Sediment and Erosion Control Plan Submittal

In this packet, you will find plan submittal instructions, a copy of the grading permit application and financial responsibility forms, and a checklist with plan requirements for your reference.

How to submit a plan:
When applying for a grading permit, plans are submitted and retrieved via Dropbox. Plans and associated documentation can be uploaded using this link:
https://www.dropbox.com/request/TtAiAqA3Fy9oUQssn40J
Once you upload the plans, please email Cass Heaton at cass.heaton@greensboro-nc.gov so I can confirm receipt and so I will have your contact information for correspondence during the review process.

Plan submittal format:
Please submit all plans and documents as PDF files. The complete plan should be included as multiple pages in one PDF file. Additional files can also be uploaded as needed (i.e.: grading permit application, calculations, etc.).

File naming convention:
Please include the TRC plan tracking number, the site name, and a descriptor of the document in the document name. Examples are provided below:
2019-0123 Project Name – Plan
2019-0123 Project Name – Application
2019-0123 Project Name - Calculations

Additional Information:
Electronically submitted plans do not need to be sealed. After plans are reviewed and ready for approval, you will need to submit 3 sealed hard copies of the approved version of the plan and associated paperwork including the original notarized copy of the grading permit application and financial responsibility/ownership forms.

Submittal address:
City of Greensboro
Water Resources Department, Sediment and Erosion Control Section
2602 South Elm-Eugene St.
Greensboro, NC 27406

Contact Information:
If you have any questions regarding this process, please contact Cass Heaton at cass.heaton@greensboro-nc.gov or (336) 373-2030

City of Greensboro, NC
Grading Permit Application

Owner Information: Permit #: _____

Company _____ Contact _____

Address _____ Phone No. _____

_____ Email _____

Project Information:

Project Name _____

Address _____ Latitude _____ Longitude _____

_____ Tax Map _____

Area Graded _____ Acres and/or _____ sq.ft. Site Area _____ Acres and/or _____ sq.ft.

Proposed Use of Property _____ Zoning _____

Brief Description of Project Location _____

_____

Brief Description of Development Plan _____

_____

If this application is approved by the properly designated authorities and a grading permit issued, the undersigned does hereby agree to comply with all applicable City regulations under the Greensboro Soil Erosion and Sedimentation Control Ordinance as described in Chapter 30-12-6 of the Greensboro Land Development Ordinance.

Before beginning any grading operation, call for an on-site pre-construction meeting, and when area has been protected, call for final inspection.

Signature of owner, developer, or agent: _____ Date: _____

FOR OFFICE USE

Approved by _____ Date _____
Permit No. _____ Date _____
Tracking No. _____ Date Approved _____ Tracking Type: TRC Grading
Surety Amount _____ Surety Type: LOC SCB HOD Check
Surety Number _____ Surety Expiration Date _____
Temporary Measures Approved _____ Date _____
Final Inspection Approved _____ Date _____

CITY OF GREENSBORO
FINANCIAL RESPONSIBILITY/OWNERSHIP FORM
SEDIMENTATION POLLUTION CONTROL ACT

No person may initiate any land-disturbing activity covered by the Sedimentation Pollution Control Act before this form has been completed and filed with the Sediment and Erosion Control Section of the City of Greensboro. (Please type or print and, if questions are not applicable, place N/A in the blank).

