and maintenance corridor, as long as it is located 15 feet landward of all perennial and intermittent surface waters and as long as it is located, designed, constructed, and maintained to minimize disturbance, provide maximum nutrient removal, protect against erosion and sedimentation, have the least adverse effects on aquatic life and habitat, and protect water quality to the maximum extent practicable through the use of structural SCMs and non-structural BMPs.
- (3) A lack of practical alternatives may be shown by demonstrating that, considering the potential for a reduction in size, configuration, or density of the proposed activity and all alternative designs, the basic project purpose cannot be practically accomplished in a manner, which would avoid or result in less adverse impact to surface waters.

**xx-307 ADDITIONAL STANDARDS FOR SPECIAL SITUATIONS**

**(A) Nutrient Sensitive Waters**

In addition to the standards for stormwater handling set out in the *Design Manual, development* and *redevelopment* that drains in whole or part to class NSW waters shall design and implement the best stormwater practices that reduce nutrient loading, while still meeting the other requirements of this ordinance.

## SECTION 4: MAINTENANCE

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### xx-401 GENERAL STANDARDS FOR MAINTENANCE

#### (A) Function of SCMs As Intended

The *owner* of each *structural SCM* installed pursuant to this ordinance shall maintain and operate it so as to preserve and continue its function in controlling stormwater quality and quantity at the degree or amount of function for which the *structural SCM* was designed.

#### (B) Annual Maintenance Inspection and Report

The person responsible for maintenance of any *structural SCM* installed pursuant to this ordinance shall submit to the Stormwater Administrator an inspection report from one of the following persons performing services only in their area of competence: a qualified registered North Carolina professional engineer, surveyor, landscape architect, soil scientist, aquatic biologist, or person certified by the North Carolina Cooperative Extension Service for stormwater treatment practice inspection and maintenance. The inspection report shall contain all of the following:

- (1) The name and address of the *landowner*;
- (2) The recorded book and page number of the lot of each *structural SCM*;
- (3) A statement that an inspection was made of all *structural SCMs*;
- (4) The date the inspection was made;
- (5) A statement that all inspected *structural SCMs* are performing properly and are in compliance with the terms and conditions of the approved maintenance agreement required by this ordinance; and
- (6) The original signature and seal of the engineer, surveyor, or landscape architect.

All inspection reports shall be on forms supplied by the Stormwater Administrator. An original inspection report shall be provided to the Stormwater Administrator beginning one year from the date of as-built certification and each year thereafter on or before the date of the as-built certification.

### xx-402 OPERATION AND MAINTENANCE AGREEMENT

#### (A) In General

Prior to the conveyance or transfer of any lot or building site to be served by a *structural SCM* pursuant to this ordinance, and prior to issuance of any permit for *development* or *redevelopment* requiring a *structural SCM* pursuant to this ordinance, the

applicant or *owner* of the site must execute an operation and maintenance agreement that shall be binding on all subsequent *owners* of the site, portions of the site, and lots or parcels served by the *structural SCM*. Until the transference of all property, sites, or lots served by the *structural SCM*, the original *owner* or applicant shall have primary responsibility for carrying out the provisions of the maintenance agreement.

The operation and maintenance agreement shall require the *owner* or *owners* to maintain, repair and, if necessary, reconstruct the *structural SCM*, and shall state the terms, conditions, and schedule of maintenance for the *structural SCM*. In addition, it shall grant to City of Shelby a right of entry in the event that the Stormwater Administrator has reason to believe it has become necessary to inspect, monitor, maintain, repair, or reconstruct the *structural SCM*; however, in no case shall the right of entry, of itself, confer an obligation on City of Shelby to assume responsibility for the *structural SCM*.

The operation and maintenance agreement must be approved by the Stormwater Administrator prior to plan approval, and it shall be referenced on the final plat and shall be recorded with the Cleveland County Register of Deeds upon final plat approval. A copy of the recorded maintenance agreement shall be given to the Stormwater Administrator within fourteen (14) days following its recordation.

