



Development
 Services Center

Date: _____

ONLINE SUBMITTAL INSTRUCTIONS

Complete this checklist and submit with all other required materials listed in the checklist through the online submittal portal:

<https://dsc.durhamnc.gov/234/2482/Construction-Drawings-submittal-portal?activeLiveTab=widgets>.

For mobile/tablet viewing or other display issues use this alternate link:

<https://durhamdsc.app.box.com/f/36558ade22334b95ac42c8c872aa5d6b>.

Submit design drawings of **Lift Stations** through this separate online portal:

<https://dsc.durhamnc.gov/235/2486/Construction-Drawing-submittal-portal?activeLiveTab=widgets>.

Construction drawings review fees shall be paid at time of the initial submittal and will include a 4% technology surcharge fee (see next page for fees). If you have questions about the triage process please email 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 the first construction drawing submittal after completing two reviews of the site plan.

Comments:

APPLICANT INFORMATION

Contact Person: _____ Company: _____

Email Address: _____ Phone: _____

REVIEW GROUPS REQUIRED TO REVIEW THE CONSTRUCTION DRAWINGS

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

TYPE OF SUBMITTAL AND FEES

◦ 1st Construction Drawing Submittal (choose type of project)

Commercial, Apartments, or Other

◦ 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)] =
\$ _____

Lift Station Design Drawings

\$10,000 (total fee due, no technology surcharge)

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

Total Fees Due = \$ _____

◦ Construction Drawing Resubmittal # _____ (no fee due)

◦ Final/Reproducible Construction Drawing Submittal for signatures (no fee due)

◦ Revision to Previously Approved Construction Drawings (1st submittal of revision) Amendment #: _____

Is the project under construction? Yes No PW Inspector: _____

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

INSTRUCTIONS FOR COMPLETING THE CHECKLIST

Instructions for completing the following checklist sheets

- Complete the sheet for each of the review groups applicable to your project. Failure to fill out these sheets will result in rejection of the submittal.
- Only make a submittal if you have included **ALL** required items for your project scope. Submittals missing required items will result in rejection of the submittal.
- On each sheet fill in **ALL** blanks under the type of submittal (First / Resubmittal / Final)
- Enter your initials on the blank to indicate that the item is included in the submittal.
- Enter N/A on the blank only if your project scope does not include/require the item and therefore it is not included in the submittal.
- All report covers must contain the project name as it appears on the cover sheet of the construction drawings, PIN #'s, and seal from the professional signing the report.
- Depending on the project, there may be additional items required.

How to pay Public Works Engineering review fees for submittals of: Construction Drawings(CD) Engineering As-Built Drawings (AB) Video Inspection(VI)

Go to the DSC Paymentus web payment portal by clicking the link or by cutting and pasting the link into your browser <https://ipn2.paymentus.com/rotp/dhds>

Please be aware that the third party vendor charges a convenience fee for each transaction. If you are paying by echeck, the fee is a flat \$0.50. If you are paying by credit or debit card, the fee is 3.3%.

Please enter the project name and project phase as shown on the Construction Drawings. The Planning Case number is not required, but can be included as extra information. The project name and phase are REQUIRED.

PAYMENT PORTAL: <https://ipn2.paymentus.com/rotp/dhds>

1. From the “Select a Payment Type” drop down menu, choose:

“1-Engr As-Built, CD, Video, UEA”

2. Type in **submittal type and project information** in the blank(s) provided. Each blank is limited to 32 characters; use both blanks as needed to provide complete information. Please use the format of *Submittal Type-Project Name-Phase #*.

For example:

Construction Drawings: *CD - Golden Pond Subdivision-PH2*

Engineering As-Built Drawings: *AB - Golden Pond Subdivision-PH2*

Video Inspection: *VI - Golden Pond Subdivision-PH2*

3. Fill out the payment information fields.

4. Enter in the “Pay This Amount” field as follows:

- Construction Drawing– enter total fee due amount you have calculated on your CD Submittal Checklist.
- As-Built Drawings - \$104 each phase
- Video Inspection – enter total fee due amount you have calculated on your Video Inspection Submittal Checklist

5. You will receive a payment confirmation. Include a pdf of this payment confirmation with your submittal upload in box.com.

Engineering Public Works Submittal Requirements (public or private streets, sidewalk, water, sewer, and storm drainage)

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
- _____ Comment response letter

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

- _____ Original signed/sealed reproducible Construction Drawings for signature
- _____ Final calculations/reports (either with reviewer's "approved" or "no comments" on cover sheet of report)

Stormwater Services Public Works Submittal Requirements (SIA, SCMs)

Initial Submittal

- _____ Site Plan (approved or most current)
- _____ 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
- _____ Comment response letter

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

- _____ Original signed/sealed reproducible Construction Drawings for signature
- _____ Final Calculations/Reports
- _____ Nutrient payment confirmation (if applicable)

Department of Transportation Submittal Requirements (signage, pavement markings, road widening, sidewalk detours, road/lane closures)

Initial Submittal

- _____ Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- _____ Site Plan (approved or most current)
- _____ 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)

Resubmittal (Re-reviews)

- _____ New Construction Drawing Submittal Checklist Construction Drawing Submittal Checklist (Department of Transportation section of the checklist)
- _____ Revised Construction Drawings
- _____ Redlined Construction Drawings from previous submittal
- _____ Comment response letter

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

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
- _____ Comment response letter

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

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

Department of Water Management Submittal Requirements (include only when submitting lift station design drawings)

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
- _____ Comment response letter

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)