Part A:

1. Project Name: _____
2. Location of land-disturbing activity: _____
3. Approximate date land disturbing activity will be commenced: _____
4. Development type: Commercial____ Industrial____ Institutional____ MF residential____ SF residential____
5. Approximate acreage of land to be disturbed: _____
6. Has an erosion and sediment control plan been filed? Yes____ No____
7. Landowner(s) of Record (attach pages to list additional owners):

Name	Telephone	Email
Current Mailing Address	Current Physical Street Address	
City State Zip	City State Zip	

8. Deed County: _____ Book: _____ Page: _____
9. Person to contact should erosion and sediment control issues arise during land-disturbing activity:

Name: _____ Telephone: _____

E-mail: _____ Other: _____

Part B:

1. Company(ies) or firm(s) who are financially responsible for the land-disturbing activity (Provide a comprehensive list of all responsible parties on an attached sheet.) *If the company or firm is a sole proprietorship the name of the owner or manager may be listed as the financially responsible party.*

Name	Telephone	Email
Current Mailing Address	Current Physical Street Address	
City State Zip	City State Zip	

2. (a) If the Financially Responsible Party is not a resident of North Carolina, give name and street address of the designated North Carolina Agent:

Name	Telephone	Email
Current Mailing Address	Current Physical Street Address	
City State Zip	City State Zip	

(b) If the Financially Responsible Party is a Partnership or other person engaging in business under an assumed name, **attach a copy of the Certificate of Assumed Name.** If the Financially Responsible Party is a Corporation, give name and street address of the Registered Agent:

Name	Telephone	Email
Current Mailing Address	Current Physical Street Address	
City State Zip	City State Zip	

The above information is true and correct to the best of my knowledge and belief and was provided by me under oath (This form must be signed by the Financially Responsible Person if an individual or his attorney-in-fact, or if not an individual, by an officer, director, partner, or registered agent with the authority to execute instruments for the Financially Responsible Person). I agree to provide corrected information should there be any change in the information provided herein.

Type or print name	Title or Authority
Signature	Date

I, _____, a Notary Public of the County of _____

State of _____, hereby certify that _____

Personally accepted before me this day and under oath acknowledged that the above form was executed by owner(s).

Witness my hand and notarial seal, this ____ day of _____, 20_____.

My Commission expires _____.

CITY OF GREENSBORO
WATER RESOURCES DEPARTMENT
SEDIMENT AND EROSION CONTROL SECTION

RESPONSIBILITY: The owner of any property within the City limits of the City of Greensboro where a land-disturbing activity is taking place, shall be solely responsible for any off-site damage to adjacent property or to City streets (mud and erosion in street), that may have been caused by the lack of erosion control measures and poor maintenance. The soil erosion measures detailed on your plans are the minimum required by the City of Greensboro. When conditions become apparent the owner/developer may be required by the City of Greensboro to have his/her engineers to design or redesign additional measures/devices to assure land protection.

1. Erosion Control measures shall be installed prior to grading and according to plans or as directed by the City of Greensboro's Erosion Control Inspector.

2. The approval of the Erosion Control plan does not mean that additional measures may not be required to stop off-site sediment.

3. The Owner/Developer shall require the Contractor to take every reasonable precaution throughout construction to prevent erosion of soil and sedimentation of streams, lakes, reservoirs, other impoundments, ground surfaces or other property, as required by Chapter 30, Soil Erosion and Sedimentation Control, of the Code of Ordinances, City of Greensboro, North Carolina.

4. The Owner/Developer is responsible for maintaining the erosion and sediment control devices for the duration of the construction.

    a. Inspect the site after each rain and periodically to ensure workmanship is according to plan and site is in compliance with the Erosion Control Ordinance.

    b. Repair or replace damaged or inoperative devices as directed by the Soil Erosion Inspector within a reasonable time or time set forth by the inspector.

    c. Keep mud off city streets

5. If eroded soil from the site is deposited on adjacent property, public street or into a waterway, the Owner/Developer shall be responsible for returning the adjacent property, city street or waterway to its original condition satisfactorily to the City or the owner of the property.

6. After placement of asphalt binder on newly constructed street the shoulder shall be seeded within fourteen (14) days according to the Seeding Specifications.

7. Temporary or permanent groundcover shall be provided on all perimeter areas and slopes 3:1 or greater within 7 calendar days following completion of any phase of grading. Provide groundcover for all disturbed areas within 14 calendar days following completion of construction or development.

