



Date Received: _____ PL# _____

Riparian Buffer Review Application
Surface Water Identification Request for
Major Subdivisions

Tract Information

Parcel #: _____ Watershed District (and name of creek if known): _____

Property Owner: _____

Location/Physical Address of Tract: _____

Driving Directions from Pittsboro: _____

Subdivision Name (if applicable): _____

Owner's/Agent Contact Information (Agent: Consultant, Real Estate Agent, Surveyor, Other) Circle one

Name: _____

Contact Phone Numbers: (h) _____ (w) _____ (c) _____

E-mail: _____

Mailing Address: _____

Do you wish to be contacted prior to Chatham County staff visiting the property? Yes No

How much notice is required prior to arrival onsite? _____

How would you like to receive the completed review letter? (Please check one of the following)

- I would like to pick up the completed Riparian Buffer Review at the County Office
- I would like the completed Riparian Buffer Review mailed to me
- I would like the completed Riparian Buffer Review e-mailed to me

Please include the following items with this request

- Completed consultant findings report including the following:
 - GIS generated or hand drawn sketch of surface water features found onsite (Buffer Plan Sheet)
No smaller than 1"=60' and paper size 11"x17" or larger
 - NCDWQ Stream Identification Forms, Version 4.11, Wetland Determination Data Form –



Riparian Buffer Review Application
Surface Water Identification Request

Eastern Mountains and Piedmont Region, digital photographs, notes, sketches, etc.

- NRCS map with property boundary depicted
- USGS map with property boundary depicted
- Statement of Credentials (Training Certificate for NCDWQ/NC State University Surface Waters Classification course, 2 years of jurisdictional wetland delineation according to the Eastern Mountains and Piedmont Regional Supplement to the 1987 US Corps of Engineers Wetland Delineation Manual)
- Signed Right to Enter Property Form
- Signed Owner's Agent Designation Form
- Fee (make checks payable to Chatham County) **\$100 per feature confirmed onsite**

Feature is defined as any surface water that is subject to Chatham County Riparian Buffers (streams, wetlands, ponds)

Total Number of Features: _____ Total Paid: \$ _____

I have read and understand the regulations of the Watershed Protection Ordinance, Section 304, and I agree to adhere to these associated policies and guidelines herein.

Owner/Agent Signature: _____ Date: _____



CHATHAM COUNTY

AUTHORIZED AGENT FOR FORM

PROPERTY LEGAL DESCRIPTION:

LOT NO. _____ PARCEL ID (PIN) _____ PARCEL SIZE _____

STREET ADDRESS: _____

Please print:

Property Owner: _____

Property Owner: _____

The undersigned owner(s) of the above described property, do hereby authorize

_____, of _____
(Contractor / Agent) (Name of consulting firm if applicable)

to act on my/our behalf and take all actions, I/we could have taken if present, necessary for the processing, issuance and acceptance of reviews, inspections, or permits and any and all standard and special conditions attached to these approvals. The activities authorized include the following (**Check all that apply**):

_____ **Check here for all of the below options.**

- _____ Building Permit
- _____ Zoning Compliance Permits
- _____ Floodplain Determination
- _____ Soil Erosion & Sedimentation Control Permit
- _____ Permits to install, repair, evaluate, or expand onsite wastewater system(s)
- _____ Evaluation/inspection/permitting of a private drinking water well(s).
- _____ Riparian Buffer Review pursuant to §304 of the Chatham Co. Watershed Protection Ordinance.
- _____ Other: _____

Property Owner's Address (if different than property above):

Telephone: _____ E-mail: _____

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Owner Authorized Signature

Date: _____

Agent Authorized Signature

Date: _____



Authorization to Enter Property Form

Date: _____

PARCEL No. (AKPAR) _____

I, (print name) _____, as owner of the property described above, or as a representative of the owner(s) do hereby convey permission to Chatham County staff to enter the property at their convenience to conduct a surface water identification (SWID) necessary to determine whether or not water features on my property are subject to the riparian buffer regulations described in Section 304 of the Chatham County Watershed Protection Ordinance. The SWID will be public record and on file at the Planning and Watershed Protection Departments, and may be requested in the future for review by interested parties.

