

When to Submit Your Permit Application for Erosion and Sedimentation Control

According to State requirements, an E&SC plan must be filed when any land-disturbing activity will disturb more than one acre. Plans must be submitted 30 or more days prior to initiating the land disturbing activity. The erosion and sedimentation control plan must be approved by the regulatory agency before any land-disturbing activities are begun.

Items Needed for Erosion and Sedimentation Control/Grading Permit

1. Grading Permit Application
2. A completed, notarized and signed Financial Responsibility/Ownership Form (FRO) - include any pertinent deed and easement information as well as latitude and longitude of the project. If the landowner is different from the financially responsible party, a signed and dated agreement between the landowner and the builder must also be provided; the title of the signature authority is to be included.
3. A completed application checklist.
4. Two copies of the erosion control plan
5. License Check & Regulation Sheet for Grading Contractor
6. Affidavit of Workers' Compensation Form*
7. Copy of NC Lien appointment*
8. Fee: acreage fee of \$150.00/acre. There is no monetary ceiling on the size of the application. Fees are rounded up to the next whole acre. For example, a 2.1-acre site would be \$450.00.

* Not required if project is under \$40,000



WATAUGA COUNTY

Department of Planning & Inspections

126 Poplar Grove Connector Suite 201 • Boone, NC 28607 • Phone:(828)265-8043 • Fax:(828)265-8080

GRADING PERMIT APPLICATION

**ALL APPLICANTS ARE RESPONSIBLE FOR OBTAINING ANY STATE
OR FEDERAL PERMITS IF APPLICABLE.**

DATE: ___/___/___

PROPERTY OWNER: _____ PHONE: (____) _____

ADDRESS: _____ CITY _____ STATE ___ ZIP _____

APPLICANT (IF DIFFERENT THAN OWNER): _____

ADDRESS: _____ CITY _____ STATE ___ ZIP _____

PROPOSED PROJECT LOCATION: _____

TAX PARCEL #: _____

GRADING CONTRACTOR: _____ LICENSE#: _____

ADDRESS: _____ PHONE: _____

PURPOSE OF GRADING: _____ ESTIMATED COST: \$ _____

AREA TO BE GRADED: (approx acreage) _____ HYDROSEEDING? _____
HANDSEEDING ? _____

NUMBER OF FEET OF STREAM(S) IMPACTED? (If applicable): _____

EXPECTED START DATE: ___/___/___ EXPECTED COMPLETION DATE: ___/___/___

The undersigned agrees to conform to all applicable laws of the County of Watauga and the State of North Carolina: and further states that all statements made hereon are true.

APPLICANT SIGNATURE _____ DATE SIGNED ___/___/___

OFFICIAL USE

PERMIT FEES \$ _____ PAID? _____ DATE _____
YES/NO

PERMIT DATA REVIEWED BY: _____ DATE: _____

EROSION PLAN REQUIRED? _____ LICENSED CONTRACTOR REQ? _____

PLAN REVIEW BY: _____ PLAN APPROVED BY: _____

PERMIT ISSUED BY: _____ DATE ISSUED: _____

PERMIT VALID UNTIL: _____

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

No person may initiate any land-disturbing activity on one or more acres as covered by the Act, including any activity under a common plan of development of this size as covered by the NCG01 permit, before this form and an acceptable erosion and sedimentation control plan have been completed and approved by the Land Quality Section, N.C. Department of Environmental Quality. Submit the completed form to the appropriate Regional Office. (Please type or print and, if the question is not applicable or the e-mail address or phone number is unavailable, place N/A in the blank.)

Part A.

