



Site Plan and Final Plat Standard Notes

City-County Planning Department

Application Guide and Submittal Portal: <https://durhamnc.gov/5007>

Application Questions: Planning@DurhamNC.gov | 919-560-4137

Planning

DURHAM GENERAL STANDARD NOTES (See also Public Works Standard Notes below): The wording of all notes should be exactly as below. Note that this section contains all standard notes which should be placed in the General Conditions of Approval Box unless otherwise indicated below. Shaded notes are for final plats but may also be used on exempt plats, if applicable.

For sites containing floodplain and surface waters:

1. Floodplain Notes:

“A CLOMR shall be obtained from FEMA prior to construction drawing approval. A LOMR shall be obtained from FEMA prior to issuance of any certificates of occupancy or certificates of compliance.”

For additional notes required on the cover sheet, see also: <https://durhamnc.gov/DocumentCenter/View/26456/Floodplain-Cover-Sheet-Notes>

2. NC DWR Buffer Authorization Note: Buffer Authorization by the North Carolina Division of Water Resources (NC DWR) is required prior to Construction Drawing approval. Site plan changes occurring as a result of alterations needed to receive buffer authorization may result in the need for a site plan amendment or a new site plan based on the scope of the required changes. If a site plan amendment or new site plan is required, it must be approved prior to Construction Drawing approval. Contact the Durham City-County Planning Department at 919-560-4137 to determine if a site plan amendment or a new site plan will be required.

3. Stream buffers: _____ foot wide undisturbed stream buffer, measured from top of bank, each side of stream. No clearing or grading other than selective thinning and ordinary maintenance of existing vegetation permitted, except in accordance with 15A NCAC 02B.0714(11), Vegetation Management. No structures or features requiring grading or construction may be built within the 10-foot stream buffer setback. Any use allowed by Section 8.5.5 of the UDO shall be designed and constructed to minimize the amount of intrusion into the stream buffer and to minimize clearing, grading, erosion and water quality degradation. (UDO Section 8.5)

4. For sites containing wetlands: State and federal permit authorization may be required from the NC DEQ, NC DWR, and the U.S. Army Corps of Engineers prior to the commencement of any land disturbing activities in or near a lake, stream, creek, tributary, or any unnamed body of water and its adjacent wetlands. (UDO Section 8.9)

5. Wetland buffer note: _____ foot wide wetland buffer to remain in natural, undisturbed vegetation. Wetland buffers may be used for passive recreational activities, such as walking and bicycling trails, provided that service facilities for such activities, including but not limited to parking, picnicking and sanitary facilities, are located outside of the wetland buffer. Any use allowed by this section shall be designed and constructed to minimize the amount of intrusion into the wetland buffer and to minimize clearing, grading, erosion and water quality degradation. (UDO Sections 8.9)

6. For residential projects approved for payment-in-lieu of recreation land and/or open space dedication: A payment-in-lieu in the amount of _____ will be made in place of the dedication of open space and/or recreational land per UDO Section 7.2. and Section 12.5.

7. For projects with Greenways:

On Site Plans: Greenway plat shall be recorded, showing metes and bounds for the greenway, and evidence of recordation with Book and Page number provided to the Parks and Recreation Department, at time of first final plat approval or prior to issuance of a building permit, whichever comes first.

On Site Plans (For Projects Proposing Construction of a Greenway in City): Prior to Issuance of the _____ [add which CO] Certificate of Occupancy” approximately _____ linear feet of a new 10’ wide shared facility greenway trail shall be constructed in accordance with NCDOT, City of Durham, and PROWAG standards to connect _____ [location on site] to _____ [location on site] . The digital data for the trail location, geometry, and design specifications shall be provided in the Construction Document and As-Built Package submittals to the City.

On Preliminary Plats: Greenway plat shall be recorded, showing metes and bounds for the greenway, and evidence of recordation with Book and Page number provided to the Parks and Recreation Department, at time of first final plat approval.

On Final Plats (City): A new ____ foot wide Greenway Easement conveyed to the City of Durham and governed by the terms of the declaration recorded in the Durham County Register of Deeds Office at Book 1503, Pages 898-899. OR A new ____ foot wide Greenway Area conveyed to the City of Durham in fee simple for use as a City Greenway.

8. Final Plat Owners Certificate (to be placed near the attorney's certificate and outside the General Conditions of Approval Box): The undersigned owner of the property lying within the attached plat and subdivision hereby certifies that he/she ordered the work of surveying and platting to be done, and that all public streets, alleys, easements, and other open spaces so designated upon said plat are hereby dedicated for such use and that all public and private easements shown upon said plat are hereby granted for the uses stipulated.

9. Final Plat Attorney's Certificate (to be placed near the owner's certificate and outside the General Conditions of Approval Box): I, _____ in my capacity as local counsel for _____ do hereby certify that to the best of my knowledge and belief that _____ is the owner of record of the tract of land described hereon, and that _____ is the owner or owner's agent authorized to sign the dedication statement pertaining to this recording. As of this date, _____ Signed _____.

10. For Plats for Projects Utilizing the Small Lot Option:

Additional standards, or modifications to the standards, below, may be required pursuant to a Neighborhood Protection Overlay, local historic district, or through application of infill regulations (Sec. 6.8, Infill Development in Residential Districts).

