



City of Havelock

Planning and Inspections Department
PO Box 368 1 Governmental Ave.
Havelock, NC 28532
(252) 444-6433 Email: permits@havelocknc.us

OFFICIAL USE ONLY

Date Received: _____
By: _____
Application #: _____
Planning Approval: _____
Date Approved: _____
Public Services Approval: _____
Date Approved: _____

Land Clearing Permit Application

This application must be completely filled out.

Applicant ↓ : Contractor Property Owner Tenant

Property Owner Information

Full Name: _____
Last First Phone Number/Email

Address: _____
Street Address City State Zip Code

Email: _____

Contractor Information

Company: _____

Full Name: _____
Last First Phone Number/Email

Address: _____
Street Address City State Zip Code

Email: _____

NCGC License # and Classification: _____

Project Information

Address of Proposal: _____

Tax Parcel ID Number: _____

Parcel Acreage: _____ SQ FT Land Disturbance: _____ SQ FT Flood Zone: _____

I certify that the above information furnish by me is true and correct and that the applicable requirements of the City will be met.

Owner/Agent Signature: _____ **Date:** _____

****NOTE: Only ORIGINAL signatures will be accepted. NO photocopies or facsimiles****

Note: Associated Permit and Stormwater Review Fees will be charged per the current City Fee Schedule

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Utilities: **Water/Sewer:** Public Private **Health Dept Permit #** _____

Zoning District: _____ **Requires Flood Zone Certificate:** YES NO **Zone:** _____

Building Official Approval: _____ **Date:** _____

Approved by Planning/Zoning Official: _____ **Date:** _____

Land Clearing Permit Application

Applicant Submittal Checklist

X	Applicant	Staff	X
	Complete application submitted		
	Copy of state permit for Sedimentation/Erosion Control (if applicable)		
	Copy of state permit for Stormwater BMP (if applicable)		
	Copy of CAMA permit (if applicable)		
	NC Division of Water Resources approval - For development activity within the Neuse River Riparian Buffer		
	City Stormwater approval (if applicable) - See City Ordinance Chapter 53 Stormwater Management		
	Site plan (including an electronic copy)		
Site Plans Must Include The Following Items			
	Format		
	Drawn to engineer's scale		
	Size is at least 11" x 17"		
	Title Block		
	Name, address and telephone number of the land owner(s)		
	Name, address, telephone number and signature of the person/firm preparing the plan		
	Calculated area of the lot or parcel in square feet or acres		
	Date of preparation		
	North arrow and location map		
	Owner's Certification: I (we) hereby certify that I am (we) are the owner(s) of the property shown and described hereon and that I (we) hereby approve this site plan. I (we) further certify that all exterior improvements, including but not limited to paving and landscaping, as shown on the site plan will be maintained in accordance with this site plan and the City of Havelock Code of Ordinances. _____		
	Owner's Signature(s)		
	Existing Features		
	Boundary survey and easements		
	Location and exterior dimensions of existing structures including signs on the site		
	Name, location and widths of all public and private streets, rights-of- way and/or easements		
	Existing topography		
	Zoning Information		
	Location of FEMA floodway and flood hazard limits—For projects sites located within Zone AE		
	Proposed Site Development		
	Proposed topography		
	Area of disturbance/vegetation with total area		

DISCLOSURE: By signing below, I am acknowledging that I have included **ALL** applicable information required on the plan in order to be considered "Complete and ready for review." If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed "Not ready for review" and may require additional staff time or may be rejected. Additionally, I understand that the City of Havelock reserves the right to request any additional information as necessary.

Owner/Agent Signature: _____ **Date:** _____

CITY OF HAVELOCK

STORMWATER MANAGEMENT PLAN CHECKLIST

Section 1: Information

Agent should be the primary project contact, preferably a registered engineer or landscape architect.

Project Name: _____ Phase (if applicable): _____

Project Address (or nearest cross street): _____

Owner Name: _____

Owner Address: _____

Applicant Name (if different from Owner): _____

Agent Name: _____

Agent Address: _____

Agent Phone: _____ Agent Fax: _____

Agent E-mail: _____

PIN(s): _____ Zoning Classification: _____

Total Acreage: _____ Project Impervious Area (acres): _____

Project Disturbed Area (acres): _____

Is there any 100-year floodplain on the site? _____

Are there any intermittent or perennial streams on the site? _____

Are there any riparian buffers on the site? _____

Are there any wetlands on the site? _____

Section 2: Nutrient Loading

Required if greater than 1-acre residential or 0.5-acre commercial disturbed. Submit Table 2 and Table 5.

Calculated pre-development nitrogen loading rate (lbs/ac/yr) (for record keeping only) _____

Calculated post-development nitrogen loading rate (lbs/ac/yr) _____

BMP nitrogen reduction rate (percent): _____

List BMPs: _____

Net nitrogen loading (lbs/ac/yr): _____

Nitrogen offset required through buy down (lbs): _____

Section 3: Stormwater Runoff

Required if imperviousness increases from pre-development.

Pre-Development Peak Flow Resulting from 1-Year 24-hour Rainfall (cfs) _____

Post-Development Peak Flow Resulting from 1-Year 24-hour Rainfall (cfs) _____

List BMPs: _____

Section 4: Site Plan and Stormwater Management Plan Requirements

Please fulfill the following requirements or attach a narrative explaining why they are not met.

