

CONSTRUCTION PLAN APPLICATION



**TOWN OF APEX
ENGINEERING AND CONSTRUCTION MANAGEMENT DEPARTMENT
(919) 249-3394**

Complete Construction Plans must be submitted by 5:00 p.m. on the submittal date. The submittal date is typically the 1st Monday of the month (holidays change the submittal dates).

Project Name _____
Location _____
Property PIN _____
Acreage _____ Zoning _____

Town Limits (circle one)
Inside / Outside

Owner or Developer _____
Address _____
Phone Number _____ Fax # _____
E-Mail Address _____

*(Please provide a **contact name** and **e-mail address** for the owner/developer)*

Prepared by _____
Contact Person _____
Address _____
Phone Number _____ Fax # _____
E-Mail Address _____

SUBMITTAL REQUIREMENTS – DELIVER ORIGINAL DOCUMENTS AND FEES TO ENGINEERING AT 73 HUNTER STREET 3RD FLOOR

DOCUMENTS:

- 1 Electronic Upload on IDT Plans of Construction Plans**
[\(<http://townofapex.contractorsplanroom.com>\)](http://townofapex.contractorsplanroom.com)
24" x 36" size with a scale divisible by 10. Each page shall be saved as a separate .pdf file.
Please review the upload instructions and tutorial on our web page at
http://files.apextown.gethifi.com/docs/const/IDT_Screen_Shot_Instructions.pdf
- 1 Electronic Upload on IDT Plans of Construction Plan Application, Stormwater Impact Statement [as required in UDO Section 6.1.7(A)(2) & 6.1.7(B)(2)], Calculations, Soil Erosion and Sedimentation Control Plan Request for Plan Approval, Financial Responsibility Form**
- 4 Hard Copies of Construction Plans**

ENVIRONMENTAL PERMITTING:

Circle One

Yes / No Does the proposed construction project have environmental impacts that will require a 401/404 permit from DWQ/USACE?

Yes / No Does the proposed project have environmental impacts that will require a Neuse Buffer Authorization from DWQ?

Yes / No Does the proposed project require other environmental permits?
If yes, please specify: _____

If you answered yes to any of the questions above, then complete the Certification of Environmental Compliance below and deliver to the Engineering Division.

Construction Plans will not be released for construction until the following certification is received by the Engineering Division.

Certification of Environmental Compliance

Project Name: _____

I, _____, as a duly registered _____ in the State of North Carolina, do hereby certify that all environmental permits/approvals applicable to the construction of (*project name*) _____ have been granted by the appropriate regulatory agency(s).

Signature: _____

Date: _____

Registration Number: _____

SEAL

CONSTRUCTION PLAN CHECKLIST

1. ____ Construction Plan is consistent with approved Site Plan (include all Site Plan Sheets)
2. ____ All conditions set by the Town Council are met
3. ____ All items required on the Site Plan Checklist
4. ____ Schematic Floor Plans
5. ____ Road Plan/Profiles
6. ____ Utility Profiles (Water/Sewer/Storm Drain)
7. ____ **All plan sheets must be signed and sealed by a design professional. This includes details sheets and electronic sheets. Plans not signed and sealed will not be accepted for review.** Preliminary statements can be affixed to the documents to allow design professionals to seal preliminary plans. **A Professional Engineer licensed in the State of North Carolina must sign and seal all sheets proposing utility improvements and public roadway improvements.** All sheets proposing structural BMPs and any alterations thereof shall be signed and sealed by a North Carolina registered professional (professional engineer, landscape architect, or land surveyor). Please see UDO Section 6.1.12 for further information on professionals qualified to design BMPs.
8. ____ All site and/or subdivision plan conditions and all rezoning conditions shall be listed on the cover sheet of the Construction Plan.
9. ____ Add the Site Plan Expiration Date to the cover sheet.
10. ____ For proposed developments that encroach Special Flood Hazard Areas, a Floodplain Development Permit Application must be submitted for approval. The form is available online at <http://www.apexnc.org/depts/const/engineering.cfm>.
11. ____ Transportation Facility (TF) Permit approved by NCDENR Division of Air Quality for large parking lots (1500+ surface parking spaces, 750+ structured parking spaces, or 1000+ combination surface/structured parking spaces). **Construction plans will not be approved without this permit being approved by the Division of Air Quality.**
12. ____ Provide a plan and profile sheet for all public greenways, to be consistent with the Town of Apex Standard Specifications and Construction Details for paved and non-paved greenways.
13. ____ Stormwater Impact Statement as required in UDO Section 6.1.7(A)(2) & 6.1.7(B)(2)
14. ____ BMP Construction Sequence added to the Construction Plans (from Page 7 below).
15. ____ Add Public Infrastructure Table to the cover sheet listing all new public infrastructure **added** as follows:
 - Water Lines - per linear foot
 - Sewer Lines - per linear foot
 - Public Streets - **per square yard**
 - Curb & Gutter - per linear foot
 - Storm Drain - per linear foot
 - Sidewalk - **per square yard**
16. ____ Certifications and Signature Blocks as follows:

Add the signature block below to the lower right hand corner of every construction plan sheet (including details and architectural sheets), except the cover sheet:

The signatures affixed below certify that this sheet has been reviewed and approved solely per the certifications signed on the cover sheet of these construction plans.

CM – Engineering

Date

Public Works – Env. Programs

Date

CM – Transportation

Date

Planning

Date

CM – Building Inspections

Date

Planning – Transportation

Date

Public Works – Water/Sewer

Date

Fire

Date

Public Works – Electric

Date

Parks, Recreation & Cultural Res.

Date

Public Works – S & E

Date

Add the following certification statements to the cover sheet of the construction plan:

TOWN OF APEX CERTIFICATION

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

PLANNING/ZONING CERTIFICATION BY THE TOWN OF APEX

This construction drawing has been reviewed by the Town of Apex Planning Department, and to the best of my knowledge and belief, conforms to the Subdivision or Site Plan that was approved by the Town of Apex Board of Commissioners, and meets the Town of Apex Zoning, Subdivision, or Unified Development Ordinance. This signature does not constitute a variance from any requirements of the originally approved Subdivision or Site Plan cited above, or any federal, state, or local code, law, specification, rule, guideline, or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____ Date: _____

TRANSPORTATION ENGINEER CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, provides an acceptable transportation system with consideration for the elements contained within the Transportation Plan conforming to the requirements established in the Standard Specifications of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

PARKS, RECREATION, AND CULTURAL RESOURCES CERTIFICATION BY THE TOWN OF APEX

These plans have reviewed by the Town of Apex, and to the best of my knowledge and belief, conform to representations made by the developer to myself and the Parks, Recreation, and Cultural Resource Advisory Commission consistent with the projects requirements for public Parks and Recreation, either in total or in part, as outlined in Section 7.3 of the Town's Unified Development Ordinance and Article IV, Section 19 of the Town Code. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

ENVIRONMENTAL PROGRAMS CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex Public Works and Utilities Department (Environmental Programs) and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements. **This signature serves as the stormwater permit for this project.**

By: _____ Date: _____

FIRE DEPARTMENT CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex Fire Department, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Standard Specifications, Fire Protection Ordinances, and the International Fire Code 2000 Edition. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

PUBLIC WORKS AND UTILITIES CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex Public Works and Utilities Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

BUILDING INSPECTION DIVISION CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex Building Inspection Division, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Code of Ordinances and the North Carolina State Building Codes. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

SOIL EROSION AND SEDIMENTATION CONTROL CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex, and to the best of my knowledge and belief, conforms to the requirements established in the Soil Erosion and Sedimentation Control Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

THIS SIGNATURE DOES NOT CONSTITUTE PLAN APPROVAL, ONLY PLAN REQUIREMENTS. A SEPARATE LETTER OF PLAN APPROVAL WILL BE MAILED TO THE FINANCIALLY RESPONSIBLE PERSON AT A LATER DATE ACCORDING TO THE CONSTRUCTION SEQUENCE.

By: _____ Date: _____

ELECTRIC UTILITIES CERTIFICATION BY THE TOWN OF APEX

This drawing has been reviewed by the Town of Apex Electric Utilities Division, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.