1. Dimensional Standards

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| Lot Dimensions | |
| Minimum Lot Area | 2,000 square feet |
| Minimum Lot Width | 25 feet |
| Yards | |
| Minimum Street Yard | 10 feet |
| Minimum Individual Side Yard | 5 feet |
| Minimum Rear Yard | 15 feet |
| Maximum Height | 25 feet |

2. Maximum Size of Primary Structure

The maximum floor area of the primary structure shall be 1,200 square feet, with a maximum building footprint of 800 square feet. For the purpose of this paragraph, the floor area shall include garages.

3. Additional Requirements

a. Driveway Design

- (1) Driveways shall be shared with a recorded shared access agreement for any pair of lots.
- (2) Driveways shall be designed as a "ribbon" (a.k.a. "strip") driveway as follows:
 - (i) Each strip shall be two to three feet wide with a three-foot separation.
 - (ii) The strips can terminate at the sidewalk or driveway apron, and to a parking pad at side or rear of the structure, to accommodate side-by-side parking or a garage entry.

b. Trees

In addition to the required street tree, and in lieu of infill landscaping requirements in Sec. 6.8, if applicable, at least one canopy and one understory tree shall be planted or preserved on the lot.

- (1) For tree preservation, the tree protection zone shall be maintained per paragraph 8.3.2, Protection of Existing Vegetation. Protection of invasive or other species precluded for planting pursuant to the Durham Landscape Manual shall not qualify.
- (2) For tree planting, the Durham Landscape Manual shall be used to determine appropriate species and planting area.

c. Downspouts

In the Urban Tier, downspouts shall direct stormwater runoff over pervious area and not piped to right-of-way.

d. Alley Access

Where a lot abuts an improved and maintained alley, all vehicular access shall be taken from the alley.

11. Street easement note: ____ foot wide City of Durham Public Street Easement, subject to the terms stated in the declaration in Real Estate Book 2350, page 938. No structures, fills, embankments or obstructions permitted within the Easement except according to those terms.

12. Private street/common access area design note for development in the City limits: (The following notes shall be added to the site plan and final plat. They can be modified to their specific uses (streets, water, sewer, storm sewer)):

- a. The streets/common access areas (and utilities) are private and will not be publicly maintained;
- b. The streets/common access areas (and utilities) are to remain private since the design does not meet City Design criteria and will not be made public nor maintained by the City;
- c. The streets/common access areas (and utilities) are private and not eligible for City Solid Waste services, including trash, recycling, yard waste, and bulky item collections; and
- d. The seller is required to notify the buyer of items 11.a, 11.b, and 11.c, above.

13. Parking lots, and when no building permit is required, place this note in the Special Conditions of Approval Box:

Owner/developer shall notify the Durham City County Planning Department Site Compliance staff at the completion of construction and landscaping to request an inspection prior to use of the facility.

14. Landscape Mulch: Pine straw shall not be used as mulch or groundcover within ten feet of any structures consisting of exterior combustible construction as specified by Durham City Code Section 46-87.

15. Landscape/Site Compliance Inspection: All site improvements, including landscaping, must be in place prior to the issuance of a Certificate of Compliance. Contact the Durham City-County Planning Department Site Compliance staff to schedule an inspection. Site compliance inspection fees must be received by the Durham City-County Planning Department prior to scheduling an inspection. If a re-inspection is required, an additional inspection fee must be received by this office prior to the re-inspection.

16. UDO Landscape Compliance Certification Note (UDO Section 9.2.5D):

These standards must be verified by a Landscape Compliance form completed by a professional Landscape Architect or licensed Landscape Contractor prior to the Certificate of Compliance being issued. Submit to the Durham City-County Planning Department Site Compliance staff when scheduling a Site Compliance Inspection.

1. Bed and Hole Preparation:
 - a. Treatment was added only per recommendations, based on soil tests; soil test results are attached, if applicable
 - b. Tree holes and planting beds have been tested for infiltration
 - c. There was no landscape fabric used on site
 - d. Soil is friable and drains at a depth of 2' for tree planting areas
2. Tree Preparation:
 - a. The root collar of all trees has been exposed and is free from soil, debris and mulch
 - b. Girdling roots have been cut away from the trunk and corrected within the planting mix
3. Tree Installation:
 - a. Trees are installed with root collars exposed and completely above grade
 - b. Trees and plants were watered within two days of installation
 - c. Mulch has been installed within a week of installation
 - d. Stakes were only installed to address specific issues permitted in the *Landscape Manual*
4. Trees have been verified to be the same species and cultivar as listed on plans. Any substitutions, (in accordance with the *Landscape Manual*), if applicable, are attached.
5. Results of soil tests for each area of different vegetation installation, if applicable, are attached
6. Rates of chemical modifications (to pH and fertility adjustments), if applicable, are attached

17. Street Tree Note for all Site Plans/Preliminary Plats and Final Plats Where Trees will be Planted: Street trees meeting the requirements of UDO Section 9.6 shall be planted prior to the issuance of a Certificate of Compliance, unless the planting has been postponed in accordance with the requirements of UDO Section 9.11.

