

## SOIL EROSION AND SEDIMENTATION CONTROL PLAN REVIEW PROCESS



Public Works & Utilities  
105 Upchurch Street  
Apex, NC 27502  
Contact: Michael Deaton, PE  
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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.