



## Village of Clemmons Stormwater Management Permit Application Submittal Process & Fee Schedule

### Summary of Village of Clemmons Stormwater Management Permitting Process

All proposed development and re-development sites within the Village of Clemmons must apply for a **Stormwater Management (SWM) Permit** including sites that may be eligible for an exemption from post-construction stormwater quality management requirements per 3-1.5(E) of Chapter C, Article III and/or 7-1.5 of Chapter C, Article VII of the Unified Development Ordinance (UDO). The SWM Permit shall be approved and issued by the Village Stormwater Administrator upon demonstrated and approved compliance with applicable water-supply watershed protection and Phase II stormwater quality management requirements of Chapter C, Article III of the UDO and stormwater quantity management requirements of Chapter C, Article VII of the UDO. Site designers are encouraged to develop an integrated stormwater management plan that satisfies all applicable requirements.

Where applicable, applicants/developers are responsible for submitting Erosion & Sediment Control Plans to Winston-Salem/Forsyth County Inspections for review and approval of County Land Disturbing Permits. Land Disturbing Permits will only be issued by City/County Inspections after the Village of Clemmons reviews, approves, and issues the Village SWM Permit. The Village will issue the SWM Permit upon receipt of a notice from City/County Inspections that the applicant/developer has provided sufficient information for approval of the Land Disturbing Permit and upon satisfaction that all Village SWM Permit requirements have been met. It is necessary for the applicant/developer to submit application packages to both the Village of Clemmons (SWM Permit Application) and Winston-Salem/Forsyth County Inspections (Land Disturbing Permit Application), where required. The review and approval process between City/County Inspections and the Village of Clemmons is separate and independent with exception of the conditions noted above.

Upon completion and final inspection of the approved site development or re-development including applicant/developer submittal of as-built certifications, verification of legal recordations, and other information required by the Village then the Village will issue the **SWM Occupancy Permit**. City/County Inspections will issue a Certificate of Occupancy after the Village issues the SWM Occupancy Permit.

### SWM Permit Application Package

A complete SWM Permit Application Package for Village review will consist of the following, at a minimum:

1. 1 complete and signed SWM Permit Application form (7 pages)
2. Permit Application Fee (see Fee Schedule below)
3. 2 signed and sealed copies of the proposed Plan Set that must include, at a minimum,: Site/SWM Plan and the Erosion & Sediment Control (E&SC) Plan
4. 1 signed and sealed copies of SWM Study (required for non-exempt sites)
5. 1 signed and sealed copies of proposed *Operation & Maintenance Lien & Easement Agreement* and *Operation & Maintenance Plan* for permanent stormwater BMP(s)/control(s)
6. Financial Security, as required

## **SWM Permit Application Submittal & Review Process**

1. The applicant/developer **must** schedule and attend a pre-application *Consultation Meeting* with the Village Stormwater Administrator to discuss the SWM Permit requirements for the proposed development. The applicant/developer must provide a preliminary *Concept Plan* of the proposed *SWM Plan* to the Village at least 5 business days prior to the Consultation Meeting. At a minimum, the Concept Plan must contain the information required by Section 3-3.6.6(A) of Chapter C, Article III of the UDO. The Village application checklist for the SWM Plan may be used to satisfy this requirement. (Note: The SWM Permit Application Fee is not due at this time.)
2. Applicant/developer prepares and submits a complete SWM Permit Application Package (as defined above) to the Village. The SWM Permit Application Fee must be provided by the applicant/developer at this time. The SWM Permit Application Package along with appropriate fee should be submitted to:

**Judy Cherry, Stormwater Administrator**  
**Village of Clemmons**  
**3800 Dillon Industrial Dr.**  
**Clemmons, NC 27012**

– or –

**Village Hall**  
**3715 Clemmons Rd.**  
**Clemmons, NC 27012**

- Note: The applicant/developer must file the required financial security and satisfy City/County Inspections requirements for Land Disturbing Permits (where required) prior to Village approval and issuance of the SWM Permit. These items may be provided after the submittal date of the SWM Permit Application Package, if desired by the applicant/developer. However, the Village shall not issue a SWM Permit until the appropriate financial security is posted and until it receives notice from City/County Inspections that the applicant/developer has satisfied Land Disturbing Permit requirements (where required).
3. If any of the required submittal items are missing, all of the submitted materials will be returned to the applicant/developer.
  4. After a complete submittal has been provided to the Village Stormwater Administrator a confirmation letter (or email) will be sent to the applicant/developer stating that the submittal items required to initiate the SWM review have been received. A proposed duration for the initial review will also be included in the confirmation letter. A complete, submitted plan must be approved or rejected by the Stormwater Administrator within 45 days after its submission.
  5. When the initial review is complete, a review letter (or email) from the Village Stormwater Administrator will be transmitted to the applicant/developer outlining any deficiencies. If a re-submittal is required, the re-submittal must include a complete collection of submittal items required above, unless otherwise indicated in the review letter.
  6. Village will issue the SWM Permit upon receipt of notice from City/County Inspections regarding applicant/developer satisfaction of Land Disturbing Permit requirements and following review and approval of all Village SWM Permit requirements.

7. After the SWM Permit is issued and the applicant/developer completes construction of the site and stormwater facilities, the applicant/developer must prepare and submit signed and certified as-built drawings of the site as required by the ordinance and Village Stormwater Administrator. Note that the as-built plan set must also include a certification statement that permanent structural stormwater BMP(s)/control(s), if applicable, has/have been built in accordance with the approved design plans.
8. The applicant/developer shall contact the Village Stormwater Administrator to schedule a final site and stormwater BMP/control inspection.
9. The Village Stormwater Administrator shall issue a SWM Occupancy Permit upon completion of steps 1 through 8 along with proof from the applicant/developer that covenants, deed restrictions, disclosure statements, and other legal documents for the site and required structural stormwater BMPs/controls have been properly filed and recorded with the Forsyth County Register of Deeds. The applicant/developer shall also provide copies of any/all other applicable local, state, and federal permits.
10. City/County Inspections issues Certificate of Occupancy only after the Village issues the SWM Occupancy Permit.

### **SWM Permit Application Fee Schedule**

**[Effective as of June 9, 2008 – Amended 8-13-12]**

	<b>First Disturbed Acre</b>	<b>Additional Disturbed Acres</b>
Initial Review Fee (1)	\$250	\$50
Re-Submitted Initial Plan	\$250	\$50
System Review Fee (2)	\$350	\$150
<u>Add an additional fee of \$1000 per each Quantity BMP</u>		
Re-Submitted System Plan	\$350	\$150
Non-Review Administration Fee:	\$200 *	

\*Applicable for all projects which disturb less than the applicable thresholds for disturbed areas (less than one acre) and do not require stormwater management reviews. Projects requiring Initial Reviews do not require Administration Fees.

- (1) The Initial Review evaluates the project’s stormwater analysis and resultant Clemmons determination of stormwater management system facility requirements, if any. Clemmons will provide written comments on the application, plus one ensuing additional review to either approve or disapprove the re-submitted analysis. Further reviews are subject to the Re-Submitted Plans Initial Plan Fee.
- (2) The System Review, if required, evaluates the design adequacy of required stormwater management facilities. Clemmons will provide written comments on the application, plus one ensuing additional review to either approve or disapprove the re-submitted design. Further reviews are subject to the Re-Submitted System Plan Fee.