18. Yard Tree Note for all Site Plans/Preliminary Plats and Final Plats Where Trees will be Planted: Yard trees meeting the requirements of UDO sections 6.8.2C, 7.1.2C, and 8.3.1C.4 shall be planted prior to the issuance of a Certificate of Compliance, unless the planting has been postponed in accordance with the requirements of UDO Section 9.11.

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| <p>19. Undisturbed Landscape Buffers: ____ foot wide undisturbed landscape buffer. No clearing or grading other than selective thinning and ordinary maintenance of existing vegetation permitted.</p> |
| <p>20. Construction in Preserved Tree Coverage Areas (UDO Section 8.3):</p> <ul style="list-style-type: none"> a. Preserved tree coverage areas shall not be used for active recreational purposes, except for unpaved walking paths and foot trails constructed with minimal disturbance of tree roots and existing vegetation. No tree eight inches or greater shall be removed for the construction of trails. Site plan approval is required for construction of trails in preserved tree coverage areas. b. All buildings, utilities, and stormwater facilities shall be set back at least 10 feet from the edge of any preserved tree coverage area. No easements, except conservation, greenway, and landscape easements, shall be included within a tree coverage area. |
| <p>21. Tree Protection Note (UDO Section 8.3): Tree protection fence constructed of a material resistant to degradation by sun, wind, and moisture for the duration of the construction, must be in place prior to any demolition, land disturbance, or issuance of a grading permit. Such fencing shall be mounted on metal posts placed no further than 10 feet apart. Silt fencing shall not serve as tree protection fencing. Warning signs shall be posted at each end of the tree protection fence with perimeter signs spaced a maximum of 100 feet on center thereafter. Each sign shall read: “No Trespassing/Tree Protection Area” and “Prohibido Entrar / Zona Protectora Para los Árboles.”</p> |
| <p>22. Root Protection Zone (UDO Section 8.3): Shall be established around all trees to be preserved. The root protection zone shall either be a six-foot radius around a tree or one foot of radius for every inch of diameter at breast height (dbh) of existing trees, whichever is greater.</p> |
| <p>23. Protection of existing vegetation (UDO Section 8.3): At the start of grading involving the lowering of existing grade around a tree or stripping of topsoil, a clean, sharp, vertical cut shall be made at the edge of the tree save area prior to or at the same time as other erosion control measures are installed. The tree protection fencing shall be installed on the side of this cut farthest away from the tree trunk and shall remain in place until all construction in the vicinity of the trees is complete. No storage of materials, dumping of waste, fill, or parking of equipment shall be allowed within the root protection zone and no trespassing shall be allowed within the boundary of the root protection zone.</p> |
| <p>24. For projects including mini-warehouse (self-storage) space: This approval is for storage purposes only, unless specifically authorized otherwise. Any other use could create Building Code and Zoning violations.</p> |
| <p>25. For projects subject to Federal Fair Housing Regulations: Be advised that the provisions of Appendix II of the Federal Fair Housing Regulations (Accessibility Guidelines –24 CFR, Ch. 1, Subch. A, App II) effective March 6, 1991, are required on this project. It is the responsibility of the owner/developer/builder to comply with these regulations. Also be aware that these requirements are beyond the scope of Volume I-C (Handicap Accessibility) of the NC State Building Code and as such the burden of compliance is borne by the owner/developer/builder.</p> |
| <p>26. Transportation Facility Permit: Construction of a proposed parking facility, or modification to an existing facility, that meets or exceeds the following thresholds may require a Transportation Facility Permit from NC DEQ, Division of Air Quality, prior to the start of construction: 1,500 spaces for surface parking lots; 750 spaces for parking structures, such as decks or garages; or 1,000 spaces for a combination of surface parking lots and parking structures. Contact NC Division of Air Quality for more information.</p> |
| <p>27. UDO Site Lighting Note (UDO Section 7.4):</p> <ul style="list-style-type: none"> a. The maximum illumination permitted at the end of a property line shall be as set forth below. Where a development is unified with shared parking or other measure shown on a site plan, the maximum illumination levels shall apply only to the exterior lot lines of the project (any interior lot lines shall be exempt from this paragraph). <ul style="list-style-type: none"> 1) The maximum illumination at the edge of the property line adjacent to a residential zoning district is 0.5 foot-candles. 2) The maximum illumination at the edge of the property line adjacent to a nonresidential zoning district is 5.0 foot-candles. 3) The maximum illumination at the edge of the property line adjacent to a street is 5.0 foot-candles. b. The level of illumination as measured in foot-candles at any one point shall meet the standards in the table in UDO Section 7.4 with minimum and maximum levels measured on the pavement within the lighted area. c. The maximum height for directional or full cut-off lighting fixtures (fixtures designed to insure that no light is emitted above a horizontal line parallel to the ground) shall be 30 feet above grade. d. The maximum height for non-directional lighting fixtures, which are defined as fixtures designed to allow light to be emitted above a horizontal line parallel to the ground, shall be 15 feet above grade. Non-directional lighting fixtures shall be translucent or have baffles to prevent views of the light source. |