By: _____ Date: _____

Structural BMP Construction Sequence:

The following must occur prior to Final Plat and/or Certificate of Occupancy (CO):

1. All structural BMPs must be installed in accordance with the approved construction drawings.
2. The design engineer must submit an as-built package which meets all requirements presented in the Town Spec Book including a signed and sealed certification statement.
3. Submit the appropriate signed structural BMP O&M agreement and maintenance guarantee to the Development Projects Coordinator in Construction Management at (919) 249-3394.
4. A final inspection by the Environmental Programs Manager shall be conducted once the as-built submittal has been received. Once approved, the Environmental Programs Manager will send a BMP approval letter to the owner.
5. In lieu of structural BMP completion and final approval by the Environmental Programs Manager, the Town may accept a performance guarantee in accordance with UDO Section 6.1.12(G). If the contributing drainage area for the BMPs is unstable at the time of final plat approval for a subdivision, the Town will allow a skimmer system to be connected to the emergency drain sized to de-water the volume of the basin over a 2-3 day period. Porous baffles shall either continue to be maintained (if converting from a sediment basin) or be installed. Any orifices must be capped or plugged.
6. All structural BMPs are required to be completed prior to a final CO for a site plan and issuance of 90% of COs within a subdivision. If the subdivision is to be phased, all structural BMPs shall be completed prior to issuance of 90% of COs within that phase.
7. If a structural BMP counts towards RCA, the required landscaping shall be installed during the appropriate growing season and coordinated with the Town Zoning Compliance Officer at (919) 249-3426.

CONSTRUCTION PLAN PROCESS

TIMING OF APPROVALS:

1. Applicant shall submit Construction Plans to the Engineering Division after the Site Plan has been through the Site Plan review process and has been approved by the Planning Department and/or Town Council as required.
2. Construction Plans must go through the Construction Plan review process and be approved by the Technical Review Committee prior to the issuance of any permits, including grading, sedimentation and erosion control, and building permits.
 - Staff member reviews electronic construction plan submittals and items submitted to Engineering.
 - If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
 - If plan is complete, staff releases electronic plans to TRC members for review.
 - TRC comments are sent to applicant prior to the TRC meeting date with applicant.
 - Applicant is notified of TRC meeting date and time.
 - Applicant submits revised electronic plans and four (4) sets of 24" x 36" of paper plans on the re-submittal date indicated on the application schedule.
 - Once plan is approved, applicant delivers one signed and sealed hard copy to Engineering for Town signature.
 - Applicant picks up signed plans and returns 7 copies back to Engineering.

REQUIRED CONTENTS OF SUFFICIENTLY COMPLETE CONSTRUCTION PLANS FOR REVIEW: The following items are required in order for the Construction Plans to be considered sufficiently complete for review. Please note that the required information to be included within these items is included on the Construction Plan Checklist and the Site Plan Checklist:

1. The Construction Plan Must be Consistent with Approved Site Plan
2. Cover Sheet
3. Existing Conditions Plan
4. Staging and/or Demolition Plan
5. Site Layout Sheet
6. Utility Plan
7. Lighting Plan
8. Grading Plan
9. Erosion Control Plan
10. Landscape Plan
11. Building Elevations
12. Schematic Floor Plans
13. Detail Sheets
14. Road Plan/Profiles
15. Certification Statements and Signature Blocks (see Pages 5 and 6 for wording)

REVIEW FOR SUFFICIENCY: Engineering staff checks plans for sufficiency. Incomplete plans will not be forwarded to the Technical Review Committee for review. Sufficiently complete plans are forwarded to the TRC.

TECHNICAL REVIEW COMMITTEE (TRC): Sufficiently complete plans are forwarded to the Technical Review Committee (TRC) for review. Members of the TRC include staff from the following Town departments: Construction Management (Engineering and Building Inspections), Planning, Public Works, Fire, Police, Electric, and Parks and Recreation. Preliminary comments will be forwarded to the applicant prior to the TRC meeting. The applicant should come to the meeting prepared to discuss these comments and/or receive clarification on what the comments mean. The TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet by appointment for approximately 10 to 15 minutes. The appointments will be scheduled by the date indicated on the Applicant Schedule. After the TRC meeting the applicant may wish to hold more detailed meetings with individual TRC members to discuss complex issues.