1. Project Name _____

2. Location of land-disturbing activity: County _____ City or Township _____
Highway/Street _____ Latitude (decimal degrees) _____ Longitude (decimal degrees) _____
3. Approximate date land-disturbing activity will commence: _____
4. Purpose of development (residential, commercial, industrial, institutional, etc.): _____
5. Total acreage disturbed or uncovered (including off-site borrow and waste areas): _____
6. Amount of fee enclosed: \$ _____. The application fee of \$150.00 per acre (rounded up to the next acre) is assessed without a ceiling amount (Example: 2.10-acre application fee is \$450).
7. Has an erosion and sediment control plan been filed? Yes Enclosed No
8. Person to contact should erosion and sediment control issues arise during land-disturbing activity:
Name _____ E-mail Address _____
Phone: Office # _____ Mobile # _____
9. Landowner(s) of Record (attach accompanied page to list additional owners):

Name	Phone: Office #	Mobile #
Current Mailing Address	Current Street Address	
City	State	Zip
City	State	Zip
10. Deed Book No. _____ Page No. _____ Provide a copy of the most current deed.

Part B.

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

_____			_____		
Company Name			E-mail Address		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
Phone: Office #	_____		Mobile #	_____	

Note: If the Financially Responsible Party is not the owner of the land to be disturbed, include with this form the landowner's signed and dated written consent for the applicant to submit a draft erosion and sedimentation control plan and to conduct the anticipated land disturbing activity.

2. (a) If the Financially Responsible Party is a domestic company registered on the NC Secretary of State business registry, give name and street address of the Registered Agent:

_____			_____		
Name of Registered Agent			E-mail Address		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
Phone: Office #	_____		Mobile #	_____	

Name of Individual to Contact (if Registered Agent is a company)

- (b) If the Financially Responsible Party is not a resident of North Carolina, give name and street address of the designated North Carolina agent who is registered on the NC Secretary of State business registry:

_____			_____		
Name of Registered Agent			E-mail Address		
_____			_____		
Current Mailing Address			Current Street Address		
_____			_____		
City	State	Zip	City	State	Zip
Phone: Office #	_____		Mobile #	_____	

Name of Individual to Contact (if Registered Agent is a company)

(c) If the Financially Responsible Party is engaging in business under an assumed name, give name under which the company is Doing Business As. If the Financially Responsible Party is an individual, General Partnership, or other company not registered and doing business under an assumed name, **attach a copy of the Certificate of Assumed Name.**

Company DBA Name

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(s) 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 Party). 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 North Carolina, hereby certify that _____ appeared personally before me this day and being duly sworn acknowledged that the above form was executed by him/her.

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

Seal

Notary

My commission expires _____

Continued from Items 9 & 10 in Part A of the Financial Responsibility/Ownership Form for multiple owners. Attach copies of this page as needed to list all landowners.

Landowner 2 of Record:

_____			_____			_____		
Name			Phone: Office #			Mobile #		
_____			_____			_____		
Current Mailing Address			Current Street Address					
_____			_____			_____		
City	State		Zip	City	State		Zip	
Deed Book No. _____			Page No. _____			Provide a copy of the most current deed.		

Landowner 3 of Record:

_____			_____			_____		
Name			Phone: Office #			Mobile #		
_____			_____			_____		
Current Mailing Address			Current Street Address					
_____			_____			_____		
City	State		Zip	City	State		Zip	
Deed Book No. _____			Page No. _____			Provide a copy of the most current deed.		

Landowner 4 of Record:

_____			_____			_____		
Name			Phone: Office #			Mobile #		
_____			_____			_____		
Current Mailing Address			Current Street Address					
_____			_____			_____		
City	State		Zip	City	State		Zip	
Deed Book No. _____			Page No. _____			Provide a copy of the most current deed.		

Landowner 5 of Record:

_____			_____			_____		
Name			Phone: Office #			Mobile #		
_____			_____			_____		
Current Mailing Address			Current Street Address					
_____			_____			_____		
City	State		Zip	City	State		Zip	
Deed Book No. _____			Page No. _____			Provide a copy of the most current deed.		

Continued from Item 1 in Part B of the Financial Responsibility/Ownership Form for multiple parties.
Attach copies of this page as needed to list all financially responsible parties.