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| <p>e. Under-canopy lighting shall be restricted to lighting fixtures (including lenses) that do not project below the bottom of the canopy.</p> <p>f. Lighting shall be oriented not to direct glare or excessive illumination onto streets in a manner that may distract or interfere with the vision of drivers on such streets.</p> <p>g. These standards must be verified by field survey (by use of photometric survey) prior to the Certificate of Compliance being issued. All of this information, including details, will be required on building plans prior to issuance of a building permit.</p> |
| <p>28. For projects utilizing on site water supply or waste water disposal: Approval does not guarantee approval of either on-site water supply or waste water disposal systems or that permits will be issued for the construction of such systems</p> |
| <p>29. Sanitary sewer easements: <u>City:</u> See Public Works Standard Notes, below. <u>County:</u> Centerline of ____ foot wide County of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1626, page 145. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.</p> |
| <p>30. City Storm drainage easements: See Public Works Standard Notes, below. County Storm or private drainage easements: Centerline of ____ foot wide drainage easement for the benefit of adjacent property owners not maintained by public authorities. No buildings, structures, fills, embankments, or obstructions permitted within the easement except according to those terms.</p> |
| <p>31. For residential developments using cart curbside collection: An automated solid waste collection vehicle has an 18-foot wheelbase and a turning radius of 45 feet wall-to-wall and 43 feet curb-to-curb. The Department of Solid Waste Management reserves the right to modify collection of garbage and recyclables for any roadway or cul-de-sac not constructed to accommodate those specifications.</p> |
| <p>32. For commercial developments using cart curbside collection instead of dumpsters: Garbage volume is not expected to exceed the capacity of four 96-gallon carts per week. All target (banned) recyclables will be separated from garbage and placed in City recycle bins. A waste handling facility will be constructed at the owner's expense at the location designated on the plans in compliance with ordinance and SWM standards should garbage exceed the four-cart-per-week limit.</p> |
| <p>33. For commercial or residential developments using curbside collection of carts or dumpsters by private waste collection services: The property owner is responsible for moving trash and recycling carts or dumpsters ("carts") from the owner's onsite storage areas to the designated collection area at the curb. Carts may only be placed at the curb on the scheduled day(s) of collection. Carts shall be placed at the curb no more than 15 minutes in advance of collection and must be removed and returned to the owner's onsite storage area within 15 minutes of collection having been completed. Carts shall not be permitted to stage on the sidewalk or in the City right-of-way in advance of or following collection. A four-foot clear pedestrian path must be maintained on all sidewalks at all times including when carts are placed at the curb for collection. In addition, carts shall not interfere with vehicular traffic or impair site distances from nearby parking or along the adjacent travel way. Carts must be properly secured to minimize the risk of rolling into the adjacent travel way. Failure to comply with these conditions are site plan violations subject to enforcement under UDO Article 15.</p> |
| <p>34. For commercial developments without proposed restaurants (but where restaurants would be an allowed use in the Zoning District): As designed, a restaurant facility may not be permitted in this building. An approved, revised site plan will be required to accommodate a grease trap, trash handling, and other requirements related to a restaurant facility.</p> |
| <p>35. For developments utilizing City Solid Waste Collection services: (The following note shall be added to the site plan and final plat): Developments in which any 1 building contains more than 4 contiguous commercial or dwelling units are not eligible for City Solid Waste Collection services, including trash, recycling, yard waste and bulky item collections. The seller is required to notify the buyer of this item.</p> |
| <p>36. Fire note to be included on utility plan sheet: Provide the Fire Plans Examiner one copy of utility construction drawings showing underground piping layout and all fire appurtenances. Permit for installation of private fire hydrant(s) must be issued by Fire Plans Examiner prior to installation of said hydrants.</p> |
| <p>37. Fire notes to be included on cover sheet: Safeguards during the construction, alteration, or demolition of structures shown on this site plan shall be in accordance with Chapter 33 of the 2018 North Carolina Fire Code and NFPA241 (2013 edition).</p> |
| <p>38. For County Soil and Erosion Control:</p> <p>a. A sedimentation and erosion control plan must be submitted and approved prior to the issuance of a land-disturbance permit.</p> |

b. If an offsite soil spoil or borrow site is utilized, then the disturbed area for the spoil/borrow site must be included in the land-disturbance plan and permit unless the spoil/borrow site already has a land-disturbance permit.

39. Spill Prevention and Counter Measure Plan: In accordance with the UDO Section 5.3.4, a spill prevention and counter measure plan (SPCP) shall be developed for the following commercial uses: Convenience Stores with Gas Sales; Vehicle Service, and Vehicle Service Limited; and Wrecking, Junk and Salvage Yards. This SPCP shall be provided prior to construction drawing approval and will meet any one of the following formats: a plan that meets the federal Spill Prevention Control and Countermeasure requirements in Title 40, Section 112 of the Code of Federal Regulations (40 CFR 112); a plan that meets the Stormwater Pollution Prevention Plan requirements set forth in the North Carolina NPDES General Permit that covers stormwater discharges for the relevant industrial sector; or a plan developed using the City of Durham's Spill SPCP template.

40. For Projects Requiring Temporary Right-of Way Closure: Per City Code Chapter 66, Article VII, Sec. 66-431, a temporary closure permit is required for all street and sidewalk closures within the public right-of-way. The permit application can be obtained from the Development Services Center on the Ground Floor of City Hall or online at <https://durhamnc.gov/5007>.