8. The Owner/Developer must plan site work so stone placement on drive entrance, driveway and parking lot can start immediately after fine grading.

9. The Owner or Responsible Party is responsible for the long-term maintenance of the groundcover on the property. Groundcover must be maintained to a degree that prevents soil erosion and sedimentation at all times. The City of Greensboro has the authority to require changes in the owner's groundcover maintenance plan in order to stop soil erosion and sedimentation at any time.

Section 30-5-5.4 (B) – Specific Civil Penalties

Any person who violates any of the provisions of this chapter, or rules or orders adopted or issued pursuant to this chapter, or who initiates of continues a land-disturbing activity for which an erosion control plan is required except in accordance with the terms, conditions, and provisions of an approved plan, shall be subject to a civil penalty of up to five thousand dollars ($5000.00) per day. No penalty shall be assessed until the person alleged to be in violation has been notified of the violation by registered or certified mail return receipt requested, or other means. The notice shall describe the violation with reasonable particularity, give the person a reasonable time period to correct the violation and state that failure to correct the violation will result in assessment of a civil penalty of up to five thousand ($5000.00) per day or other enforcement action including criminal penalties. Each day of continuing violation shall constitute a separate violation. The city council shall determine the amount of the civil penalty to be assessed under this subsection and shall make written demand for payment upon the person in violation, and shall set forth in detail a description of the violation for which the penalty has been imposed. In determining the amount of the penalty the governing body shall consider the degree and extent of harm caused by the violation and the cost of rectifying the damage. If payment is not received or equitable settlement reached within thirty (30) days after demand for payment is made the matter shall be referred to the city attorney for institution of a civil action in the name of the city in the appropriate division of the general courts of justice for recovery of the penalty. Any sums recovered shall be used to carry out the purposes and requirements of this chapter.

Signature: _____ Date: _____

Owner (Print): _____ Date: _____

Project Address: _____

City of Greensboro Sediment and Erosion Control Plan and Grading Permit Submittal Checklist

Project Title: _____

Disturbed Area: _____ Plan Tracking Number: _____

All plans are required to meet the minimum design criteria set forth in the North Carolina Erosion and Sediment Control Planning and Design Manual.

Required submittal for initial review:

_____ Completed grading permit application and financial responsibility/ownership form (in PDF format)

_____ Plan (In PDF format)

_____ Calculations for all sediment and erosion control measures (in PDF format)

Location information:

_____ Location map including roads, streets, drainage ways and relevant landmarks. A north arrow and scale should be included.

_____ Latitude and Longitude at the project entrance in decimal degrees.

General site features:

_____ City of Greensboro cover sheet (Completed)

_____ Acreage of disturbance

_____ Total site acreage

_____ Soil types

_____ North Arrow and scale (Maximum of 1” = 60’)

_____ Legend (Provide symbols for all measures and reference them to the construction details)

_____ Property lines and ownership information for the site and adjoining properties

_____ Land use of surrounding areas

_____ Limits of disturbance

_____ Existing contours (topography)

_____ Proposed contours (topography)

_____ Hydrogeological features (rock outcrops, springs, seeps, wetlands, streams, lakes, ponds, dams etc.)

_____ Designation and buffer zones for hydrological features

_____ Existing and proposed road locations (include elevations and contours)

_____ Existing and proposed building or structure locations (include elevations and contours)

_____ Lot numbers, building numbers and/or addresses

_____ Planned and existing utilities and easements (Include any pipe sizes, materials, etc.)

_____ Soil stockpile areas (Must be within the site's sediment and erosion control measures)

_____ Borrow and/or waste areas (Note: If the same person conducts the land-disturbing activity & any related borrow or waste activity, the related borrow or waste activity shall constitute part of the land-disturbing activity unless the borrow or waste activity is regulated under the Mining Act of 1971, or is a landfill regulated by the Division of Waste Management. If the land-disturbing activity and any related borrow or waste activity are not conducted by the same person, they shall be considered separate land-disturbing activities and must be permitted either through the Sedimentation Pollution Control Act as a one-use borrow site or through the Mining Act.)