**(B) Special Requirement for Homeowners' and Other Associations**

For all *structural SCMs* required pursuant to this ordinance and that are to be or are owned and maintained by a homeowners' association, property owners' association, or similar entity, the required operation and maintenance agreement shall include all of the following provisions:

- (1) Acknowledgment that the association shall continuously operate and maintain the stormwater control and management facilities.
- (2) Establishment of an escrow account, which can be spent solely for sediment removal, structural, biological or vegetative replacement, major repair, or reconstruction of the *structural SCMs*. If *structural SCMs* are not performing adequately or as intended or are not properly maintained, the City of Shelby, in its sole discretion, may remedy the situation, and in such instances the City of Shelby shall be fully reimbursed from the escrow account. Escrowed funds may be spent by the association for sediment removal, structural, biological or vegetative replacement, major repair, and reconstruction of the *structural SCMs*, provided that the City of Shelby shall first consent to the expenditure.
- (3) Both developer contribution and annual sinking funds shall fund the escrow account. Prior to plat recordation or issuance of construction permits, whichever shall first occur, the developer shall pay into the escrow account an amount equal to fifteen (15) percent of the initial construction cost of the *structural SCMs*. Two-thirds (2/3) of the total amount of sinking fund budget shall be deposited into the escrow account within the first five (5) years and the full amount shall be deposited within ten (10) years following initial construction of the *structural SCMs*. Funds shall be deposited each year into the escrow account. A portion of the

annual assessments of the association shall include an allocation into the escrow account. Any funds drawn down from the escrow account shall be replaced in accordance with the schedule of anticipated work used to create the sinking fund budget.

(4) The percent of developer contribution and lengths of time to fund the escrow account may be varied by the City of Shelby depending on the design and materials of the stormwater control and management facility.

(5) Granting to the City of Shelby a right of entry to inspect, monitor, maintain, repair, and reconstruct *structural SCMs*.

(6) Allowing the City of Shelby to recover from the association and its members any and all costs the City of Shelby expends to maintain or repair the *structural SCMs* or to correct any operational deficiencies. Failure to pay the City of Shelby all of its expended costs, after forty-five days written notice, shall constitute a breach of the agreement. In case of a deficiency, the City of Shelby shall thereafter be entitled to bring an action against the association and its members to pay, or foreclose upon the lien hereby authorized by the agreement against the property, or both. Interest, collection costs, and attorney fees shall be added to the recovery.

(7) A statement that this agreement shall not obligate the City of Shelby to maintain or repair any *structural SCMs*, and the City of Shelby shall not be liable to any person for the condition or operation of *structural SCMs*.

(8) A statement that this agreement shall not in any way diminish, limit, or restrict the right of the City of Shelby to enforce any of its ordinances as authorized by law.

(9) A provision indemnifying and holding harmless the City of Shelby for any costs and injuries arising from or related to the structural SCM, unless the City of Shelby has agreed in writing to assume the maintenance responsibility for the SCM and has accepted dedication of any and all rights necessary to carry out that maintenance.

#### **xx-403 INSPECTION PROGRAM**

Inspections and inspection programs by City of Shelby may be conducted or established on any reasonable basis, including but not limited to routine inspections; random inspections; inspections based upon complaints or other notice of possible violations; and joint inspections with other agencies inspecting under environmental or safety laws. Inspections may include, but are not limited to, reviewing maintenance and repair records; sampling discharges, surface water, groundwater, and material or water in structural SCMs; and evaluating the condition of structural SCMs.

If the *owner* or occupant of any property refuses to permit such inspection, the Stormwater Administrator shall proceed to obtain an administrative search warrant pursuant to G.S. 15-27.2 or its successor. No person shall obstruct, hamper or interfere with the Stormwater Administrator while carrying out his or her official duties.

**xx-404 PERFORMANCE SECURITY FOR INSTALLATION AND MAINTENANCE**

**(A) May Be Required**

The City of Shelby may, at its discretion, require the submittal of a performance security or bond with surety, cash escrow, irrevocable letter of credit or other acceptable legal arrangement prior to issuance of a permit in order to ensure that the *structural SCMs* are

(1) installed by the permit holder as required by the approved stormwater management plan, and/or

(2) maintained by the *owner* as required by the operation and maintenance agreement.