Company 2 Name

E-mail Address

Current Mailing Address

Current Street Address

City State Zip

City State Zip

Phone: Office # _____

Mobile # _____

Company 3 Name

E-mail Address

Current Mailing Address

Current Street Address

City State Zip

City State Zip

Phone: Office # _____

Mobile # _____

Company 4 Name

E-mail Address

Current Mailing Address

Current Street Address

City State Zip

City State Zip

Phone: Office # _____

Mobile # _____

Company 5 Name

E-mail Address

Current Mailing Address

Current Street Address

City State Zip

City State Zip

Phone: Office # _____

Mobile # _____

EROSION and SEDIMENTATION CONTROL PLAN PRELIMINARY REVIEW CHECKLIST

The following items shall be incorporated with respect to specific site conditions, in an erosion & sedimentation control plan:

NPDES Construction Stormwater General Permit NCG010000

- _____ Designation on the plans where the 7 or 14 day ground stabilization requirements apply per Part II.E.1 of the permit.
- _____ Design of basins with one acre or more of drainage area for surface withdrawal as per Part II.B.8 of the permit.

LOCATION INFORMATION

- _____ Project location & labeled vicinity map (roads, streets, landmarks)
- _____ North arrow and scale
- _____ Identify River Basin.
- _____ Provide a copy of site located on applicable USGS quadrangle and NRCS Soils maps if it is in a River Basin with Riparian Buffer requirements.

GENERAL SITE FEATURES (Plan elements)

- _____ Property lines & ownership ID for adjoining properties
- _____ Existing contours (topographic lines)
- _____ Proposed contours
- _____ Limits of disturbed area (provide acreage total, delineate limits, and label). Be sure to include all access to measures, lots that will be disturbed, and utilities that may extend offsite.
- _____ Planned and existing building locations and elevations
- _____ Planned & existing road locations & elevations, including temporary access roads
- _____ Lot and/or building numbers
- _____ Hydrogeologic features: rock outcrops, seeps, springs, wetland and their limits, streams, lakes, ponds, dams, etc. (include all required local or state buffer zones and any DWQ Riparian Buffer determinations)
- _____ Easements and drainageways, particularly required for offsite affected areas. Include copies of any recorded easements and/or agreements with adjoining property owners.
- _____ Profiles of streets, utilities, ditch lines, etc.
- _____ Stockpiled topsoil or subsoil locations
- _____ 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.
- _____ Location and details associated with any onsite stone crushing or other processing of material excavated. If the affected area associated with excavation, processing, stockpiles and transport of such materials will comprise 1 or more acres, and materials will be leaving the development tract, a mining permit will be required.
- _____ Required Army Corps 404 permit and Water Quality 401 certification (e.g. stream disturbances over 150 linear feet)

EROSION & SEDIMENT CONTROL MEASURES (on plan)

- _____ Legend (provide appropriate symbols for all measures and reference them to the construction details)
- _____ Location of temporary measures
- _____ Location of permanent measures
- _____ Construction drawings and details for temporary and permanent measures. Show measures to scale on plan and include proposed contours where necessary. Ensure design storage requirements are maintained through all phases of construction.
- _____ Maintenance requirements for measures
- _____ Contact person responsible for maintenance

SITE DRAINAGE FEATURES

- _____ Existing and planned drainage patterns (include off-site areas that drain through project and address temporary and permanent conveyance of stormwater over graded slopes)
- _____ Method used to determine acreage of land being disturbed and drainage areas to all proposed measures (e.g. delineation map)
- _____ Size, pipe material and location of culverts and sewers
- _____ Soil information: type, special characteristics
- _____ Soil information below culvert storm outlets

- _____ Name and classification of receiving water course or name of municipal operator (only where stormwater discharges are to occur)

STORMWATER CALCULATIONS

- _____ Pre-construction runoff calculations for each outlet from the site (at peak discharge points). Be sure to provide all supporting data for the computation methods used (rainfall data for required storm events, time of concentration/storm duration, and runoff coefficients).
- _____ Design calculations for peak discharges of runoff (including the construction phase & the final runoff coefficients for the site)
- _____ Design calcs for culverts and storm sewers (include HW, TW and outlet velocities)
- _____ Discharge and velocity calculations for open channel and ditch flows (easement & rights-of-way)
- _____ Design calcs for cross sections and method of stabilization for existing and planned channels (include temporary linings). Include appropriate permissible velocity and/or shear stress data.
- _____ Design calcs and construction details for energy dissipaters below culvert and storm sewer outlets (include stone/material specs & apron dimensions). Avoid discharges on fill slopes.
- _____ Design calcs and dimension of sediment basins (note current surface area and dewatering standards as well as diversion of runoff to the basins). Be sure that all surface drains, including ditches and berms, will have positive drainage to the basins.

