



## Development Services Center

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

Complete this checklist and submit with all other required materials listed in the checklist through the submittal portal: <https://dsc.durhamnc.gov/264/Application-guide>. Construction drawings review fees shall be paid at time of the initial submittal and will include a 4% technology surcharge fee.

If you have questions about the triage process please email [triage@durhamnc.gov](mailto:triage@durhamnc.gov).

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Phase/s: \_\_\_\_\_

Previous Project Name/s: \_\_\_\_\_

PIN numbers: \_\_\_\_\_

Project Address: \_\_\_\_\_

Site Plan # (if site plan required): \_\_\_\_\_ Is the Site Plan?  Approved  Under review  
*(may submit after receiving 1<sup>st</sup> review comments)*

### APPLICANT INFORMATION

Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_

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

### TYPE OF SUBMITTAL AND FEES

\_\_\_ 1<sup>st</sup> Construction Drawing Submittal (choose type of project)

- Commercial or Apartments Project** \_\_\_ water and/or sewer extension permits are not required: \$1,500  
 \_\_\_ water and/or sewer extension permits are required: \$2,500 + \$500 per additional apartment building

- Residential Subdivision Project** # of lots: \_\_\_\_\_ # of phases: \_\_\_\_\_  
 [\$2,500 x (# of Phases) + [\$25/lot x (# of Lots)] = \$ \_\_\_\_\_

- Pump Station Design Drawings** \$10,000 (total fee due, no technology surcharge)

Subtotal of fees = \$ \_\_\_\_\_ 4% technology surcharge fee = \$ \_\_\_\_\_

**Total Fees Due** = \$ \_\_\_\_\_

\_\_\_ Construction Drawing Resubmittal # \_\_\_\_\_

\_\_\_ Final/Reproducible Construction Drawing Submittal for signatures

\_\_\_ Revision to Previously Approved Construction Drawings (1<sup>st</sup> submittal of revision) Amendment #: \_\_\_\_\_

Is the project under construction?  Yes  No PW Inspector: \_\_\_\_\_

Review fee: \$1,040 (includes technology surcharge fee)

## REVIEW GROUPS REQUIRED TO REVIEW THE CONSTRUCTION DRAWINGS

- Engineering Division (public or private streets, sidewalk, water, sewer, and storm drainage)
- Stormwater Services (SIA, SCMs)
- Department of Transportation (signage, pavement markings, road widening, sidewalk detours)
- Department of Water Management (only when submitting pump station design drawings)
- City-County Development Services Center (floodplain, surface waters and buffers)

**Comments:**

## INSTRUCTIONS

Initial in the space provided to indicate the following submittal requirements have been met. For items that do not apply, the applicant should note "N/A" for those items. Depending upon the project, additional items may be required. Construction drawing submittals without the following minimum criteria will not be triaged. All report covers must contain the project name as listed in the cover sheet of the construction drawings, PIN#s, and seal from the professional signing the report.

# Engineering Division Submittal Requirements

## Initial Submittal

- \_\_\_\_\_ Site Plan (approved or most current)
- \_\_\_\_\_ Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ 10-year and 25-year HGL calculations for all proposed storm drainage pipes (as required by the Reference Guide for Development)
- \_\_\_\_\_ Swale and flume design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Culvert design calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Gutter spread calculations (as required by the Reference Guide for Development)
- \_\_\_\_\_ Fire flow analysis for each individual phase and full project build-out if applicable (as required by the Reference Guide for Development)
- \_\_\_\_\_ Private/public pump station plans included in set of construction drawings

## Resubmittal (Re-reviews)

- \_\_\_\_\_ Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports from previous submittal

## Final Submittal for Signature/Approval (all redlines/comments have been addressed)

- \_\_\_\_\_ Final Construction Drawings (signed and sealed)
- \_\_\_\_\_ Final calculations/reports (either with reviewer's "approved" or "no comments" on cover sheet of report)

# Stormwater Division Submittal Requirements

## Initial Submittal

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Approved stormwater impact analysis. If any changes have been made to the site plan that affect the analysis, a revised analysis must be submitted and a revised site plan may be required.
- \_\_\_\_\_ Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Final design calculations for any stormwater BMPs. All BMP designs, where routing is a key component of the design, will require the use of storage indication routing methodology such as TR-20 or HEC-1 models. Provide stage-storage relationship and inflow and outflow hydrographs for all routing calculations. Provide all tabulated data, including calculations showing the outlet under orifice control, barrel control, and weir control (as appropriate), and provide the equations used to develop the rating tables/curves.
- \_\_\_\_\_ Stormwater BMP Design Summary filled out with design calculations (one for each BMP)
- \_\_\_\_\_ SCM(s) Operation & Maintenance (O & M) Manual(s) in Word format

## Resubmittal (Re-reviews)

- \_\_\_\_\_ Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Revised calculations/reports
- \_\_\_\_\_ Redlined calculations/reports from previous submittal

## Final Submittal for Signature/Approval (all redlines/comments have been addressed)

- \_\_\_\_\_ Final Construction Drawings (signed and sealed)
- \_\_\_\_\_ Final Calculations/Reports

# Department of Transportation Submittal Requirements

## Initial Submittal

- \_\_\_\_\_ Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Digital Set of Site Plan
- \_\_\_\_\_ Set of Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Cover sheet with special conditions of approval requirements
- \_\_\_\_\_ All road widening drawings (public, private or NCDOT)
- \_\_\_\_\_ Signing and marking drawings included
- \_\_\_\_\_ Signing and marking notes included on plans
- \_\_\_\_\_ Standard signing and marking details included on plans (sign details, pavement marking details, street marker details, etc.)
- \_\_\_\_\_ Signal Plans
- \_\_\_\_\_ Traffic Control Plan (if closing streets for any length of time or closing sidewalks for more than 7 days)
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

## Resubmittal (Re-reviews)

- \_\_\_\_\_ New Construction Drawing Submittal Checklist Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Set of Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

## Final Submittal for Signature/Approval (all redlines/comments have been addressed)

- \_\_\_\_\_ New Construction Drawing Submittal Checklist Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- \_\_\_\_\_ Original signed/sealed reproducible Construction Drawings for signature
- \_\_\_\_\_ Additional set of Construction Drawings if there are comments from the previous review.
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Electronic Submittal of all materials listed above on CD/DVD or USB Flash Drive

# Department of Water Management Submittal Requirements

## Initial Submittal

- \_\_\_\_\_ Previously finalized Intent to Construct a Lift Station Package (reference [Lift Station Design Standards](#))
  - If any changes have occurred clearly identify them in a revision cloud
- \_\_\_\_\_ Previously finalized Intent to Calculation Review Package (reference [Lift Station Design Standards](#))
  - If any changes have occurred clearly identify them in a revision cloud
- \_\_\_\_\_ Fast-Track Application for Gravity Sewers, Pump Stations, and Force Mains filled out
- \_\_\_\_\_ Clear statement of any variances requested
- \_\_\_\_\_ Construction Drawings (24"x36" sheet size – to scale) from all disciplines
- \_\_\_\_\_ An exhibit with the entire force main profile on a single sheet with the lift station, discharge point, air release valves, hydraulic grade line, and key stations labeled clearly
- \_\_\_\_\_ Truck access exhibit
- \_\_\_\_\_ Truck staging and egress exhibit
- \_\_\_\_\_ Construction Drawing Review Checklist

## Resubmittal (Re-reviews)

- \_\_\_\_\_ Revised Construction Drawings
- \_\_\_\_\_ Redlined Construction Drawings from previous submittal

## Final Submittal for Signature/Approval (all redlines/comments have been addressed)

- \_\_\_\_\_ Redlined Construction Drawings from previous submittal
- \_\_\_\_\_ Final Documentation, Permits, and Construction Drawings (signed and sealed)

# City-County Development Services Center Submittal Requirements for Floodplain or Surface Water & Buffer

## Initial Floodplain Submittal

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Floodplain Determination Form
- \_\_\_\_\_ Completed Floodplain Checklist
- \_\_\_\_\_ Floodplain Impact Plan (24"x36" sheet size – to scale)
- \_\_\_\_\_ Floodplain Review Items per the Floodplain Determination Form
- \_\_\_\_\_ Design Professional's Narrative of Floodplain (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections - Regulatory Specific)

## Initial Surface Water & Buffer Submittal

- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Construction Drawings (24"x36" sheet size – to scale)
- \_\_\_\_\_ Buffer/Setback Determination Form for Streams & Wetlands
- \_\_\_\_\_ Stream & Wetland Impact Plan Checklist
- \_\_\_\_\_ Stream & Wetland Impact Plan
- \_\_\_\_\_ NPAA Form (Ordinance Use Noted)
- \_\_\_\_\_ Stream Determination Report and Letter (Regulatory Specific)
- \_\_\_\_\_ Design Professional's Narrative of Stream & Wetland (Existing Conditions, Proposed Work, Impact of Activities, and Required Protections -Regulatory Specific)

## Resubmittal (Re-reviews)

- \_\_\_\_\_ Revised Construction Drawings
- \_\_\_\_\_ Revised versions of all previously submitted documents and drawings
- \_\_\_\_\_ Redlined Documentation and Construction Drawings from previous submittal

## Final Submittal for Signature/Approval (all redlines/comments have been addressed)

- \_\_\_\_\_ Final Documentation, Permits, & Construction Drawings (signed and sealed)