



**FES – FLOODPLAIN ENCROACHMENT SUBMITTAL CHECKLIST**

Project Name \_\_\_\_\_ Watershed \_\_\_\_\_ FEMA Zone \_\_\_\_\_

Approximate Location \_\_\_\_\_ Project Acreage \_\_\_\_\_ Disturbed Acreage \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Engineer:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Floodplain Encroachment Submittal Package Requirements**

[14-14] The Floodplain Encroachment submittal package must include all applicable items below to demonstrate compliance with applicable regulations. Unless otherwise noted, all references shown in brackets are for the [Wake County Unified Development Ordinance \(UDO\)](#), adopted 04/17/06. Select all applicable items below and provide with the submittal.

<input type="checkbox"/>	1.	Floodplain <a href="#">Encroachment Application</a> (Required to initiate processing)
<input type="checkbox"/>	2.	<a href="#">Review Fees</a> (Required to initiate processing)
<input type="checkbox"/>	3.	Other documents:
<input type="checkbox"/>	a.	Copy of approval notification from Wake County for other permitting, (if applicable)
<input type="checkbox"/>	b.	Copy of NCDEQ DEMLR Land Disturbance Permit, (if applicable)
<input type="checkbox"/>	c.	401/404 Documentation (Buffer determination letters, PCN application, comments, and approval)
<input type="checkbox"/>	d.	NCDOT Approval (Temporary Construction Entrances, Encroachment Agreements, etc.)
<input type="checkbox"/>	e.	Encroachment agreement(s) completed, signed and notarized for all off-site construction
<input type="checkbox"/>	4.	Cover letter stating the purpose of the submission RESUBMITTALS: A letter detailing any changes, comments, proposed solutions to review comments, etc.
<input type="checkbox"/>	5.	Copy of the <a href="#">USGS Quad Map</a> with delineated project limits
<input type="checkbox"/>	6.	Copy of the <a href="#">Wake County Soil Survey map</a> with delineated project limits
<input type="checkbox"/>	7.	Copy of FIRM Panel with delineated project limits
<input type="checkbox"/>	8.	One (1) electronic copy of a complete set of construction drawings for 1st resubmission, resubmittals, revisions, and for final approval and signature. Signed hard copies are required for the preconstruction meeting.
<input type="checkbox"/>	9.	Proposed Site Plan:
<input type="checkbox"/>	a.	<a href="#">Combined Erosion Control, Stormwater and Floodplain Approval Block</a> (Cover Sheet)



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<input type="checkbox"/>	<b>b.</b>	Location/Vicinity Map
<input type="checkbox"/>	<b>c.</b>	North arrow, graphic scale, drafting version date, legend and professional seal
<input type="checkbox"/>	<b>d.</b>	Existing and proposed contours: plan and profiles for roadways
<input type="checkbox"/>	<b>e.</b>	Boundaries of tract: including project limits
<input type="checkbox"/>	<b>f.</b>	Proposed improvements
<input type="checkbox"/>	<b>g.</b>	Lot lines, lot numbers and road names
<input type="checkbox"/>	<b>h.</b>	Utilities: community water and sewer, plan/profiles, easements and sediment controls, and offsite septic.
<input type="checkbox"/>	<b>i.</b>	Stormwater Network: inlets, culverts, swales, ditches, channels and drainage easements.
<input type="checkbox"/>	<b>j.</b>	Delineate crossings and/or impacted flood hazard area(s) and label on site plan
<input type="checkbox"/>	<b>k.</b>	Show all Riparian Buffers [ <i>Article 9-21</i> ]; (Neuse: [15A NCAC 02B.0233 & 0242])
<input type="checkbox"/>	<b>l.</b>	Delineation of current FEMA boundaries (floodway, non-encroachment areas, flood fringe and future/0.2%)
<input type="checkbox"/>	<b>m.</b>	Delineation of flood prone soil areas; provide soils re-delineation approval as needed
<input type="checkbox"/>	<b>n.</b>	Provide stream crossing detail compliant with NC DEQ and COE including pump around and erosion control measures and construction sequence

**Standards and Requirements**  
By marking items with an “X”, applicant acknowledges potential standards to be applied to the proposed development.

**Wake County UDO Article 14 – Flood Hazard Areas**

<input type="checkbox"/>	<b>10.</b>	<b>14-14 Permit and Certification Requirements</b> [14-14-1] No permit for any new construction, substantial improvements, or other development proposed in an area of special flood hazard must be issued until the Department of Environmental Services has reviewed the plans for the development and has accepted the findings of the applicant that the development, as proposed, would comply with all relevant requirements of this section. As provided in 19-42-1(C), those land uses otherwise exempted from the general permit requirements of 19-42-1(A) and 19-42-1(B), including land uses associated with bona fide farms, may not be so exempted where the proposed development is located within an area of special flood hazard.
<input type="checkbox"/>	<b>11.</b>	<b>10-20-3 Operation in Lakes or Natural Watercourses</b> -Land disturbing activity in connection with construction in, on, over, or under a lake or natural watercourse must minimize the extent and duration of disruption of the stream channel. Where relocation of a stream forms an essential part of the proposed activity, the relocation must minimize unnecessary changes in the stream flow characteristics.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_