REQUIRED CHANGES TO PLANS: Final comments based on the TRC meeting will be sent via e-mail to the applicant per the schedule shown on the Applicant Schedule. The applicant must answer/reply to **all** TRC comments through IDT Plans and resubmit plans electronically through IDT Plans (with 4 hard copies delivered to the Engineering Division) by the date indicated on the Applicant Schedule.

REVIEW OF REVISED PLANS: The TRC reviews the revised plans. Comments are sent via e-mail to the applicant and another appointment is made with the applicant to meet with the TRC. If there are no further comments, one clean hard copy can be left for signature. (If the applicant prefers, a set of mylar Construction Plans can be submitted for signature instead of having the paper plans signed.) If there are issues that still need to be rectified, the applicant must begin the Construction Plan review process during the following month's review cycle by the appropriate date listed in the Applicant Schedule.

SIGNED CONSTRUCTION PLANS: The applicant must deliver seven (7) sets of signed Construction Plans to Engineering. These signed Construction Plans must be on file prior to the issuance of any permits.



PUBLIC WORKS AND UTILITIES
105 Upchurch Street
Apex, NC 27502
Contact: Stan Fortier, P.E.
Phone: (919) 249-1166
E-Mail: stan.fortier@apexnc.org

**SOIL EROSION AND SEDIMENTATION CONTROL
FEE SCHEDULE**

Application for approval of Erosion Control Plan - \$500.00 per disturbed acre (no maximum). Fee to be paid upon plan submittal.

Performance Guarantee: \$2,500 per disturbed acre in the form of a certified check, cash, or irrevocable letter of credit. The Performance Guarantee is due prior to the Town issuing a letter of soil erosion and sedimentation control plan approval. Please contact Jean Weatherman at (919) 249-3394 prior to submitting the Performance Guarantee.

**SOIL EROSION AND
SEDIMENTATION CONTROL PLAN
REVIEW PROCESS**



Public Works & Utilities
105 Upchurch Street
Apex, NC 27502
Contact: Stan Fortier, PE
Phone: (919) 249-1166
E-Mail: stan.fortier@apexnc.org

1. Familiarize yourself with the Town of Apex Soil Erosion and Sedimentation Control Checklist.
 - a. Develop your Soil Erosion and Sedimentation Plans accordingly.
 - b. Complete and sign one (1) copy of the ***Request for Plan Approval*** form.
 - c. Complete and sign a Town of Apex ***Soil Erosion and Sedimentation Control Checklist***.
 - d. Complete a ***Financial Responsibility/Ownership*** form.
 - e. Prepare one (1) copy of your construction plans. If your supporting calculations are on separate sheets, submit one (1) copy of your calculations.
 - f. Submit the Soil and Erosion Control Fee.
2. Submit the *Request for Plan Approval*, one (1) copy of the construction plans, one (1) copy of the supporting calculations, permit fees, and the *Financial Responsibility/Ownership* form to the Town of Apex Engineering and Construction Management Office.
3. Upon submittal, one of two actions will take place within five (5) working days:
 - a. The plan will be accepted by Town staff to review and make comments. During this period, staff will review the site plan and design calculations and make a field inspection of the site.
 - b. The plan will be considered incomplete for review. The reviewer will comment as to why the plan was incomplete and at the request of the submitter meet with him/her to explain the items that are required in order that the plan be complete for review.
4. Notification of Plan Approval or Disapproval
 - a. Within thirty (30) calendar days from the receipt of a complete plan package, Town staff will notify the applicant or designer of the approval or disapproval of the plan during the Technical Review Committee meeting. It is the goal of the Town of Apex Public Works Department to review these plans in such a manner that within the thirty (30) day period a Letter of Plan Approval may be issued if the plans are adequately prepared.