VEGETATIVE STABILIZATION

- _____ Area & acreage to be stabilized with vegetation
 - _____ Method of soil preparation
 - _____ Seed type & rates (temporary & permanent)
 - _____ Fertilizer type and rates
 - _____ Mulch type and rates (include mulch anchoring methods)
- NOTE: Plan should include provisions for groundcover in accordance with NPDES Construction Stormwater General Permit NCG010000.

FINANCIAL RESPONSIBILITY/OWNERSHIP FORM

- _____ Completed, signed & notarized FR/O Form
- _____ Accurate application fee payable to NCDEQ (\$100.00 per acre rounded up the next acre with no ceiling amount)
- _____ Certificate of assumed name, if the owner is a partnership
- _____ Name of Registered Agent (if applicable)
- _____ Copy of the most current Deed for the site. Please make sure the deed(s) and ownership information are consistent between the plan sheets, local records and this form.
- _____ Provide latitude & longitude (in decimal degrees) at the project entrance.
- _____ Two hard-copies of the plans (some regional offices require additional plans or multiple sizes; please contact the regional coordinator prior to such submittal.)

- NOTE: For the Express Permitting Option, inquire at the local Regional Office for availability. Express Reviews are performed by appointment only.

NARRATIVE AND CONSTRUCTION SEQUENCE

- _____ Narrative describing the nature & purpose of the construction activity.
- _____ Pre-construction conference, if requested.
- _____ Construction sequence related to erosion and sediment control (including installation of critical measures prior to the initiation of the land-disturbing activity & removal of measures after areas they serve are permanently stabilized). Address all phases of construction and necessary practices associated with temporary stream bypasses and/or crossings.
- _____ Bid specifications related only to erosion control rev. 1-18-22



**Watauga County
Planning & Inspections**

(828)265-8043 • p&i@watgov.org
www.wataugacounty.org

Contractor License Check and Regulation Form

Property Information

Permit # _____

Property Owner: _____

Address of Job Site: _____

Subdivision/Lot #: _____

General Contractor: _____

Contractor Type

- General Contractor Electrical Plumbing Mechanical (HVAC) Fuel Piping
 Manufactured Home Dealer Manufactured Set-Up Contractor
 Other: _____

Contact Information

Licensed Contractor Name: _____

NC State License Number: _____

Business Name: _____

Business Address: _____

Business Telephone #: _____

Business Email: _____

Primary Contact: _____

Cell Phone #: _____ Email: _____

I the undersigned, have read and understand the North Carolina General Statutes pertaining to licensed contractors. I hereby affirm or swear that I am a licensed and qualified to assume all responsibility and liability of a licensed contractor for this project. If I resign or am no longer affiliated with this project, I will notify the Department of Planning and Inspections in Watauga County immediately within three (3) business days.

Licensed Contractor Name (Print)

Licensed Contractor Signature

Date

AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE
N.C.G.S. § 87-14

The undersigned applicant for Building Permit # _____ being the

_____ Contractor

_____ Owner

_____ Officer/Agent of the Contractor or Owner

do hereby aver under penalties of perjury that the person(s), firm(s) or corporation(s) performing the work set forth in the permit:

_____ has/have three (3) or more employees and have obtained workers' compensation insurance to cover them,

_____ has/have one or more subcontractor(s) and have obtained workers' compensation insurance covering them,

_____ has/have one or more subcontractor(s) who has/have their own policy of workmen's compensation covering themselves,

_____ has/have not more than two (2) employee and no subcontractors,

while working on the project for which this permit is sought. It is understood that the Inspection Department issuing the permit may require certificates of coverage of workers' compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm or corporation carrying out the work.

Firm name: _____

By: _____

Title: _____

Date: _____