

## APPENDIX A – 21

# CONSTRUCTION PLAN REVIEW ADVISORY FORM

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# CONSTRUCTION PLAN APPROVAL



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## When Are Construction Drawings Needed?

Construction drawings prepared for development projects and prepared in accordance with Section 15-49 (c) shall conform to the plans which have been approved as part of the appropriate land use permitting process (zoning permit, special use permit, or conditional use permit). In the event that the detailed site work which is required for the preparation of construction drawings makes necessary modifications or deviations from the general design approved during the land use permitting process, such changes may require additional review by the relevant permit-issuing authority, as described in Section 15-64, prior to the start of construction plan review.

For utility extension projects, which are exempted from the requirement to obtain a zoning, special use or conditional use permit by the provisions of Section 15-151, construction plans shall be submitted to and approved by the public works director prior to the commencement of construction activity.

## Construction Drawing Submittal Process

**Persons desiring to construct any development project in the area within the town's planning jurisdiction may be required to submit construction drawings for review and approval by the town. Submittal of construction drawings shall be made only after a land use permit (zoning, special use, or conditional use permit) has been issued for the project in question, and filed with the Orange County Register of Deeds, if required by Section 15-63. Construction drawings**

are to be submitted to the land use administrator for review and approval in accordance with the process described below.

### PRE-SUBMITTAL CONFERENCE

Persons preparing construction drawings are requested to confer with the land use administrator prior to making the formal construction drawings submittal described below. This conference is suggested in order to minimize the time required for the construction drawing review process. It is especially encouraged where such drawings will require modifications to the plans approved as part of the land use permitting process in order to comply with the provisions of Section 15-84. As described in Section 15-64, land use permit modifications can require additional review by the permit-issuing authority, prior to construction plan review.

### Construction Drawing Submittal Requirements CERTIFICATION OF DRAWINGS

**All construction drawings submitted shall be signed by and carry the seal of the professional engineer, professional architect or professional landscape architect responsible for that preparation, who shall be licensed to practice in the State of North Carolina.**

### CONSTRUCTION DRAWING PACKAGE

- A complete set of construction drawings submitted in accordance with the provisions of Section 15-49 (c) shall include at least the following items. The Town's required standard construction specifications, for use in preparing construction drawings are outlined in Appendix C and the Town's "Storm Drainage Manual" (Appendix I of the Carrboro Land Use Ordinance).
- Project site drawings including all information required by Appendix A as part of the approved land use permit submittal, including but not limited to footprints of existing and proposed buildings, parking areas, the location of 100-year floodplain limits, existing and proposed contour elevations at 2 foot intervals. These drawings shall also include the boundary of the tract with all courses and distances indicated. One corner of the tract shall be tied to the North Carolina Plane Coordinate System. Plan size shall generally be 24 inches by 36 inches, however the land use administrator may

permit smaller sized plans if that is deemed appropriate for a smaller project; and

- A summary illustrative site plan drawn to a scale of 1"=100', on one 24" X 36" sheet if possible, or two sheets with match lines if not possible, showing a vicinity map, the outline of the project, and the location of lots, buildings, roads and other significant project features; and
- Plan and profile sheets indicating all existing and proposed roads, sidewalks, parking areas and driveways, cut-and-fill lines, the location of all utilities, and all drainage improvements. A summary roadway plan showing the street layout and all centerline and curve data shall be submitted in addition to a separate plan and profile sheet for each proposed new street; and
- Specifications sheets showing details for all curb and gutter treatments, proposed pavement treatments, and specifications for all erosion control, drainage and permanent stormwater control structures and facilities; and
- A grading, drainage and erosion control plan including data on construction sequencing and a schedule for re-stabilization of denuded areas. Drainage and stormwater facility drawings shall include information on materials used, pipe sizes and lengths, invert elevations, and top elevations for each structure, including but not limited to catch basins, curb inlets, stormwater retention or detention structures, and stormwater velocity dissipaters. A complete set of hydrologic calculations of existing and proposed runoff (prepared as described in Appendix C) shall be submitted, and estimated stormwater exit volumes and velocities provided for each proposed drainage and stormwater control structure. Additionally, please provide detailed construction specifications, along with all applicable calculations, demonstrating compliance with the water quality provisions of Section 15-263 of the LUO; and
- A landscape and tree protection plan showing the location of all trees greater than 18 inches in diameter and rare species trees that are to be retained, all proposed plantings, and the location of other existing trees that are to be retained, and giving specifications for their preservation during construction; and
- A water and sewer location plan meeting the requirements of the Orange Water and Sewer Authority, and showing the location of all easements and proposed fire hydrants. Additionally, a fire-flow analysis must be performed and included with the submittal; and
- A utilities plan showing primary and secondary electrical and natural gas distribution and service lines, and the location of all electrical and natural gas easements; and
- A preliminary soils evaluation as described in Appendix C (Standard Specifications), prepared by a certified soils engineer and addressing the soils' suitability for street construction, as well as any potential problems and recommendations. The report shall confirm the adequacy of the standard