**SOIL EROSION AND
SEDIMENTATION CONTROL PLAN
REQUEST FOR PLAN APPROVAL**



Public Works & Utilities
105 Upchurch Street
Apex, NC 27502
Contact: Stan Fortier, PE
Phone: (919) 249-1166
E-Mail: stan.fortier@apexnc.org

The enclosed Soil Erosion and Sedimentation Control (S&E) Plan is respectfully submitted for your review and approval.

Tax Map No.	Parcel No.(s)
Zoning	
Subdivision:	Lot No.
<u>Recorded:</u>	
Registry Book No. _____	Page No. _____ Map Book No. _____
<u>Land Use:</u>	
Present: _____	Future: _____
Size of Tract: _____	Total Acres: _____
Number of Acres to be Disturbed: _____	
Total Number of Family Units: _____	
Percent Impervious Surface: _____	
<u>Location of Tract:</u>	
<u>Project Name:</u>	

Owner(s) Name: Address: Phone: E-mail:
Person Financially Responsible: Address: Phone: E-mail:
Plans Prepared By: Address: Phone: E-mail:
Documents, Maps and Computations Submitted with this Request:

The S&E Plan, supporting documents, maps, and computations submitted for the above tract are all in accordance with the Town of Apex Soil Erosion and Sedimentation Control ordinance.

Signature

Date

Printed Name

Title

SOIL EROSION AND SEDIMENTATION CONTROL CHECKLIST



Public Works & Utilities
105 Upchurch Street
Apex, NC 27502
Contact: Stan Fortier, PE
Phone: (919) 249-1166
E-Mail: stan.fortier@apexnc.org

PART A (place a \checkmark next to all items included)

_____ **Name of Project:** _____

_____ **Apex Checklist Completed and Signed**

_____ **Request for Plan Approval:** One (1) copy completed and signed

_____ **Preliminary Zoning and Subdivision Approval:** One (1) copy of approved notification

_____ **Apex Financial Responsibility/Ownership Form:** Completed, signed, and notarized

_____ **Permit Application Fees:** \$500 per disturbed acre, no maximum (rounded to the nearest dollar)

_____ Acres Disturbed

_____ Fee Amount

_____ **One (1) Set of Sedimentation and Erosion Control Plan Including Details**

_____ **One (1) Full Set of the Construction Drawings**

_____ **One (1) Set of Calculations**

PART B (place a \checkmark next to all items included)

_____ **One (1) Copy of Soil Erosion Control Plan, Including:**

_____ **Location Map** (showing project in relation to State road system)

_____ **Existing and Proposed Contours** (plans and profiles for roadways)

_____ **Boundaries of Total Tract** (including project limits)

_____ **Off-Site Conditions** (ownership, zoning, drainage areas, and adjacent topography)

_____ **Easements, Lot Lines/Numbers, Road Names, Buffers, Wetlands Limits, Streams, Ponds, and Lakes**

_____ **Flood Zones** (community panel number, basin and stream number, flood fringe with elevations, flood way, RFPEs, etc.)

_____ **Utilities** (community water and sewer, plan/profiles, easements, and sediment controls)

_____ **Borrow and Spoil Areas** (located and specified on plan)

_____ **Concrete Washout Area(s)** (located and specified on plan)

_____ **Proposed Improvements** (roads, buildings, parking areas, grassed, landscaped, and natural areas)

_____ **Stormwater Network** (inlets, culverts, swales, ditches, channels, and drainage easements)

_____ **Disturbed Area** (clearly delineated with acreage specified on plan)

_____ **Temporary Sediment Controls** (locations and dimensions of gravel entrances, diversion ditches, silt fences, sediment basins, etc.)