**(B) Amount**

**(1) Installation**

The amount of an installation performance security shall be the total estimated construction cost of the SCMs approved under the permit, plus 25%. The estimate of construction cost shall be prepared by a qualified registered North Carolina Professional Engineer, Surveyor, Soil Scientist, or Landscape Architect.

**(2) Maintenance**

The amount of a maintenance performance security shall be the present value of an annuity of perpetual duration based on a reasonable estimate of the annual cost of inspection, operation and maintenance of the SCMs approved under the permit, at a discount rate that reflects the jurisdiction's cost of borrowing minus a reasonable estimate of long-term inflation.

**(C) Uses of Performance Security**

**(1) Forfeiture Provisions**

The performance security shall contain forfeiture provisions for failure, after proper notice, to complete work within the time specified, or to initiate or maintain any actions which may be required of the applicant or *owner* in accordance with this ordinance, approvals issued pursuant to this ordinance, or an operation and maintenance agreement established pursuant to this ordinance.



**(2) Default**

Upon default of the *owner* to construct, maintain, repair and, if necessary, reconstruct any *structural SCM* in accordance with the applicable permit or operation and maintenance agreement, the Stormwater Administrator shall obtain and use all or any portion of the security to make necessary improvements based on an engineering estimate. Such expenditure of funds shall only be made after requesting the *owner* to comply with the permit or maintenance agreement. In the event of a default triggering the use of installation performance security, the City of Shelby shall not return any of the unused deposited cash funds or other security, which shall be retained for maintenance.

**(3) Costs in Excess of Performance Security**

If the City of Shelby takes action upon such failure by the applicant or *owner*, the City of Shelby may collect from the applicant or *owner* the difference between the amount of the reasonable cost of such action and the amount of the security held, in addition to any other penalties or damages due.

**(4) Refund**

Within sixty days of the final approval, the installation performance security shall be refunded to the applicant or terminated, except any amount attributable to the cost (plus 25%) of landscaping installation and ongoing maintenance associated with the SCMs covered by the security. Any such landscaping shall be inspected one (1) year after installation with replacement for compliance with the approved plans and specifications and, if in compliance, the portion of the financial security attributable to landscaping shall be released.

**xx-405 NOTICE TO OWNERS**

**(A) Deed Recordation and Indications On Plat**

The applicable operations and maintenance agreement pertaining to every *structural SCM* shall be referenced on the final plat and shall be recorded with the county Register of Deeds upon final plat approval. If no subdivision plat is recorded for the site, then the operations and maintenance agreement shall be recorded with the county Register of Deeds so as to appear in the chain of title of all subsequent purchasers under generally accepted searching principles.

**(B) Signage**

Where appropriate in the determination of the Stormwater Administrator to assure compliance with this ordinance, *structural SCMs* shall be posted with a conspicuous sign stating who is responsible for required maintenance and annual inspection. The sign shall be maintained so as to remain visible and legible.

**xx-406 RECORDS OF INSTALLATION AND MAINTENANCE ACTIVITIES**

The *owner* of each *structural SCM* shall keep records of inspections, maintenance, and repairs for at least five years from the date of creation of the record and shall submit the same upon reasonable request to the Stormwater Administrator.

**xx-407 NUISANCE**

The *owner* of each stormwater SCM, whether *structural* or *non-structural BMP*, shall maintain it so as not to create or result in a nuisance condition.

**xx-408 MAINTENANCE EASEMENT**

Every *structural SCM* installed pursuant to this ordinance shall be made accessible for adequate maintenance and repair by a maintenance easement. The easement shall be recorded and its terms shall specify who may make use of the easement and for what purposes. Dedicated access and/or maintenance easements for structural BMPs on private property are for the use of the owner of the structural SCM(s). Dedication of access and/or maintenance easements for structural SCMs in no way binds or requires the City of Shelby to perform maintenance on structural SCMs on private property.

## SECTION 5: ENFORCEMENT AND VIOLATIONS

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### xx-501 GENERAL

**(A) Authority to Enforce**

The provisions of this ordinance shall be enforced by the Stormwater Administrator, his or her designee, or any authorized agent of City of Shelby. Whenever this section refers to the Stormwater Administrator, it includes his or her designee as well as any authorized agent of City of Shelby.

