



# Village of Clemmons Stormwater Management Permit Application

SHORT FORM for Exempt Sites

A complete application form must accompany each Stormwater Management (SWM) Plan submittal. Two (2) copies of the proposed Site/SWM Plan and Erosion & Sediment Control Plan are required for submittal along with the permit application fee. The Village will issue a SWM Permit for each site upon demonstrated and approved compliance with Village watershed protection and stormwater management requirements per Chapter C, Article III and Article VII of the Unified Development Ordinance. Sections 1 through 4 below are the minimum permit application requirements for Village review, approval, and issuance of a SWM Permit. Section 5 provides minimum requirements for Village review, approval, and issuance of a Stormwater Management Occupancy Permit.

*This section for Village of Clemmons  
use only*

Date SWM Plan Received: \_\_\_\_\_

SWM Permit Application Fee: \$ \_\_\_\_\_

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

Exemption if Disturbed Area < 1 acre + Site Not Part of Larger Common Plan of Development: Y N

Other applicable Exemption per Art. III, 3-1.5 and/or Art. VII, 7-1.5 \_\_\_\_\_

Date SWM Permit Issued: \_\_\_\_\_ Date SWM Occupancy Permit Issued: \_\_\_\_\_

## 1. Project/Site Information

Project/Site Name: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_

PIN(s): \_\_\_\_\_

Total Site Area (ac): \_\_\_\_\_ Total Proposed Disturbed Area (ac): \_\_\_\_\_

Existing Built-Up Area, BUA (ac): \_\_\_\_\_ Proposed BUA (ac): \_\_\_\_\_ Proposed BUA (% of site): \_\_\_\_\_

Site within a Water-Supply Watershed: Y N Low Density Development: Y N

## 2. Applicant/Engineer Information

Applicant/Engineer Name: \_\_\_\_\_ NC PE License #: \_\_\_\_\_

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

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

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

### 3. Project Owner Information (if different from Applicant)

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

Owner Company/Firm: \_\_\_\_\_

Owner Company/Firm Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

### 4. Site/SWM Plan Requirements

Please review and check items below indicating that the proposed Site/SWM Plan contains the following minimum information. More information may be required by the Village of Clemmons as directed.

- Project owner and project designer contact information
- A vicinity map
- North arrow
- Appropriate scale
- Appropriate legend identifying features and layers on the Site/SWM Plan
- Property boundaries for the proposed development/redevelopment site along with all properties contiguous to the site proposed for development/redevelopment
- Show ownership information for the proposed development site and all properties contiguous to the site
- Note existing and proposed land use(s) for the proposed site development area
- Note existing land use(s) for all off-site areas
- Proposed limits of disturbed area(s)
- Show existing and proposed built-upon areas and other proposed site improvements
- Note existing and proposed built-upon area in terms of total acreage and % BUA
- Designated water-supply watershed classification, if applicable
- Note allowable limits on BUA %
- Existing streams (identify intermittent and perennial streams, to the extent possible)
- Show stream buffer widths along streams (where required)
- Existing wetlands, water impoundments, and other surface water features on the site (as applicable)

- Regulatory floodways and floodplains (as applicable). Identify and label 100-year Base Flood Elevations (BFEs) where available. Show limits of both the floodway and floodplain along with BFEs where available.
- Note if site drains to a 303(d) listed stream identified by the North Carolina Division of Water Quality (see NC DWQ Website for more information - <http://h2o.enr.state.nc.us/tmdl/>)
- Note precipitation and hydrologic design parameters required for drainage and flow calculations for site stormwater conveyance, as applicable (note: this may include but not be limited to design rainfall intensities and depths, soil classifications and hydrologic soil types, time of concentration values, Rational C runoff factors, NRCS Curve Number values, etc.)
- Existing and proposed site topography showing existing and proposed drainage patterns (note: utilize a contour interval appropriate for the site conditions, typically 2-ft unless specific site conditions dictate a smaller or larger interval)
- Existing and proposed utilities
- Existing and proposed easements (note: include temporary and permanent easements of all types, including easements required for storm drainage systems)
- Identify and label proposed stormwater drainage system including but not limited to storm drainage inlets, catch basins, junction boxes, storm drainage pipes, natural vegetated conveyances, infiltration areas, swales, energy dissipaters, and/or structural stormwater BMPs/controls such as wet ponds, as may be applicable
- Identify and show where runoff discharges from the proposed development site with appropriate connections into a downstream receiving municipal drainage system and/or open stream channel. Note that the point(s) of discharge from the proposed development site must not contribute to erosion or other degradation of the receiving municipal drainage system or stream channel.
- Prominently display on the drawing cover sheet the following statement: **The General Contractor/Developer shall contact the Stormwater Administrator for an inspection of the site prior to the issuance of the Stormwater Management Occupancy Permit.**
- Separate Erosion and Sediment Control (E&SC) Plan sheet(s), where required, with site construction sequence and E&SC details
  - Note: The E&SC Program for Clemmons is administered by Winston-Salem/Forsyth County. Applicant/Owner is responsible for applying for the appropriate Land Disturbing Permit from Winston-Salem/Forsyth County Inspections. Village SWM Plan review shall commence upon receipt of Village SWM Permit application requirements which include a copy of the E&SC Plan submitted to City/County Inspections. In addition to meeting all Village SWM Permit requirements, the Village shall not issue the SWM Permit until the applicant/owner has satisfied City/County Inspection requirements for approval of the Land Disturbing Permit. City/County Inspections will notify the Village of Clemmons once the Applicant/Owner has satisfied E&SC requirements associated with the Land Disturbance Permit. Applicant/Owner is then responsible for providing the Village with a copy of the final E&SC Plan that satisfies City/County Inspection requirements.
- Sealed and certified plan set: All plan sheets shall be signed and sealed by a licensed professional engineer or landscape architect, to the extent allowed by North Carolina General Statutes

**5. Requirements Prior to Issuance of Stormwater Management Occupancy Permit**

**[Prior to Village issuance of a Stormwater Management Occupancy Permit, the following are required]**

- Village of Clemmons Stormwater Management Permit
- Final inspection of the site completed by the Village Stormwater Administrator
- Copies of any/all applicable local, state, and federal permits/permit applications (note: this would include 404/401 permits for work in regulated waters/wetlands, State Dam Safety permits, floodplain development permits, and/or other as applicable)