- _____ 1. Provide three (3) sets of all site plan drawings and an electronic copy (Adobe pdf, Autodesk dwf, or .tif format is acceptable).
- _____ 2. Provide two (2) sets of all stormwater and erosion control calculations and an electronic copy (Adobe pdf, Autodesk dwf, or .tif is acceptable).
- _____ 3. Include North arrow, drawing scale, and title block information on all sheets.
- _____ 4. Show property lines and label easements.
- _____ 5. Show and label any and all lakes, streams, and wetlands that appear on the USGS quadrangle map or USDA NRCS Soils maps, as well as any associated buffers.
- _____ 6. Show existing and proposed grading on 1-foot contours.
- _____ 7. Show and label all utility lines.
- _____ 8. Show all buildings, structures, and pavement.
- _____ 9. Show all stormwater structures and label rims and inverts.
- _____ 10. Show and label all erosion control measures. Erosion control should be designed according to the latest revision of the NC DENR Erosion and Sediment Control Planning and Design Manual.
- _____ 11. Show and label all BMP features (spillways, riprap, forebays, chambers, underdrains, etc.) and provide a profile view through any berm sections and/or outlet pipes.
- _____ 12. Show that all BMPs meet the requirements in the most recent version of the NC DENR Stormwater Best Management Practices Manual. Requirements will vary for each type of BMP.
- _____ 13. Show fencing around all detention facilities.
- _____ 14. Show BMP Access and Maintenance Easement granting right of entry to City of Havelock. Easement must surround each BMP and provide 10'-wide access to right of way free of landscaping, buildings, and other obstructions.
- _____ 15. Provide a maintenance plan for each BMP.
- _____ 16. Attach copies of any NCDENR/DWQ permits, stream determinations, 401/401/CAMA permits, Army Corps of Engineers permits, Erosion Control permits, and any other relevant permits.
- _____ 17. Provide a completed copy of the Havelock Nutrient Reporting Form.

Neuse, Tar-Pamlico, and Falls Lake Developer Nutrient Reporting Form

(Note: A separate form is available for Jordan Lake Watershed reporting.)

Please complete and submit the following information to the local government permitting your development project to characterize it and assess the need to purchase nutrient offsets. Contact and rule implementation information can be found online at

<http://portal.ncdenr.org/web/wq/ps/nps/nutrientoffsetintro>.

PROJECT INFORMATION <i>(for use in Neuse, Tar-Pamlico, or Falls Lake)</i>							
Applicant Name:							
Project Name:							
Project Address (if available): Street:		City/Town:			County:		
Date: (mo/d/yr)		Project Location:	Lat: (decimal degrees)		Long: (decimal degrees)		
Is this Redevelopment? <input type="checkbox"/> - Yes <input type="checkbox"/> - No		Development Type <i>(Please check all that apply)</i>					
Impervious Cover (%) <i>(Pre-Construction)</i>		<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed-Use		<input type="checkbox"/> Single Fam. Residential		
Impervious Cover (%) <i>(Post-Construction)</i>		<input type="checkbox"/> Industrial	<input type="checkbox"/> Duplex Residential		<input type="checkbox"/> Multi-Fam. Residential		
<input type="checkbox"/> Institutional							
WATERSHED INFORMATION							
12- Digit Watershed ID: (See online map)				New Development Load Requirements <i>(See individual rules for a full description of nutrient requirements.)</i>			
Nutrient Strategy <i>(Please check one)</i>				Nutrient Strategy	Loading Rate Targets Nitrogen (N) and Phosphorus (P)	Offsite Thresholds	
Neuse HUC	Tar-Pamlico HUC	Falls Lake Sub-Area					
<input type="checkbox"/> 03020201 <i>(below Falls)</i>	<input type="checkbox"/> 03020101	<input type="checkbox"/> Upper Falls		Neuse	3.6 N lb/ac/yr; No P goal	6 N lbs/ac – Residential; 10 N lbs/ac Commercial	
<input type="checkbox"/> 03020202	<input type="checkbox"/> 03020102	<input type="checkbox"/> Lower Falls		Tar Pam	4.0 N lb/ac/yr; 0.4 P lb/ac/yr		
<input type="checkbox"/> 03020203	<input type="checkbox"/> 03020103			Falls	2.2 N lb/ac/yr; 0.33 P lb/ac/yr	30% of N & P reduction need onsite for projects less than one acre; 50% of N & P reduction need onsite for projects over one acre	
<input checked="" type="checkbox"/> 03020204	<input type="checkbox"/> 03020104						
NUTRIENT OFFSET REQUEST <i>(Must meet the offsite thresholds – see above)</i>							
Nitrogen Loading / Offset Needs							
(A) Untreated Loading Rate (lbs/ac/yr)	(B) Treated Loading Rate (lbs/ac/yr)	(C) Loading Rate Target (lbs/ac/yr)	(D) Reduction Need (lbs/ac/yr) B - C	(E) Project Size (ac)	(F) Offset Duration (yrs)	(G) State Buy Down Amount (lbs) D * E * F	(H) <i>(Where Applicable)</i> Local Gov't Buy Down Amount (lbs)
					30		
Phosphorus Loading / Offset Needs <i>(For the Tar-Pam Basin and Falls Watershed areas)</i>							
(A) Untreated Loading Rate (lbs/ac/yr)	(B) Treated Loading Rate (lbs/ac/yr)	(C) Load Rate Target (lbs/ac/yr)	(D) Reduction Need (lbs/ac/yr) B - C	(E) Project Size (ac)	(F) Offset Duration (yrs)	(G) State Buy Down Amount (lbs) D * E * F	(H) <i>(Where Applicable)</i> Local Gov't Buy Down Amount (lbs)
N/A	N/A	N/A	N/A	N/A	30	N/A	N/A
Authorizing Local Government Name:							
Staff Name:							
Staff Email:					Phone:		