



**CITY OF DURHAM**  
Department of Public Works  
101 CITY HALL PLAZA | DURHAM, NC 27701  
919.560.4326 | F 919.560.4316

www.durhamnc.gov

April 1, 2009

**To:** All Consultants and Development Design Professionals Practicing in Durham, NC

**From:** Robert N. Joyner, Jr. PE *RNJ*  
Development Review Group Manager  
Department of Public Works Engineering and Stormwater Division  
101 City Hall Plaza, 3<sup>rd</sup> Floor  
Durham, NC 27701  
Ph: 919/560-4326  
E-mail: [robert.joyner@durhamnc.gov](mailto:robert.joyner@durhamnc.gov)

**Subject:** Letter to Industry 04-01-09: The “Engineer’s Letter” Stormwater Impact Analysis

### **Background**

All land-disturbing activities that require the submission of a site plan to the Planning Department must include the provision of a Stormwater Impact Analysis (SIA) with each site plan submittal. At times, there are situations that arise where a full (either revised or new) SIA may not be warranted. Such situations may include the submission of a site plan that proposes a small amount of impervious area, the co-location of a cell tower and tower equipment on top of an existing building, or the submission of a revised or amended site plan where previously approved drainage patterns have been preserved, where the impervious areas on the site within those drainage patterns have either been maintained (e.g., kept the same) or reduced, and where no new floodplain has been proposed on developed property downstream of the site. There may be other scenarios where a full SIA may not be warranted; these situations should be discussed on a case-by-case basis with the Stormwater Services Section (S3) of the Engineering and Stormwater Division. It should be noted that if existing or previously approved drainage patterns are proposed to be changed or if an increase in impervious area (over that currently existing or that previously approved in the SIA) is proposed or if new floodplain has been proposed on developed property downstream, a new or revised full SIA will, most likely, be required. For minor increases in impervious area, consultation with S3 is suggested. The purpose of this Letter to Industry (LTI) is to provide guidelines to the engineering and development communities regarding the provision of an alternate SIA, herein referred to as an “Engineer’s Letter,” where a full SIA may not be warranted.

### **Elements of an “Engineer’s Letter”**

Any site plan submittal, where a full SIA is not warranted, shall include an “Engineer’s Letter,” which references the name of the site, the pin number/s for the site, the current case number, the previous case number (if one exists), the watershed within which the site is located, and the water supply overlay in which the site is located. This letter (see the attached example) shall provide a brief explanation of why a full SIA (either revised or new) is not warranted and shall include the following attachments:

1. A completed, signed and sealed Stormwater Services Site Plan Submittal Checklist. It should be noted that some of the items on this checklist may not be applicable with a particular submittal. As such, the design professional may, where appropriate, indicate "n/a" on the "Applicant initials" line when completing the checklist.
2. A copy of the previously approved signed and sealed SIA for the project (only if one was prepared for a previously approved site plan).
3. A copy of the nitrogen export calculations for pre- and post-development conditions for the project (only if a previously approved SIA is not being attached to this submittal or if nitrogen export calculations were not included with the original SIA).
4. A **legible** copy of the most recent adopted FEMA Flood Insurance Rate Map (FIRM), with the site delineated clearly on the map. The map submittal must include all appropriate reference documentation, or the entire submittal will be rejected.
5. A **legible** copy of the USGS 7 ½ minute Quadrangle map, with the site delineated clearly on the map.
6. A **legible** copy of the Durham County Soil Survey map (Note: Copies of the paper maps only; electronic versions will not be accepted), with the site delineated clearly on the map.

#### **Timing**

The implementation of this policy is already in effect.

Attachment: Copy of a Suggested "Engineer's Letter" Format

March 27, 2009

**To:** Stormwater Services Section  
Engineering and Stormwater Division  
City of Durham Department of Public Works

**From:** Dave Brown, PE, Stormwater Engineer IV *DB*  
Stormwater Services Section  
Engineering and Stormwater Division  
City of Durham Department of Public Works  
101 City Hall Plaza, 3<sup>rd</sup> Floor  
Durham, NC 27701  
Ph: 919/560-4326, x241  
E-mail: [david.brown@durhamnc.gov](mailto:david.brown@durhamnc.gov)



**Subject:** Engineer's Letter

**Ref:** Public Works Maintenance Facility Staging Area Expansion  
Case #: D0901039  
Previous Case#: D0801227  
PIN: 0820-01-22-13-7221  
Watershed: Cape Fear River  
Water Supply Overlay: n/a

The purpose of this letter is inform the Stormwater Services Section that this site plan proposes a reduction of 6,205 SF of impervious area to that proposed in the previously approved site plan for this project. No changes in the overall drainage patterns for this project are proposed, and no new floodplain is proposed on developed downstream property. As such, the previously approved Stormwater Impact Analysis for this project still remains valid. If you have any questions, please feel free to call or e-mail me.

Attachments: (1) Copy of Stormwater Services Site Plan Submittal Checklist  
(2) Copy of the previously approved Stormwater Impact Analysis  
(3) Copy of the most recent adopted FEMA Flood Insurance Rate Map (FIRM) for the site  
(4) Copy of the USGS 7 ½ minute Quadrangle map  
(5) Copy of the Durham County Soil Survey map

cc: Project File