41. For Projects in an Airport Overlay: The developer of new development in the Airport Overlay-A60 or -A65 shall grant an avigation easement to the Raleigh-Durham Airport Authority for the subject property. A copy of a draft recordable avigation easement shall be provided to the Planning Director prior to approval of a site plan or preliminary/minor plat for the subject property. The easement must, at a minimum, convey a perpetual right and easement for the free and unobstructed overflight of aircraft over and in the vicinity of the property. The easement must be appurtenant to the property and must not be subordinated to any other interest such as mortgage or lien. The easement must be recorded prior to the issuance of any building permits.

CITY OF DURHAM PUBLIC WORKS STANDARD NOTES: The wording of all notes should be exactly as below. This section contains the most commonly used notes and easement phrases. Dimensions left blank and phrases in brackets ([]) should be filled in by the consultant with the correct number. Refer to the Durham UDO for dimensional requirements. Shaded notes are for final plats but may also be used on exempt plats, if applicable.

Engineering Division Notes:

In the Public Works Conditions of Approval Box, add the following notes, as applicable:

1. The designing professional (a NCPE, NCPLS or NCRLA/NCPLA – as required) shall submit three (3) sets of construction drawings to the Public Works Department – Development Review for review and approval. Construction drawing approval is required prior to commencing construction (see Construction Plan Approval Process). The approval of construction drawings is separate from site plan approval. City officials shall review all sizes, materials, slopes, locations, extensions and depths for all proposed utilities (waterlines, sanitary sewer lines and storm drainage conveyance systems) for compliance with all applicable regulatory standards, specifications, and best management practices.
2. The designing professional (a NCPE, NCPLS or NCRLA/NCPLA – as required) shall submit one (1) set of as-built drawings to the Public Works Department – Development Review for review and approval. As-built drawing approval is required prior to water meter installation and/or sanitary sewer service connection and prior to issuance of a certificate of occupancy.
3. Fire flow analysis required for review and approval as part of the construction drawing approval process. To schedule a flow test or to obtain current system data, complete the online application at <http://codinetx.durhamnc.gov/sites/PublicWorks/SitePages/Fire%20Flow%20Request.aspx>.
4. If a meter 2" or larger is proposed, contact Water Management at 919-560-4381 prior to the construction of the meter vault to verify the type and dimensions of the meter.
5. Water permit required after construction drawing approval and prior to commencing water main installation.
6. Sewer permit required after construction drawing approval and prior to commencing sanitary sewer main installation.
7. Sewer permit from Durham County required. Contact Durham County Utility Division at 919-560-9033.
8. An NCDOT or a City of Durham Driveway Permit is required.
9. Construction drawings are not required:
 - a. Provide two (2) sets of approved Site Plan documents to Engineering Inspections, 3rd Floor, 101 City Hall Plaza, Durham, NC 27701 at least 5 days prior to beginning construction and contact Engineering Inspections at 919-560-4326 at least 48 hours prior to beginning construction.
 - b. A Construction on City Right-Of-Way / Private Property Permit may be required. Contact the Public Works Customer Service Desk at 919-560-4326.
 - c. An encroachment agreement may be required. Contact Engineering Services at 919-560-4326.

Water easement note:

Centerline of _____ foot wide City of Durham Water Easement. Subject to terms stated in the Declaration in Real Estate Book 1510, page 958. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

Sanitary sewer easement note:

Centerline of _____ foot wide City of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1510, page 958. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

Centerline of _____ foot wide County of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1626, page 145. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

Sidewalk note:

The location of the sidewalks shown on this plan is schematic. A City of Durham and/or NCDOT encroachment permit is required prior to any construction. After obtaining the required permits, please contact the City of Durham Engineering Construction Inspection office at 919-560-4326 for a pre-construction conference and field visit prior to any work on the proposed sidewalk.

Public Access Easement for Sidewalk Note:

Certification of Express Dedication for Public Use. [Insert a description of the sidewalks to be dedicated here] (“Sidewalks”) are expressly dedicated to use by the general public. Upon construction of the Sidewalks in conformance with all applicable requirements, City Council may accept the Sidewalks for maintenance by the City of Durham (“City”). Acceptance of the Sidewalks by City Council conveys the right in, over, under, and through the Sidewalks, necessary for the City and its agents and contractors, to maintain and repair the sidewalks in the City’s sole discretion. The right of ingress/egress to the Sidewalks from the public right-of-way is also granted to the City so the City can maintain and repair the sidewalks after acceptance. The City in its sole discretion has the right to determine the points of ingress and egress from the public right-of-way necessary to perform maintenance or repair after acceptance.

Driveway permit notes:

A City of Durham Driveway Permit is required prior to any driveway construction on public right-of-way. Submit plans for Driveway Permit approval to the Durham Development Services Center Public Works desk. After obtaining the permit, please call City of Durham Engineering Inspection office at 919-560-4326 prior to start of construction. [or] NCDOT Driveway Permit required prior to construction. Contact NCDOT at 919-220-4750 for requirements.

