

Plan Review Process

1. Submit with the following requirements:

- Complete and sign an [Erosion Control & Stormwater Joint Application](#).
- Complete and sign a [Sediment and Erosion Control Construction Plan Submittal Checklist](#).
- Complete a [Financial Responsibility/Ownership Form](#).
- For projects in Wake County's ETJ submit seven (7) sets of plans. Engineers have the option to submit (3) sets of plans for the initial submission (most plans will require at least one resubmission). The cover sheet, details, and plan & profile sheets should also be submitted.
- For projects in another Municipality's ETJ submit five (5) sets of plans. Engineers have the option to submit (1) set of plans for the initial submission (most plans will require at least one resubmission). The cover sheet, details, and any plan & profile sheets should also be submitted.
- Flood studies must be approved by the Wake County Erosion, Flood and Stormwater Unit prior to submission of a Soil Erosion and Sedimentation Plan for review. Refer flood study-related questions to Wake County Environmental Services at 919-856-7400.
- Submit Division of Water Quality approval documentation for any Land Disturbance activities within any Neuse River Riparian Buffer Feature/Stream.
- Submit two (2) copies of calculations, if not included on plan.

2. Notification of Plan Approval or Disapproval:

- Within thirty (30) working days from the receipt of a complete plan, the Environmental Engineer/Consultant will notify the applicant or designer of the approval or disapproval of the plan. A disapproval letter will detail additional information/design criteria required for approval. Depending on the response or proposed solutions to the requested items, additional comments may be generated when your resubmission is reviewed. The first resubmission is free, but all subsequent resubmissions require a \$75 Resubmission Fee.
- It is the goal of both the Wake County Environmental Services Department, Stormwater Management Program to review these plans in such a manner that within the thirty (30) working day period a Land-disturbing permit may be issued if the plans are adequately prepared. Every effort will be made to get plans out quickly.
- The designer will be apprised of the permit fees when notified of the plan's approval. A Land-disturbing permit and two (2) copies of the Approved Plans can be obtained upon receipt of the permit fees.