pavement design required by the town, or, if the subgrade soils are expected to have poor CBR (California Bearing Ratio) values, and if the standard design is considered inadequate, the report shall present a recommended alternative design for consideration.

#### SUBMITTAL AND REVIEW PROCESS

1. Submit five (5) complete sets of construction drawings plans along with two (2) sets of drainage calculations to the Town Engineer. All fees should be paid to the Town of Carrboro. These fees should include, but shall not be limited to, construction plan review fees, street inspection fees and engineering review fees.
2. The Town Engineer will distribute the construction plans to the appropriate reviewers.
3. The Town Engineer will receive comments from the review agencies and work with the applicant to finalize construction drawing and drainage calculations. The Zoning Division will review the construction drawings to insure compliance with the applicable land use permit plans previously approved (i.e., conditional use, special use, or zoning permit).
4. The Town Engineer will notify the Administrator, in writing, if the plans are complete.
5. Upon receipt of Town Engineer approval and completion of the land use permit compliance review, the Administrator will request the applicant to prepare the following Construction Drawing submittal packet:
  - At a minimum, eight (8) complete sets of final construction drawings and 2 complete sets of drainage calculations. These materials must be sealed by the qualified professional engineer (as previously referenced) responsible for their preparation.
  - A letter from the Orange Water and Sewer Authority, if applicable, certifying their approval of the final construction drawings.
  - Letters from the appropriate utility providers certifying their approval of the final construction drawings.
  - Copies of any applicable state or federal permits or approvals.
  - A copy of the Orange County Sedimentation and Erosion Control permit, if required, or a copy of correspondence from the Erosion Control Office indicating that a permit is not required.
  - A copy of all approved driveway permits and/or encroachment agreements from the North Carolina Department of Transportation.
  - These final drawings will be submitted to the town engineer who will stamp all eight (8) copies "approved" and forward these approved copies to the zoning administrator.
6. The Administrator will also stamp all eight (8) copies "APPROVED" and distribute the **FINAL APPROVED CONSTRUCTION DRAWINGS**.
7. A pre-construction meeting, arranged by the applicant, will be conducted on-site with all

relevant review agency representatives and town staff prior to construction. At this time, all "Tree Protection Fencing" must be installed per the approved plans. Once all "tree Protection Fencing" has been installed and inspected, construction can begin.

8. Construction begins.

#### **Record Drawings Submittal Process**

Upon completion of construction, a set of record drawings reflecting as-built conditions must be submitted prior to the final acceptance of the streets and any other facilities by the town. The record drawings must be labeled **RECORD DRAWINGS** and sealed and signed by the engineer preparing them. The record drawings shall be permanent reproducible drawings, on mylar, 2 mil minimum weight. Additionally, please submit a digital copy of the record drawing submittal on a 3.5-inch disk using the (.dxf) file extension.

**FEES: PLEASE BE AWARE**  
**80% OF ALL PLAN REVIEW ENGINEERING FEES ARE TO BE REIMBURSED TO THE TOWN BY THE DEVELOPER.**  
**A COPY OF THE TOWN'S MISCELLANEOUS FEES AND CHARGES SCHEDULE IS AVAILABLE FROM THE ZONING DIVISION.**

**FOR INFORMATION, PLEASE CONTACT:**  
*Carrboro Planning Department  
301 West Main Street  
Carrboro, North Carolina 27510*

*Inspections Division: (919) 918-7336  
Zoning Division: (919) 918-7336  
Town Engineer is  
Sungate Design Group, P.A.: (919) 859-2243*