Townhouse Note:

Townhouse developments may be designed and constructed with parking areas on both sides of the travel lanes. This configuration is not to be considered a street. If this option is used, the travel and parking areas shall be noted as “Private Access and Common Areas”. As such, the Developer shall acknowledge and make prospective buyers aware that these areas will not be assigned a street name, nor will they ever be eligible for maintenance by the City of Durham. The Developer will ensure that all of the access and common area property is described in the covenants and that the Home Owners Association is responsible for the maintenance of this area. The following note shall be added to all site plans and plats associated with the development:

The driving and parking areas shown on this drawing noted as “Private Access and Common Areas” do not meet City of Durham street standards. The features within this area are private and will never be eligible for public maintenance.

Utility Notes:

A Utility Mainline Construction permit is required prior to the installation of each utility. All utilities shall submit plan drawings and applications to the City Engineering Division.

Water service abandonment:

Abandonment of water services shall include excavating down to corporation stop, turning it off, and cutting service line free from corporation stop. The meter, if present, shall be returned to City of Durham. Prior to any credit or refund being processed the meter must be returned to Water Management Department and the meter number verified and coded properly as returned. Utility Service Abandonments will take place prior to beginning utility construction work for a project. Any excavation as part of abandoning utilities will require backfilling per City of Durham standards.

Sanitary sewer service abandonment:

Abandonment of sanitary sewer service lines shall consist of excavating down to the service connection to the main, cutting this connection, and installing a watertight plug in the main. The service line and all clean-out risers on the service line shall be removed. Utility Service Abandonments will take place prior to beginning utility construction work for a project. Any excavation as part of abandoning utilities will require backfilling per City of Durham standards.

Water, sanitary sewer and storm sewer separation notes:

1. Horizontal and Vertical Separation
 - a. Sanitary Sewers shall be laid at least 10 feet horizontally from any existing or proposed water main. The distance shall be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, the City of Durham may allow

deviation on a case-by-case basis, if supported by data from the design engineer. Such deviation may allow the installation of the sanitary sewer closer to a water main, provided that the water main is in a separate trench or on an undisturbed earth shelf located on one side of the sanitary sewer and at an elevation so the bottom of the water main is at least 18 inches above the top of the sewer.

- b. If it is impossible to obtain proper horizontal and vertical separation as described above or anytime the sanitary sewer is over the water main, both the water main and sanitary sewer must be constructed of ferrous pipe complying with the public water supply design standards and be pressure tested to 150 psi to assure water-tightness before backfilling.
- c. A 24-inch vertical separation shall be provided between storm sewer and sanitary sewer lines or ferrous pipe specified. A 12-inch vertical separation shall be provided between storm sewer and water mains.
- d. If a 12-inch vertical separation is not maintained at a crossing between storm sewer and water mains (or pressure sewers), the water main shall be constructed of ferrous pipe and a concrete collar shall be poured around water mains and storm sewer to immobilize the crossing.

2. Crossings

- a. Sanitary Sewer crossing water mains shall be laid to provide a minimum vertical distance of 18 inches between the outside of the water main and the outside of the sanitary sewer. The crossing shall be arranged so that the sanitary sewer joints will be equidistant and as far as possible from the water main joints.
- b. When it is impossible to obtain proper horizontal and vertical separation as stipulated above, one of the following methods must be specified.
 - i. The sanitary sewer shall be designed and constructed of ferrous pipe and shall be pressure tested at 150 psi to assure water-tightness prior to backfilling, or
 - ii. Either the water main or the sanitary sewer line may be encased in a watertight carrier pipe, which extends 10-feet on both sides of the crossing, measured perpendicular to the water main. The carrier pipe shall be of materials approved by the City of Durham for use in water main construction.

Stormwater Services Division Notes:

A. The following notes shall be included in the Public Works Conditions of Approval box on the cover sheet for Site Plan/Preliminary Plat submittals: (Note that these notes may or may not apply to the project depending on the requirements of the project, to be determined by designer and determined during review)

1. At a minimum, the stormwater design details for this project shall be governed by the minimum standards of the most recent edition of the City of Durham Reference Guide for Development (RGD) and any Letters to Industry posted on the City's website that are in effect the date Construction Drawings are first received for review by the City.

2. Final design calculations for the stormwater control measure(s) (SCM(s)) require the use of storage indication routing methodology such as TR-20 or HEC-1 models. For each SCM, as applicable, stage-storage relationship and inflow and outflow hydrographs are required. All tabulated data including calculations showing the limiting discharge, whether orifice, weir, barrel, or outlet control, as appropriate is required. HydroCad, Hydraflow Hydrographs, and PondPack are commonly used and recognized software programs which incorporate routing methodology accepted by the City.

3. Use for residential developments with a Homeowners Association:

Stormwater control measure(s) (SCM(s)) permit fee(s) and a payment into the Stormwater Replacement Fund are required for all SCM(s) associated with this development. Construction of the development is not allowed to commence until these items are provided in accordance with City Stormwater Standards or in accordance with written policy. The designer shall submit a sealed engineer's construction cost estimate for every SCM proposed in the development prior to approval of the construction drawings.