**(B) Violation Unlawful**

Any failure to comply with an applicable requirement, prohibition, standard, or limitation imposed by this ordinance, or the terms or conditions of any permit or other *development* or *redevelopment* approval or authorization granted pursuant to this ordinance, is unlawful and shall constitute a violation of this ordinance.

**(C) Each Day a Separate Offense**

Each day that a violation continues shall constitute a separate and distinct violation or offense.

**(D) Responsible Persons/Entities**

Any person who erects, constructs, reconstructs, alters (whether actively or passively), or fails to erect, construct, reconstruct, alter, repair or maintain any structure, SCM, practice, or condition in violation of this ordinance shall be subject to the remedies, penalties, and/or enforcement actions in accordance with this section. Persons subject to the remedies and penalties set forth herein may include any architect, engineer, builder, contractor, developer, agency, or any other person who participates in, assists, directs, creates, causes, or maintains a condition that results in or constitutes a violation of this ordinance, or fails to take appropriate action, so that a violation of this ordinance results or persists; or an *owner*, any tenant or occupant, or any other person, who has control over, or responsibility for, the use or *development* of the property on which the violation occurs.

For the purposes of this article, responsible person(s) shall include but not be limited to:

**(1) Person Maintaining Condition Resulting In or Constituting Violation**

An architect, engineer, builder, contractor, developer, agency, or any other person who participates in, assists, directs, creates, causes, or maintains a condition that constitutes a violation of this ordinance, or fails to take appropriate action, so that a violation of this ordinance results or persists.

**(2) Responsibility For Land or Use of Land**

The *owner* of the land on which the violation occurs, any tenant or occupant of the property, any person who is responsible for stormwater controls or practices pursuant to a private agreement or public document, or any person, who has control over, or responsibility for, the use, *development* or *redevelopment* of the property.

**xx-502 REMEDIES AND PENALTIES**

The remedies and penalties provided for violations of this ordinance, whether civil or criminal, shall be cumulative and in addition to any other remedy provided by law, and may be exercised in any order.

**(A) Remedies**

**(1) Withholding of Certificate of Occupancy**

The Stormwater Administrator or other authorized agent may refuse to issue a certificate of occupancy for the building or other improvements constructed or being constructed on the site and served by the stormwater practices in question until the applicant or other responsible person has taken the remedial measures set forth in the notice of violation or has otherwise cured the violations described therein.

**(2) Disapproval of Subsequent Permits and Development Approvals**

As long as a violation of this ordinance continues and remains uncorrected, the Stormwater Administrator or other authorized agent may withhold, and the Planning and Zoning Board and/or City Council may disapprove, any request for permit or *development* approval or authorization provided for by this ordinance or the zoning, subdivision, and/or building regulations, as appropriate for the land on which the violation occurs.

**(3) Injunction, Abatements, etc.**

The Stormwater Administrator, with the written authorization of the City Manager, may institute an action in a court of competent jurisdiction for a mandatory or prohibitory injunction and order of abatement to correct a violation of this ordinance. Any person violating this ordinance shall be subject to the full range of equitable remedies provided in the General Statutes or at common law.

**(4) Correction as Public Health Nuisance, Costs as Lien, etc.**

If the violation is deemed dangerous or prejudicial to the public health or public safety and is within the geographic limits prescribed by North Carolina G.S. § 160A-193, the Stormwater Administrator, with the written authorization of the

City Manager, may cause the violation to be corrected and the costs to be assessed as a lien against the property.

**(5) Stop Work Order**

The Stormwater Administrator may issue a stop work order to the person(s) violating this ordinance. The stop work order shall remain in effect until the person has taken the remedial measures set forth in the notice of violation or has otherwise cured the violation or violations described therein. The stop work order may be withdrawn or modified to enable the person to take the necessary remedial measures to cure such violation or violations.