Site drainage features:

_____ Drainage delineation maps for existing and planned drainage patterns. Include off-site areas that drain through the project as well as areas below the project that will be directly affected by drainage from the site.

_____ Drainage delineation maps to all proposed sediment and erosion control measures

_____ Location and details for existing and proposed storm sewer systems and culverts

_____ Location and contours for existing and planned channels

Sediment and erosion control measures and site stabilization:

_____ Location and detail of construction entrance (City of Greensboro standard #217 or 436)

_____ Location and detail of silt fence (See section 6.62 in the N.C. Erosion and Sediment Control Planning and Design Manual for acceptable usage and maximum slope length for silt fence applications.) (City of Greensboro standard #430)

_____ Location, detail and calculations for sediment traps (See section 6.6 in the N.C. Erosion and Sediment Control Planning and Design Manual for options and acceptable usage.)

_____ Location and method of protection for storm inlets (See section 6.5 in the N.C. Erosion and Sediment Control Planning and Design Manual for options and acceptable usage.) (City of Greensboro Standard # 430)

_____ Location, detail and method of stabilization for channels. Include calculations, specifications for proposed liners and staple patterns. (See section 6.3 in the NC Erosion and Sediment Control Planning and Design Manual for options and acceptable usage.)

_____ Location, detail and method of stabilization for temporary and permanent diversions. (See section 6.2 in the N.C. Erosion and Sediment Control Planning and Design Manual for options and acceptable usage.)

_____ Location and detail for slope drains (See section 6.32 in the NC Erosion and Sediment Control Planning and Design Manual for options and acceptable usage.)

_____ Design detail for partially installed storm sewers (City of Greensboro Standard #443)

_____ Method of stabilization for slopes that are greater than 2:1. (Methods of stabilization for slopes steeper than 2:1 must be shown in detail, and vegetative cover alone is not acceptable. Retaining walls greater than 5 feet in height require review and permits through Building Inspections)

_____ Location, details and calculations for all other proposed sediment and erosion control measures

_____ Specific details and sequencing for any work proposed to be done in streams (See section 6.7 in the N.C. Erosion and Sediment Control Planning and Design Manual. Copies of all required permits from Federal and State agencies are required)

Stabilization:

_____ Provision for ground cover on exposed slopes that are 3:1 or steeper, perimeter slopes, fill slopes, slopes greater than 50 feet in length, swales, dikes, ditches and high quality water zones within 7 days, and all other areas within 14 days

_____ Temporary seeding specifications including method of soil preparation, seed and soil supplement types and amounts, mulch types and amounts, and method of anchoring (matting or tacking materials)

_____ Permanent seeding specifications including method of soil preparation, seed and soil supplement types and amounts, mulch types and amounts, and method of anchoring (matting or tacking materials)

Other information:

_____ Construction Sequence related to sediment and erosion control (This is site specific. Should include a pre-construction meeting, installation of measures and inspection of measures prior to initiation of land disturbance, specifics related to grading and development of the site including relevant utility installation, stabilization of drive and parking areas, stabilization of other areas as applicable, removal of temporary measures, and a final inspection to close the grading permit.)

_____ Provisions for monitoring and self-inspection requirements of the NPDES NCG0100000 permit. It should be noted that self-inspection requirements are required until the site is stable and the grading permit is closed.

Required submittal prior to permitting:

_____ Grading permit application and financial responsibility/ownership forms (original signed and notarized)

_____ Plan (Sealed, signed, and including all pages and information contained in electronic submittals)

_____ Surety (Sites with 5 acres or more disturbed require a surety of $2000.00 per disturbed acre)

_____ Copies of all permits from Federal and State agencies (Army Corps 404 permit and Water Quality 401 certification where required)