



**APPLICATION FOR PERMIT FOR A
LAND DISTURBING ACTIVITY**
Under the conditions set forth by
The New Hanover County
Soil Erosion and Sedimentation Control Ordinance

File # _____
LD Fee _____ Review Fee _____
Date Pd _____ Date Pd _____

Engineering Department

Applicant or Applicant's Agent: _____
Mailing Address: _____ Telephone Number: _____ Fax Number: _____
Email Address: _____
Total Acres of Land Disturbance: _____ Purpose of Development: _____
Description of Land Disturbance: _____
Address of Land Disturbance _____ Latitude: _____ Longitude: _____

Land owner(s) of record:

STATEMENT OF FINANCIAL RESPONSIBILITY
Person or firm(s) financially responsible for the
land disturbing activity. If not a North Carolina
resident, you MUST have a N.C. agent. (List Below)

Name: _____	Name: _____
Address: _____	Address: _____
City/State: _____	City/State: _____
Zip Code: _____	Zip Code: _____
Telephone Number: _____	Telephone Number: _____
Email: _____ FaxNumber _____	Email: _____ FaxNumber: _____
Location of deed(s) or instrument(s): County: _____ Book: _____ Page: _____	

The above information is true and correct to the best of my knowledge and belief and was provided by me while under oath. (This form must be signed by the financially responsible person if an individual and by an officer, director, partner, attorney-in-fact, or other person of authority to execute instruments for the financially responsible person if not an individual.) I agree to provide corrected information should there be any change in the information provided herein.

Date: _____ Name _____ Title _____
Signature _____

I, _____ a Notary Public of the County of _____ State of North Carolina, hereby certify that _____ appeared personally before me this day and being duly sworn acknowledged that the above form was executed by him.
Witness my hand and notary seal, this _____ day of _____, 20_____.
Notary _____ My commission expires _____.

SEAL

Permission to Enter on Land

I certify that I am authorized to grant and do in fact grant permission to the Erosion Control Inspector and his agents to enter on the land in question in connection related to this permit application.

Application Signature and Date _____

PLEASE COMPLETE ALL PORTIONS OF APPLICATION

This application must be sealed by the notary and accompanied by 4 sets of plans, the fee, calculations, dimensions, temporary and permanent seeding specifications, a maintenance plan for erosion control measures and seeding, and narrative statements as called for by the ordinance. The following list specifies the minimum requirements.

SEDIMENTS AND EROSION CONTROL PLAN COMPONENTS

1. Name, address of the designer, phone number, fax number and email address.
2. Vicinity map. Address assigned by County Planning or the City of Wilmington.
3. Copy of deed(s) for the property.
4. Latitude and Longitude of Project.
5. DXF File. (On Disk)
6. Existing & Proposed topography.
7. Area to be disturbed (shown as construction limits on the plan with a legend. Include off site work).
8. Proposed site improvements (structures, roads, parking areas, lots, easements, etc.)
9. Construction Sequence.
10. Temporary sediment control measures (locations, dimensions, details and calculations).
11. Graveled construction entrance (dimensions and cross section details).
12. Proposed storm water network (swales, culverts, inlet and outlet structures, etc. with grades, elevations, details, drainage calculations with velocities) and energy dissipater dimensions.
13. Permanent erosion controls (locations, dimensions, details and calculations)
14. Permanent & temporary seeding specifications (seedbed preparation, soil amendments, seeding rates & schedule).
15. Sediment and erosion control material specifications.
16. General notes.
17. Wetlands, C.A.M.A. areas, 100-year floodplain, 575' HQW, and Conservation Overlay Districts must be shown on the plan if applicable.
18. Maintenance plan for all erosion control measures & stabilization methods.
19. Tree protection approval from the City of Wilmington or New Hanover County Planning for subdivisions or New Hanover County Zoning for Commercial Projects.

NARRATIVE STATEMENT COMPONENTS

1. Name and address of owner and of the financially responsible person, phone number, fax number & email address.
2. Sealed notarized financial responsibility form with a North Carolina agent and individual's name/signature.
3. Purpose of land disturbing activity.
4. Storm water run off calculations and explanation of the method of determination.
5. Construction sequence and schedule (flow chart if available).
6. Re-vegetation specifications (preparation, seed type and rates; fertilizer, lime and mulch rates and schedule)

The New Hanover County Erosion and Sedimentation Control Ordinance requires that all persons disturbing more than one (1) acre of land must obtain approval of a soil erosion control plan and be issued a permit prior to the commencement of said land disturbing activity. Before an application package is considered complete, this application must be completed and submitted along with the fees, plans, the calculations, dimensions and the narrative to this office. The plans and narrative will be submitted to New Hanover County Soil Conservation Service and State Stormwater. Plans must be submitted by the applicant to the New Hanover County Planning Department for Conservation Overlay Review and subdivision tree approval. Commercial tree approval requires submittal to New Hanover County Zoning. Projects within the City of Wilmington require City tree approval. Commencement of a land disturbing activity under the jurisdiction of this Act prior to the approval of an erosion and sedimentation control plan is a violation of the Act. The Act further states that the application package must be filed a minimum of thirty (30) days prior to the activity and the approving authority must approve the submitted plan within thirty (30) days of receipt. Failure of the approving authority to approve or disapprove the submitted plan within the thirty (30) day period will be deemed approval of the plan. Additional information may be requested after the 30 day period in order to meet requirements of the ordinance.

No activity should proceed on site without the issuance of a land disturbing activity unless the approving authority fails to notify the applicant (usually the engineer) within the 30 day submittal period. If an environmental document is required, the application will be deemed incomplete until the document is available for review by the County. In this case, the applicant will be notified that the 30 day time limit for a review of the plan shall not begin until a complete environmental document is available for review. Revisions or amendments to existing plans must be submitted for review 15 days prior to any site changes. Until such time as the revision is approved by the County, the land disturbing activity shall not proceed. **Any previously permitted site that requires additional work no matter what size, must submit an amended erosion control plan for approval prior to any changes on site. All land disturbing activity on a tract since 1988 is cumulative towards the one acre threshold and requires a permit.** NO work should begin on site without a **preconstruction erosion control conference.**