**(B) Civil Penalties**

Violation of this ordinance may subject the violator to a civil penalty to be recovered in a civil action in the nature of a debt if the violator does not pay the penalty within 30 days after notice of the violation is issued by the Stormwater Administrator. Civil penalties may be assessed up to the full amount of penalty to which the City of Shelby is subject for violations of its Phase II Stormwater permit, or if no Phase II Stormwater permit exists for the jurisdiction, civil penalties may be assessed up to the full amount allowed by law.

**(C) Criminal Penalties**

Violation of this ordinance may be enforced as a misdemeanor subject to the maximum fine permissible under North Carolina law.

**xx-503 PROCEDURES**

**(A) Initiation/Complaint**

Whenever a violation of this ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall state fully the alleged violation and the basis thereof, and shall be filed with the Stormwater Administrator, who shall record the complaint. The complaint shall be investigated promptly by the Stormwater Administrator, or his or her designee.

**(B) Inspection**

The Stormwater Administrator, or his or her designee shall have the authority, upon presentation of proper credentials, to enter and inspect any land, building, structure, or premises to ensure compliance with this ordinance.

During any inspection as provided herein, the Stormwater Administrator may take any samples and perform any testing deemed necessary to aid in the pursuit of the inquiry or to record site activities.

If the *owner* or occupant of any property refuses to permit such inspection, the Stormwater Administrator shall proceed to obtain an administrative search warrant pursuant to G.S. 15-27.2 or its successor. No person shall obstruct, hamper or

interfere with the Stormwater Administrator while carrying out his or her official duties.

**(C) Notice of Violation and Order to Correct**

When the Stormwater Administrator, or his or her designee finds that any building, structure, or land is in violation of this ordinance, the Stormwater Administrator shall notify, in writing, the property *owner* or other person violating this ordinance. The notification shall indicate the nature of the violation, contain the address or other description of the site upon which the violation is occurring, order the necessary action to abate the violation, and give a deadline for correcting the violation. If civil penalties are to be assessed, the notice of violation shall also contain a statement of the civil penalties to be assessed, the time of their accrual, and the time within which they must be paid or be subject to collection as a debt.

The Stormwater Administrator may deliver the notice of violation and correction order personally, by a City of Shelby Code Enforcement Officer, by certified or registered mail, return receipt requested, or by any means authorized for the service of documents by Rule 4 of the North Carolina Rules of Civil Procedure.

If a violation is not corrected within a reasonable period of time, as provided in the notification, the Stormwater Administrator may take appropriate action under this ordinance to correct and abate the violation and to ensure compliance with this ordinance.

**(D) Extension of Time**

A person who receives a notice of violation and correction order, or the *owner* of the land on which the violation occurs, may submit to the Stormwater Administrator a written request for an extension of time for correction of the violation. On determining that the request includes enough information to show that the violation cannot be corrected within the specified time limit for reasons beyond the control of the person requesting the extension, the Stormwater Administrator may extend the time limit as is reasonably necessary to allow timely correction of the violation, up to, but not exceeding fourteen (14) days. The Stormwater Administrator may grant seven (7)-day extensions in addition to the foregoing extension if the violation cannot be corrected within the permitted time due to circumstances beyond the control of the person violating this ordinance. The Stormwater Administrator may grant an extension only by written notice of extension. The notice of extension shall state the date prior to which correction must be made, after which the violator will be subject to the penalties described in the notice of violation and correction order.

**(E) Enforcement After Time to Correct**

After the time has expired to correct a violation, including any extension(s) if authorized by the Stormwater Administrator, the Stormwater Administrator shall determine if the violation is corrected. If the violation is not corrected, the Stormwater Administrator may act to impose one or more of the remedies and penalties authorized by this ordinance.

**(F) Emergency Enforcement**

If delay in correcting a violation would seriously threaten the effective enforcement of this ordinance or pose an immediate danger to the public health, safety, or welfare, then the Stormwater Administrator may order the immediate cessation of a violation. Any person so ordered shall cease any violation immediately. The Stormwater Administrator may seek immediate enforcement, without prior written notice, through any remedy or penalty authorized by this article.

## SECTION 6: DEFINITIONS

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### xx-601 TERMS DEFINED

When used in this Ordinance, the following words and terms shall have the meaning set forth in this section, unless other provisions of this Ordinance specifically indicate otherwise.

