





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

- Copy of Original Plat, Chatham County GIS Map, or detailed drawing indicating review area
- Signed Right to Enter Property Form
- Signed Owner's Agent Designation Form (if applicable)       Not Applicable
- Fee (make checks payable to Chatham County)

**Minor Subdivisions: \$50 Administration Fee plus \$50 per lot created**

Total Lots Created: \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_

*\* The above fees do not apply to Jordan Lake Buffer Confirmations or confirmations of USGS mapped streams in accordance with the 1994 Chatham County Watershed Protection Ordinance*

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 MINOR 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. Paula Phillips, Land Use Administrator I, Planning Department  
[paula.phillips@chathamnc.org](mailto:paula.phillips@chathamnc.org) or (919) 542-8276
- Ms. Kimberly Tyson, Planner II/Subdivision Administrator, Planning Department  
[kimberly.tyson@chathamnc.org](mailto:kimberly.tyson@chathamnc.org) or (919) 542-8283
- Mr. Drew Blake, Watershed Specialist, Watershed Protection Department  
[Drew.blake@chathamnc.org](mailto:Drew.blake@chathamnc.org) or (919) 545-8394
- Ms. Rachael Thorn, Director, Watershed Protection Department  
[Rachael.thorn@chathamnc.org](mailto: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](mailto:anne.lowry@chathamnc.org) or (919) 545-8310

### **Step 2: Submit Riparian Buffer Application and all supporting documents**

#### For projects under 25 acres

Following the initial consultation meeting, if your project is **considered by the Planning Department as a Minor Subdivision and is less than 25 acres** of total land area, please complete and submit the RIPARIAN BUFFER REVIEW APPLICATION: SURFACE WATER IDENTIFICATION REQUEST application. The project cannot be part of a planned, phased, or larger subdivision or development. To be considered as a complete submittal the Riparian Buffer Application must include the following items:

1. Completed Riparian Buffer Review Application
2. Copy of Original Plat, Chatham County GIS Map, and/or detailed drawing indicating area to be reviewed
3. Signed Right to Enter Form
4. Signed Owner's Agent Designation Form (If Applicable)

**\*If your project meets the criteria list above please continue to Step 3.**

#### For projects over 25 acres

If your total project is **larger than 25 acres** 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, Wetland Determination Data Form – Eastern Mountains and Piedmont Region, 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. 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. Once the staff review has been completed the applicant or designated agent (private consultant) will be notified by letter from the Watershed Protection Department.

### **Step 3: Schedule On-Site Review**

If you have indicated that you would like to be present while the on-site review is being completed Chatham County personnel will contact you to coordinate a date and time to complete the review. **Please note that this can delay the review period due to scheduling conflicts or weather events.** Please indicate on the application how much advanced notice is required to schedule the on-site review. **Please have area(s) to be reviewed 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 stake or flag identified stream origins and wetlands in accordance to Section 304 of the Watershed Protection Ordinance only on the parcel (s) identified on the application form. These findings 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. The findings will be provided as a letter



report with supporting exhibits and maps. All surface water features observed on the property during the review will be shown on a map (Exhibit 2) of the applicant's property as approximate locations only. 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 in Exhibit 2 onto a professional land surveyed plan, for review and approval. The plan must depict all surface water features, their associated buffer limits, and final plat certificates (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.**