I understand that stream delineations for the property listed above will be made by County staff only once and that if future subdivisions are proposed within this property boundary, it will require a surface water identification by a private consultant at the property owner's expense.

(Print Owner's Name)

(Signature of Owner)
(Date)

(Print Authorized Agent Name)

(Signature of Authorized Agent)
(Date)



APPLICATION FOR FLOOD PLAIN DETERMINATION

Chatham County, North Carolina
This is a fillable form

Office Use Only: PL 20

Paid by: CK # CA CC

Applicant Information:

Name
Address

Landowner Name (if different from applicant):

Location of Property:

Property Address

Lot Number

Subdivision

BEST Contact Number:
()

Proposed Work: Residential Construction Septic/Repair Installation Creating New Lot(s) Well

Site Evaluation (Perc Test) Land Purchase Other:

Additional Information: Will property be used for non-residential purpose(s)? Yes No If yes, please see Planning Staff

This application is a \$20 non-refundable fee due to a minimum \$25 refund limit. Credit Card payments will be charged a convenience fee of \$1. (AmEx not accepted)

PLEASE READ AND SIGN

Please attach a drawing of the property showing the location of the development activity, the 100-year flood plain, the distance to a stream or river and other information necessary to accurately locate the development activity on the property in relationship to the floodable areas and property lines.

The information shown for office use only is based on the location of the property and development as provided by the applicant. The information shown is based on regulations in effect to date. A determination of permit approval will be evaluated based on the permit application submitted and the regulations in effect at the time.

I hereby certify that I am making this application for the landowner or myself and that the information given is correct to the best of my knowledge.

Applicant/Landowner (Please Print)

Applicant/Landowner Signature

Date

For Office Use Only

Is there a "T" code in Parcel Type? Yes No

Township:

Parcel ID#:

Acreage:

Zoning District/CUP:

Year Lot was created:

Watershed District:

Jordan Lake Watershed Yes No

Flood Plain Information

Flood Map # 37

Zone

Map Date:

The development activity is within 100 feet of the 100-year flood plain?

Yes No Uncertain

If "Yes" or "Uncertain," talk to Environmental Quality Director.

Flood Plain Elevation

The elevation of the development activity is

Riparian Buffer Information

Select one of the boxes below based on the information provided by Applicant:

Lot created before 1/23/2008 and not a subdivision of land:

If in Jordan Lake Watershed: use the USGS Topo and NRCS Soil Survey to look for streams and ponds to buffer with a 50 foot buffer. Identify "Rivers" on USGS Topo only for 100 ft buffers. No ephemerals.

Stream(s) with 50' Buffer Pond(s) with 50' Buffer River or stream within 2500 feet of River with 100' Buffer

Not in Jordan Lake Watershed: use USGS Topo only.

Stream(s) with 50' Buffer River or stream within 2500 feet of River with 100' Buffer

Parcel will be subdivided: Talk to Planning Staff. Needs Riparian Buffer Review by EQ Staff.

Lot (over 10 acres in size) created after 1/23/2008 and no Riparian Buffer Review on file or in Cityview: must have Riparian Buffer Review by EQ Staff prior to building permit. Refer to Planning Staff.

Lot (under 10 acres in size) created after 1/23/2008: Riparian Buffer Review should already be completed. See survey or Cityview. Check for "T" code!

Riparian Buffer Review required by EQ Staff? Yes No, if yes send to Subdivision Administrator

ADDITIONAL COMMENTS:

County Staff Signature

Date



RIPARIAN BUFFERS FOR MAJOR SUBDIVISION STEPS TO TAKE

For compliance with the Watershed Protection Ordinance (Section 304) Riparian Buffer Rules

Step 1: Initial Consultation Meeting

If necessary, schedule and hold an **initial consultation meeting** with staff to obtain a packet of information and discuss your proposed project, ask questions, and obtain general information prior to implementing your project design, land survey, septic/soils survey, etc., or to determine if you may be exempted or fall under the Pre December 2, 2008 rules. Any of the following staff can be contacted to schedule the initial consultation meeting:

- Ms. Kimberly Tyson, Planner II/Subdivision Administrator, Planning Department
kimberly.tyson@chathamnc.org or (919) 542-8283
- Ms. Paula Phillips, Land Use Administrator I, Planning Department
paula.phillips@chathamnc.org or (919) 542-8276
- Mr. Drew Blake, Watershed Specialist, Watershed Protection Department
Drew.blake@chathamnc.org or (919) 545-8394
- Ms. Rachael Thorn, Director, Watershed Protection Department
Rachael.thorn@chathamnc.org or (919) 545-8343

NOTE: Any questions pertaining to soils and sanitary/septic systems, please contact Anne Lowry, R.E.H.S., Director, Environmental Health Department: anne.lowry@chathamnc.org or (919) 545-8310

Step 2: Submit Riparian Buffer Application and all supporting documents

Following the initial consultation meeting, if your project is **considered by the Planning Department as a Major Subdivision**, you are required to hire a private consultant to make the surface water determination. A list of approved environmental consultants can be provided upon request. The listing of any company on the list of approved environmental consultants does not constitute endorsement by Chatham County.

- (a) Submit a scaled (no smaller than 1"=60') **Buffer Plan Sheet** (11"x17" or larger) and all other required information and forms indicating all water features identified on the parcel and associated buffers at their appropriate width(s).
- (b) Submit copies of all NCDWQ Stream Identification Forms, Version 4.11, digital photographs, notes, sketches, etc. Each water feature shown on the Buffer Plan Sheet described above must be identified 'Site ID' that matches the appropriate Stream Identification Form.

If you plan to use a consultant that is not currently on the list of approved environmental consultants please submit the following information from the private consultant along with your RIPARIAN BUFFER REVIEW APPLICATION: SURFACE WATER IDENTIFICATION REQUEST.

- (c) A short Statement of Credentials of the private consultant(s) making the surface water determinations for our files. The statement(s) must demonstrate the following:

For stream classifications, the private consultant minimally has taken the NCDWQ/NC State University Surface Waters Classification training course and must have passed the written and field exam.

For wetland delineations, the private consultant has demonstrated at least 2 years of experience delineating jurisdictional wetlands in accordance with the Eastern Mountains and Piedmont Regional Supplement to the 1987 US Corps of Engineers Wetland Delineation Manual.

The information provided in A thru C will be reviewed by staff within the Planning and Watershed Protection Departments.

Step 3: Schedule On-Site Review

Chatham County personnel will contact the designated agent (private consultant) to schedule an onsite review. Additional reviews by US Army Corps of Engineers Raleigh Regional Field Office and North Carolina Division of Water Resources (if applicable) of stream determinations and wetland delineations completed by private consultants may be necessary. If so, please inform county staff if the review has been completed prior to our on-site review and please provide the formal response. **Please have surface water features clearly marked and/or flagged in the field prior to county staff visiting the property.**

Step 4: Issuance of Findings

During the site review, staff will review and confirm or relocate the stream origins and wetlands previously identified by the consultant. All reviews will be completed in accordance to Section 304 of the Watershed Protection Ordinance. Formal approval of all wetland boundaries must be received from the US Army Corps of Engineers. The findings made by County staff will be provided via mail, electronic mail, or pick up at the office, to the owner and/or Authorized Agent as indicated on the application. If revisions to the consultant's findings are required please submit a revised Buffer Plan Sheet to County staff. The County findings will be provided as a letter report with an approved copy of the Buffer Plan Sheet. The information and findings will be mailed to you (or can be picked up) within 15 business days of the signed and completed application submitted to the Watershed Protection Department. The review process and issuance of findings may be extended due to weather delays or scheduling conflicts.

Step 5: Submission of Plan for Review

It is the responsibility of the applicant to transfer the surface water locations as depicted on the Buffer Plan Sheet onto a professional land surveyed plan, for review and approval by Watershed Protection staff prior to submitting the First Plat to the County Planning Department. The plan must depict all surface water features, their associated buffer limits, and plat certificates associated with Riparian Buffers (provided by the Planning Department). The plan will be reviewed by staff within the Planning and Watershed Protection Departments.

NOTE: Prior to any land disturbing activities, the buffer boundaries must be protected with clearly visible flagging or tree protection fencing, if forested. Watershed Protection staff must be contacted prior to land disturbance to determine if a site inspection is required. Flagging and tree protection fencing may not be removed until the project is completed.