#### **1-year, 24-hour storm**

The surface runoff resulting from a 24-hour rainfall of an intensity expected to be equaled or exceeded, on average, once in 12 months and with a duration of 24 hours.

#### **Best Management Practice (BMP)**

Measures or practices used to reduce the amount of pollution entering surface waters. BMPs can be structural or non-structural and may take the form of a process, activity, physical structure or planning.

#### **Built-upon area (BUA)**

That portion of a project that is considered an impervious surface and partially impervious surface to the extent that the partially impervious surface does not allow water to infiltrate through the surface and into the subsoil. "Built-upon area" does not include a slatted deck, the water area of a swimming pool, a surface of number 57 stone, as designated by the American Society for Testing and Materials, laid at least four inches thick over a geotextile fabric (see N.C.G.S. 143-214.7(b2) for additional guidance), a trail as defined in G.S. 113A-85 that is either unpaved or paved as long as the pavement is porous with a hydraulic conductivity greater than 0.001 centimeters per second (1.41 inches per hour), or landscaping material, including, but not limited to, gravel, mulch, sand, and vegetation, placed on areas that receive pedestrian or bicycle traffic or on portions of driveways and parking areas that will not be compacted by the weight of a vehicle, such as the area between sections of pavement that support the weight of a vehicle.

#### **Department**

The North Carolina Department of Environmental Quality.

#### **Design Manual**

The stormwater design manual approved for use in Phase II jurisdictions by the *Department* for the proper implementation of the requirements of the federal Phase II stormwater program. All references herein to the *Design Manual* are to the latest published edition or revision.

#### **Development**

Any land-disturbing activity that increases the amount of *built-upon area* or that otherwise decreases the infiltration of precipitation into the soil.



## **Division (DEMLR)**

The Division of Energy, Mineral, and Land Resources in the *Department*.

## **High-density project**

Any project that exceeds the *low-density* threshold for dwelling units per acre or *built-upon area*.

## **Larger common plan of development or sale**

Any area where multiple separate and distinct construction or land-disturbing activities will occur under one plan. A plan is any announcement or piece of documentation (including but not limited to a sign, public notice or hearing, sales pitch, advertisement, loan application, drawing, permit application, zoning request, or computer design) or physical demarcation (including but not limited to boundary signs, lot stakes, or surveyor markings) indicating that construction activities may occur on a specific plot.

## **Low-density project**

A project that has no more than two dwelling units per acre or no more than twenty-four percent *built-upon area* (BUA) for all residential and non-residential *development*.

A project with an overall density at or below the relevant low-density threshold, but containing areas with a density greater than the overall project density, may be considered low density as long as the project meets or exceeds the post-construction model practices for low-density projects and locates the higher density in upland areas and away from surface waters and drainage ways to the maximum extent practicable.

## **Minimum Design Criteria (MDC)**

The requirements set forth for siting, site preparation, design and construction, and post-construction monitoring and evaluation necessary for the City to issue stormwater permits that comply with State water quality standards adopted pursuant to G.S. 143-214.1.

## **Owner**

The legal or beneficial owner of land, including but not limited to a mortgagee or vendee in possession, receiver, executor, trustee, or long-term or commercial lessee, or any other person or entity holding proprietary rights in the property or having legal power of management and control of the property. "Owner" shall include long-term commercial tenants; management entities, such as those charged with or engaged in the management of properties for profit; and every person or entity having joint ownership of the property. A secured lender not in possession of the property does not constitute an owner, unless the secured lender is included within the meaning of "owner" under another description in this definition, such as a management entity.

## **Permeable pavement**

A paving material that absorbs water or allows water to infiltrate through the paving material. Permeable pavement materials include porous concrete, permeable interlocking

concrete pavers, concrete grid pavers, porous asphalt, and any other material with similar characteristics. Compacted gravel shall not be considered permeable pavement.

### **Planning jurisdiction**

The territorial jurisdiction within which a municipality exercises the powers authorized by Article 19 of Chapter 160A of the General Statutes.

### **Primary SCM**

A wet pond, stormwater wetland, infiltration system, sand filter, bioretention cell, permeable pavement, green roof, rainwater harvesting, or an approved new stormwater technology that is designed, constructed, and maintained in accordance with the MDC.

### **Redevelopment**

Any *development* on previously-developed land, other than a rebuilding activity that results in no net increase in *built-upon area* and that provides equal or greater stormwater control than the previous *development*

### **Runoff Treatment**

The volume of stormwater runoff generated from all of the built upon area of a project at build-out during a storm of the required storm depth is treated in one or more primary SCMs or a combination of Primary and Secondary SCMs that provides equal or better treatment.

### **Runoff Volume Match**

The annual runoff volume after development shall not be more than ten percent higher than the annual runoff volume before development.

### **Secondary SCM**

A SCM that does not achieve the annual reduction of Total Suspended Solids (TSS) of a “Primary SCM” but may be used in a treatment train with a primary SCM or other Secondary SCMs to provide pre-treatment, hydraulic benefits, or a portion of the required TSS removal.

### **Stormwater Runoff**

The flow of water which results from precipitation and which occurs immediately following rainfall or as a result of snowmelt.

### **Stormwater Control Measure (SCM)**

Also known as a Best Management Practice or BMP, is a permanent structural device that is designed, constructed, and maintained to remove pollutants from stormwater runoff by promoting settling or filtration; or to mimic the natural hydrologic cycle by promoting infiltration, evapo-transpiration, post-filtration discharge, reuse of stormwater, or a combination thereof.

### **Structural BMP**

Also known as a structural SCM, is a physical device designed to trap, settle out, or filter pollutants from stormwater runoff; to alter or reduce stormwater runoff velocity, amount, timing, or other characteristics; to approximate the *pre-development* hydrology on a developed site; or to achieve any combination of these goals. Structural BMP includes physical practices such as constructed wetlands, vegetative practices, filter strips, grassed swales, and other methods installed or created on real property. “Structural BMP” is synonymous with “structural SCM,” “structural practice,” “stormwater control facility,” “stormwater control practice,” “stormwater treatment practice,” “stormwater management practice,” “stormwater control measures,” “structural stormwater treatment systems,” and similar terms used in this ordinance.

### **Substantial progress**

For the purposes of determining whether sufficient progress has been made on an approved plan, one or more of the following construction activities toward the completion of a site or subdivision plan shall occur: obtaining a grading permit and conducting grading activity on a continuous basis and not discontinued for more than thirty (30) days; or installation and approval of on-site infrastructure; or obtaining a building permit for the construction and approval of a building foundation. “Substantial progress” for purposes of determining whether an approved plan is null and void is not necessarily the same as “substantial expenditures” used for determining vested rights pursuant to applicable law.

### **Vegetative buffer**

An area of natural or established vegetation directly adjacent to surface water through which stormwater runoff flows in a diffuse manner to protect surface waters from degradation due to development activities.

### **Vegetative conveyance**

A permanent, designed waterway lined with vegetation that is used to convey stormwater runoff at a non-erosive velocity within or away from a developed area.

## SECTION 7: ILLICIT DISCHARGES

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### ILLICIT DISCHARGES AND CONNECTIONS

#### (A) Illicit Discharges

No person shall cause or allow the discharge, emission, disposal, pouring, or pumping directly or indirectly to any stormwater conveyance, the waters of the State, or upon the land in manner and amount that the substance is likely to reach a stormwater conveyance or the waters of the State, any liquid, solid, gas, or other substance, other than stormwater; provided that non-stormwater discharges associated with the following activities are allowed and provided that they do not significantly impact water quality:

- (1) Water line and fire hydrant flushing;
- (2) Flushing and cleaning of stormwater conveyances with potable water;
- (3) Landscape irrigation;
- (4) Diverted stream flows;
- (5) Rising ground waters;
- (6) Uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20));
- (7) Uncontaminated pumped ground water;
- (8) Discharges from uncontaminated potable water sources;
- (9) Foundation and crawl space drains;
- (10) Air conditioning condensation (commercial/residential);
- (11) Irrigation water;
- (12) Springs;
- (13) Water from crawl space pumps;
- (14) Footing drains;
- (15) Lawn watering;
- (16) Individual residential and charity car washing;
- (17) Flows from riparian habitats and wetlands;
- (18) Dechlorinated swimming pool discharges;

- (19) Street wash water;
- (20) Flows from firefighting activities;
- (21) Splash pad (spray ground) water from potable water source only; and
- (22) Other non-stormwater discharges for which a valid NPDES discharge permit has been approved and issued by the State of North Carolina, and provided that any such discharges to the municipal separate storm sewer system shall be authorized by the City of Shelby.

Prohibited substances include, but are not limited to:

- (1) Fats, oils, or grease;
- (2) Anti-freeze, parts cleaner, and other motor equipment fluids;
- (3) Chemicals, paints, pesticides, and other household hazardous wastes;
- (4) Animal waste;
- (5) Waste water;
- (6) Washdown from concrete trucks;
- (7) Garbage, litter, yard waste, or any other solid waste materials; and
- (8) Drainage from dumpster drains.

**(B) Illicit Connections**

(1) Connections to a stormwater conveyance or stormwater conveyance system that allow the discharge of non-stormwater, other than the exclusions described in subsection (A) above, are unlawful. Prohibited connections include, but are not limited to:

- (1) Floor drains;
- (2) Waste water from washing machines;
- (3) Waste water from sanitary sewers;
- (4) Wash water from commercial vehicle washing or steam cleaning; and
- (5) Wastewater from septic systems.

(2) This prohibition expressly includes, without limitation, illicit connections made prior to the adoption of this provision or any other ordinance prohibiting such connections, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection. The property *owner* or the person using said connection shall remove the connection within the time specified by the Stormwater Administrator.

(3) Where it is determined that said connection:

a. May result in the discharge of hazardous materials or may pose an immediate threat to health and safety, or is likely to result in immediate injury and harm to real or personal property, natural resources, wildlife, or habitat, or

b. Was made in violation of any applicable regulation or ordinance, other than this section, the Stormwater Administrator shall designate the time within which the connection shall be removed. In setting the time limit for compliance, the Stormwater Administrator shall take into consideration:

1. The quantity and complexity of the work,
2. The consequences of delay,
3. The potential harm to the environment, to the public health, and to public and private property, and
4. The cost of remedying the damage.

#### Spills

Spills or leaks of polluting substances released, discharged to, or having the potential to be released or discharged to the stormwater conveyance system, shall be contained, controlled, collected, and properly disposed. All affected areas shall be restored to their preexisting condition.

Persons in control of the polluting substances immediately prior to their release or discharge, and persons owning the property on which the substances were released or discharged, shall immediately notify the City of Shelby Fire Chief or his designee of the release or discharge, as well as making any required notifications under state and federal law. Notification shall not relieve any person of any expenses related to the restoration, loss, damage, or any other liability, which may be incurred as a result of said spill or leak, nor shall such notification relieve any person from other liability which may be imposed by State or other law.

#### **(C) Industrial or Construction Activity Discharges**

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City of Shelby prior to authorization of discharges to the MS4.

**(D) Inspections**

The Stormwater Administrator or his or her designee shall have the authority, upon presentation of proper credentials, to enter and inspect any land, building, structure, or premises to ensure compliance with this ordinance.

During any inspection as provided herein, the Stormwater Administrator may take any samples and perform any testing deemed necessary to aid in the pursuit of the inquiry or to record site activities.

If the *owner* or occupant of any property refuses to permit such inspection, the Stormwater Administrator shall proceed to obtain an administrative search warrant pursuant to G.S. 15-27.2 or its successor. No person shall obstruct, hamper or interfere with the Stormwater Administrator while carrying out his or her official duties.

**(E) Nuisance**

Illicit discharges and illicit connections which exist within the Shelby City Limits and Extraterritorial Jurisdiction are hereby found, deemed, and declared to be dangerous or prejudiced to the public health or public safety and are found, deemed, and declared to be public nuisances. Such public nuisances shall be abated in accordance with the procedures set forth in the City of Shelby Code of Ordinances Chapter 16 Article 3.