4. Use for Multifamily and other type developments:

- a. Stormwater control measure(s) (SCM(s)) permit fee(s) and a payment into the Stormwater Replacement Fund are required for all SCM(s) associated with this development. Construction of the development is not allowed to commence until these items are provided in accordance with City Stormwater Standards or in accordance with written policy. The designer shall submit a sealed engineer's construction cost estimate for every SCM proposed in the development prior to approval of the construction drawings if a financial guarantee in the form of payment into the Stormwater Replacement Fund is utilized.
- b. An as-built certification for the stormwater control measure(s) (SCM(s)), provided by the BMP Certifying Engineer (BCE), is required. The as-built certification shall be submitted in accordance with the City of Durham BCE Program; refer to Section 8.6, BMP Certifying Engineer Program for Stormwater BMPs in the City of Durham Reference Guide for Development. The SCM as-built certification(s) shall be approved by the Stormwater Development Review Section prior to issuance of any final certificates of occupancy/compliance for development, with the exception of when an appropriate construction security has

been provided for single family or townhome development. With this provided construction security, certificates of occupancy/compliance can be issued for a percentage of single family lots in accordance with City requirements.

- c. Stormwater control measure(s) (SCM(s)) design calculations will not be reviewed or approved with the Site Plan/Preliminary Plat submittal. All SCM designs will be reviewed and approved during the construction drawing submittal process. If, at the time of construction drawing submittal, it is found that the proposed SCM(s) is undersized, not properly accessible, or otherwise insufficient or unsuitable for the site, it is the responsibility of the applicant to insure that the applicable stormwater ordinance requirements are met. A revised site plan or preliminary plat may be required if the originally proposed SCM(s) are found insufficient, not properly accessible, or unsuitable and alternative SCM(s) with associated easements are required.
- d. The Developer/Contractor shall schedule a preconstruction meeting with the Stormwater Development Review section prior to commencing work on any Stormwater Control Measure (SCM). If the SCM will be constructed initially as a Sedimentation and Erosion Control (S&EC) device, to be converted to a permanent SCM at a later time, the preconstruction meeting should be scheduled prior to construction of the S&EC device. Call 919-560-4326 Ext. 30238 to schedule the required meeting a minimum of three business days prior to the desired meeting date. This is in addition to other preconstruction meeting requirements for erosion control, engineering inspections, etc.

5. Use for Single Family Detached, Townhouse, and Duplex Residential Developments making use of a nutrient bank and/or the North Carolina Division of Mitigation Services (NC Ecosystem Enhancement Program) when insufficient credits are available from the nutrient banks:

To receive construction drawings approval for Single-Family Detached, Townhouse, and Duplex Residential Developments that are making use of nutrient banks and/or the NCEEP, the approval of the construction drawings is contingent upon the purchase of nutrient credits. If a revised site plan/preliminary plat is submitted for this site, the revised site plan/preliminary plat will be subject to any ordinances in place at the time of the revised site plan/preliminary plat submission. Prior to the approval of any construction drawings or prior to the release of any building permits pertaining to this development, whichever comes first, a letter/receipt showing the purchase of the nutrient credits for this development and a copy of the nutrient bank ledger, if applicable, showing the total nutrient credits available minus any and all deductions, is to be provided to the Stormwater Development Review Section. However, if insufficient credits are available from nutrient banks and NCEEP will not accept payment, then the applicant shall submit a revised site plan/preliminary plat to the Durham City-County Planning Department and shall comply with the current Stormwater Performance Standards in place at the time of the revised site plan/preliminary plat submission.

6. Use for developments other than Single-Family Detached, Townhouse, and Duplex Residential Developments making use of a nutrient bank and/or the North Carolina Division of Mitigation Services (NC Ecosystem Enhancement Program) when insufficient credits are available from the nutrient banks:

To receive site plan/preliminary plat approval for developments other than Single-Family Detached, Townhouse, and Duplex Residential Developments that are making use of nutrient banks or NCEEP, the approval of the site plan/preliminary plat is contingent upon the purchase of nutrient credits. If a revised site plan/preliminary plat is submitted for this development, the revised site plan/preliminary plat will be subject to any ordinances in place at the time of the revised site plan/preliminary plat submission. Prior to the approval of the site plan/preliminary plat, a letter/receipt showing the purchase of the nutrient credits for this development and a copy of the nutrient bank ledger if applicable, showing the total nutrient credits available minus any and all deductions, is to be provided to the Stormwater Development Review Section.

B. The following notes shall be included on Final Plats. These notes may or may not apply to the project depending on the requirements of the project (to be determined by applicant and during review).

1. Restrictive covenants note(s) required per the final plat checklist for residential developments with a HOA:

The "Common Elements" and/or "Open Spaces" are expressly dedicated hereby for the use and enjoyment of the Homeowners in [enter name of Development] and are to be conveyed by [enter Owner name] to [enter Homeowner Association Name], as more fully provided in the Declaration of Covenants, Conditions, and Restrictions applicable to [enter name of Development] dated _____ and recorded in Book _____, Pages _____, in the Durham County Registry, as amended, for this and future Sections and Maps, said Declaration being hereby incorporated and made a part of this Plat.

Stormwater Facility Responsibility: The [enter Homeowner Association Name] shall be responsible for maintaining the completed Permanent Stormwater Facility(ies) in accordance with the Operation and Maintenance Manual(s) or as directed by the Government Office having jurisdiction for Stormwater Performance Standards and, if the Owners' Association should be dissolved or cease to exist, then in that event the owners of record at the time of Required Maintenance shall be jointly and severally liable for any and all costs attendant thereto.

