

Department of Public Works (DPW) Pre-submittal Meeting Checklist

DPW has provided the following information to assist the Development Community (Developers) in making effective and efficient use of the City-County Planning Department's (Planning) Pre-Submittal Conferences. DPW urges Developers provide the following information **at or in advance** of the scheduled pre-submittal conference, come **prepared** with **specific** questions regarding proposed projects. The Developers should also come to the pre-submittal conference with a plan **prepared to the 60% level**.

Note: This pre-submittal conference **does not** guarantee that additional comments will arise during the formal plan review process.

- Show the **existing and proposed** water (which also includes fire hydrants), sanitary sewer, and stormwater conveyance systems on the 60% plan, **including** all **existing and proposed** on-site easements.
- Which **river basin** is the project located in?
- Is the project in a **watershed protection overlay, if so, which one?**
- What is the amount of **disturbance** for the project?
- What is the **pre- and post-development impervious area**, both as a total in acres and as a percentage of the site?
- What is the **development history** on site? Have there been past projects, or past additions of impervious area? If so, when did those occur and what are the Planning case numbers?
- Are there **streams** on-site as indicated by the USGS topo and SCS soils survey maps? Does the applicant wish to challenge these maps (i.e., USGS or Soils Survey)?
 - If yes, has a Stream Identification been performed and approved? If the site is in Neuse River Basin, stream all determinations shall be approved by NCDENR. If the site is in Cape Fear River Basin, a stream identification report (SIR) shall be submitted for City's review and approval per:
http://durhamnc.gov/ich/op/pwd/storm/Documents/LTI/lti_buffer_082511.pdf
- Are any activity(s) proposed in stream buffers? Are these proposed activities Exempt, Allowable, or Allowable with Mitigation per the Table of Uses in UDO Section 8.5.10?
 - Note: A Riparian Buffer No Practical Alternatives Application (NPAA) or Riparian Buffer Mitigation Application may be required. Other requirements may apply, as found in UDO Section 8.5, "Riparian Buffer Protection Standards" at <http://www.durhamnc.gov/udo/>.
- Is there **floodplain** on-site? Is any portion of the proposed development within the floodplain?
 - If yes, a floodplain development permit (FDP) application shall be submitted to Planning. Development and land disturbing activity within the Special Flood Hazard Area (SFHA) and future conditions flood hazard areas are prohibited except as provided in Section 8.4.4 of the UDO found at: <http://www.durhamnc.gov/udo/>.
- What is the **increase in flow** at analysis points?
- What **SCM(s)** is/are proposed and where is/are it/they located? Are there any potential site conflicts or other problems associated with the type of SCMs and the proposed SCM locations?