- _____ **Permanent Erosion Controls** (locations and dimensions of dissipaters, ditch linings, armoring, retaining walls, etc.)
- _____ **Detail Drawings** (sections, elevations, and perspectives of measures sufficient for construction as designed)
- _____ **Construction Sequence** (outlining permits, installation of measures, inspections and approvals in the construction process modified for site specific conditions)
- _____ **Scale, Legend, Orientation, and Signature Seal**
- _____ **Notes** (as necessary to describe procedures to be followed)
- _____ **Specifications** (seedbed preparation, soil amendments, construction and seeding schedules, etc.)
- _____ **Indicate Watershed Protection Overlay District** [Primary or Secondary] (describe water quality protection methods)
- _____ **Two (2) Sets of Calculations, Including:**
 - _____ **Peak Discharge of Runoff** (pre-construction, construction, and final phase discharges for the site up to and at the property line)
 - _____ **Temporary Devices** (sediment storage and Q10 capacity and dimensions)
 - _____ **Ditches, Swales, and Channels** (Q10, V10, tractive force/shear stress, capacity, and geometry)
 - _____ **Dissipaters** (Q10 velocities, stone size, and dimensions)
 - _____ **Storm Culverts and Inlets** (inverts, length, slope, Q100 and HW100 in natural drainage ways; Q10 and HW10 for all others)
- _____ **Other Requirements**
 - _____ **R40W-80W Zoning** (locations, dimension, details, calculations, and specifications for watershed protection measures)
 - _____ **Narrative Describing the Nature and Purpose of Construction Activity** (phasing, clearing and grubbing, special sequencing, experimental devices, etc.)
 - _____ **Name of Receiving Water** (only where stormwater system discharges are to occur)

Signature of Applicant

Date

PART C (Other Related Regulatory Requirements)

NPDES

The Federal Clean Water Act requires that National Pollutant Discharge Elimination System (NPDES) permits be applied for and obtained for discharges of stormwater runoff from construction activities disturbing one or more acres. A Notice of Intent (NOI) form must be completed and mailed to the Division of Environmental Management after receipt of the Town's approval of the Sedimentation and Erosion Control Plan. Refer additional questions to Ms. Judy Garrett, Water Quality Supervisor, Raleigh Regional Office, (919) 791-4257.

Wetlands

Any project having the possibility of wetlands (indicators being flood hazard solid or alluvial soils, wetland vegetation, blue-line streams, etc.) within its boundaries should be investigated by the U.S. Army Corps of Engineers prior to any disturbance to determine the existence of wetlands and any requirements thereof. For information contact Jamie Shern, Raleigh Field Office, U.S. Army Corps of Engineers, (919) 554-4884.

**FINANCIAL RESPONSIBILITY /
OWNERSHIP FORM
SEDIMENTATION POLLUTION
CONTROL ACT**



Public Works & Utilities
105 Upchurch Street
Apex, NC 27502
Contact: Stan Fortier, PE
Phone: (919) 249-1166
E-Mail: stan.fortier@apexnc.org

No person may initiate any land-disturbing activity on twenty (20) thousand square feet or more before this form has been completed and filed with the Town of Apex Public Works Department.

PART A

Name of Project:	
Location of Land-Disturbing Activity:	
Approximate Date Land-Disturbing Activity will Commence:	Acreage of Land to be Disturbed:
Land Owner(s) of Record (use blank page to list additional owners):	
Name:	Name:
Current Mailing Address:	Current Mailing Address:
City, State, Zip:	City, State, Zip:

PART B

Person or firm financially responsible (developer) for this land disturbing activity. Financial responsibility includes, but may not be limited to: payment of civil fines and criminal penalties and any other costs associated with bringing the project into compliance with the Town of Apex Soil Erosion and Sedimentation Control Ordinance.	
Name of Person or Firm:	Telephone:
	E-mail:
Current Mailing Address:	Street Address:
City, State, Zip	City, State, Zip

If the financially responsible party is not a resident of Wake County, complete the following for an appointed agent, in Wake County, to receive any notice, process, pleading in any action or legal proceeding arising from a violation of the Town of Apex Soil Erosion and Sedimentation Control Ordinance. By signing below, it is agreed that any notice, process, or pleading against the person or firm who is financially responsible for this land-disturbing activity may be served on the undersigned and shall be of the same force and effect as if served on the financially responsible person or firm. The intent of this provision is to establish the presumption that the constructive notice from the Town of Apex will be addressed through the undersigned agent.

Name: Current Mailing Address: City, State, Zip Telephone: E-mail:	Signature: _____ Street Address: City, State, Zip
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If the financially responsible party is a partnership or other person engaging in business under an assumed name, complete Page 4 of this form, or attach a copy of the Certificate of Assumed Name or Partnership as recorded in the Register of Deeds. If the financially responsible party is a corporation, complete the information on Page 5 of this form and submit a current copy of the Annual Report as filed with the Secretary of State.