2. Easement note per the final plat checklist for developments without an HOA:

The operation, maintenance, and reconstruction responsibility of the Stormwater Control Measure(s)(SCM(s)) locates within the SCM Access and Maintenance Easement rests with the Owner per Section 70-743 of the Durham City Code. The SCM Access and Maintenance Easement grants the City of Durham and their Assigns Right of Access to the Permanent Stormwater Control Measure(s) for Inspections and Enforcement of Operation and Maintenance. No obstruction shall be allowed in the Easement which could impeded necessary Maintenance by the Owner and any Enforcement by the City.

3. Easement note per the final plat checklist for developments with an HOA:

The Stormwater Control Measure(s) Access and Maintenance Easement grants the City of Durham and their Assigns Right of Access to the Permanent Stormwater Control Measure(s) for Inspections and Enforcement of Operation and Maintenance. No obstruction shall be allowed in the Easement which could impeded necessary Maintenance by the Owner or Enforcement by the City.

4. Optional blanket easement for multifamily and other development (cannot be used for limited residential):

The City of Durham and their Assigns have Right of Access to the Permanent Stormwater Control Measure(s) [enter type(s)] for Inspections and Maintenance Enforcement. A blanket easement to, over, and around the Stormwater Control Measure(s) is hereby granted for Inspections as well as Enforcement of Operation and Maintenance. Any obstruction placed in the Blanket Easement that impedes necessary Maintenance Enforcement will be removed and all the associated costs will be borne solely by the Owner.

CITY OF DURHAM TRANSPORTATION STANDARD NOTES: The wording of all notes should be exactly as below. This section contains the most commonly used notes and easement phrases. Dimensions left blank and phrases in brackets ([]) should be filled in by the consultant with the correct number. Refer to the Durham UDO for dimensional requirements. Shaded notes are for final plats but may also be used on exempt plats, if applicable.

Department of Transportation Notes:

Where streets terminate, add the following note to the construction drawings:

Where streets terminate (example Phase lines) the following will be installed: 1) Asphalt header, 2) Riprap or concrete apron for storm water to dissipate, 3) Utilities to extend a minimum of 5-feet beyond the edge of pavement, 4) NCDOT type III barricade.

Off-site roadway improvements, add the following note to the special conditions of approval box:

By referencing roadway improvements on the plan, the applicant agrees to construct said improvements prior to issuance of certificate of occupancy in a manner that will allow them to function as noted on the plan and in accordance with NCDOT and City of Durham standards and policies. This includes (where appropriate) but is not limited to: adequate transition tapers, alignment of lanes through intersections, associated signal modifications, pavement markings, associated signage, curb and gutter, coordination with other proposed roadway improvements and bike lanes. The applicant also accepts the financial responsibility for acquisition of any additional right-of-way necessary to accommodate these improvements and any required sidewalk construction.

Signs and/or pavement markings to be installed by the developer (new subdivisions or off-site roadway improvements that need new markings for example), add the following note to the special conditions of approval box:

The developer is responsible for fabrication and installation of all required signs and pavement markings within the public right-of-way. The developer shall submit a signing and markings plan to the City at construction plan stage for review and approval. All signs and pavement markings, shown on the construction plans, must be in place prior to the issuance of any certificate of occupancy and/or street acceptance, as determined by the City.

Right-of-way dedication on a major/minor thoroughfare adjacent to the site, add the following note to the special conditions of approval box:

Dedicate an additional ___ feet of right-of-way along the frontage of the site on _____ [Road name] prior to the issuance of any building permit. A copy of the recorded plat must be submitted with the first building permit application.

Bus stop/shelter is to be constructed near the site, add the following note to the special conditions of approval box:

Provide bus shelter with a concrete pad on _____ [Road name]. Design specifications and exact location to be reviewed and approved by GoDurham prior to construction.

Off-site roadway improvements on the site, add the following note to the special conditions of approval box:

All off-site roadway improvements must be complete prior to the issuance of any certificate of occupancy.

Variations to these standard notes may be applied with the express consent of the Transportation Division.

Signage and Marking Plan Construction Drawing Notes:

1. All signs, street markers, and pavement markings (everything called out on the signing and marking sheet) must be installed on

each street prior to the issuance of a certificate of occupancy and/or street acceptance, as determined by the City.

2. The street name sign shall be reflective to show the same shape and similar color both day and night. The letters and background shall be of contrasting colors.
3. Street name signs shall have white letters on a green background.
4. Lettering on the street names shall be 4-inches high in capital letters.
5. Suffix lettering to indicate the type of street (such as street, avenue, or road) or the section of the City (such as NW) shall be lettering 2-inches high.
6. Street name signs will be located on top of stop signs in a stacked position.
7. Stop bars shall be 2-feet wide white thermoplastic per NCDOT specifications.
8. All signs must conform with the *Manual On Uniform Traffic Control Devices (MUTCD)*.
9. Street signs shall show block numbers. (Block numbers are shown on the recorded plat. If they are not shown on recorded plat, contact the City's Engineering Assessments Division at 919-560-4326).