The information contained in this form is true and correct to the best of my knowledge and belief and was provided by me while under oath. (This form must be signed by the financially responsible person if an individual or by an officer, director, partner, or registered agent with authority to execute instruments for a corporation or partnership if it is the financially responsible party). I agree to provide corrected information should there be any change in the information provided herein.

Name:	Date:
Title or Authority:	
Signature: _____	

I, _____ a Notary Public of the County of _____, State of North Carolina hereby certify that _____ personally appeared before me this day and under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this _____ day of _____, _____. _____ Notary _____ My Commission Expires	<table border="1" style="width: 100%; height: 100%;"> <tr> <td style="text-align: center;">SEAL</td> </tr> </table>	SEAL
SEAL		

Financial responsibility encompasses personal liability by the person signing this disclosure form, if a partner in a partnership or if an officer or director of a corporation which is either: (a) dissolved lawfully under North Carolina

statutes: (b) suspended from transacting business in North Carolina by the North Carolina Secretary of State; (c) insolvent; (d) in bankruptcy; (e) undercapitalized to the extent it is unable to comply with the Soil Erosion and Sedimentation Control Ordinance; or (f) a "shell" corporation.

PART C

Contractors and/or subcontractors (person(s) or firm(s) engaging in the land-disturbing activity):	
Name of Person or Firm:	Name of Person or Firm:
Current Mailing Address:	Current Mailing Address:
City, State, Zip	City, State, Zip
Telephone:	Telephone:
E-mail:	E-mail:

The information contained in this form is true and correct to the best of my knowledge and belief was provided by me while under oath. (This form must be signed by the person or firm engaging in the land-disturbing activity of an individual or by an officer, director, general partner, attorney-in-fact, or other person with authority to execute instruments for the entity engaging in the land-disturbing activity if not an individual. I agree to provide corrected information should there be any change in the information provided herein.

Name:	Date:
Title or Authority:	
Signature: _____	

<p>I, _____ a Notary Public of the County of _____, State of North Carolina hereby certify that _____ personally appeared before me this day and under oath acknowledged that the above form was executed by him/her. Witness my hand and seal this _____ day of _____, _____.</p> <p style="text-align: center;">_____ Notary</p> <p style="text-align: center;">_____ My Commission Expires</p>	<p>SEAL</p>
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**CERTIFICATE OF ASSUMED NAME OR PARTNERSHIP
(SEDIMENTATION POLLUTION CONTROL ACT)**

The undersigned, proposing to engage in business in Wake County, North Carolina, under an assumed name or partnership name, do hereby certify that:

The name under which the business is to be conducted is *(insert assumed or partnership name):*

The names and residences and mailing addresses of all the owners of the business are *(Insert name and address of each owner):*

IN WITNESS WHEREOF, this certificate is signed by each of the owners of said business, this _____ day of _____, _____.

**State of North Carolina
County of Wake**

I, _____ a Notary Public, do hereby certify that on this ____ day of _____, _____, personally appeared before me _____

who are all signers of the foregoing instrument, and each acknowledges the due execution thereof. **IN WITNESS WHEREOF**, I have hereunto set my hand and official seal this _____ day of _____, _____.

Notary

My Commission Expires

SEAL

Name of Corporation:

Name of registered agent, street address, mailing address of registered office in Wake County:

Name:

Street Address:

Current Mailing Address:

City, State, Zip:

City, State, Zip:

Enter first, middle, and last name of principal officers. Enter title and street address of principal officers.

Name and Title:

Name and Title:

Street Address:

Street Address:

City, State, Zip:

City, State, Zip:

Name and Title:

Name and Title:

Street Address:

Street Address:

City, State, Zip:

City, State, Zip:

Enter first, middle, and last name of directors. Enter title and street address of directors. Attach pages as necessary.

Name and Title:

Name and Title:

Street Address:

Street Address:

City, State, Zip:

City, State, Zip:

Name and Title:

Name and Title:

Street Address:

Street Address:

City, State, Zip:

City, State, Zip: