

# SANFORD / LEE COUNTY / BROADWAY WATERSHED DEVELOPMENT PERMIT APPLICATION



115 Chatham Street, Sanford, NC 27330

919.718.4656

[zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

This Watershed Permit Application is subject to review by the Watershed Administrator for the Sanford/Lee County Community Development Department, Zoning & Design Review Division as required by and to verify compliance with Article 4 Zoning District Regulations, Section 4.14 Watershed Conservation Overlay Districts (WCOD) of the Sanford/Lee County/Broadway Unified Development Ordinance (UDO) effective January 1, 2006.

**Watershed Administrator information:** Amy J. McNeill, Zoning/Floodplain/Watershed Administrator

**Mailing and Physical Address:** 115 Chatham Street, Suite 1 (First Floor), Sanford, NC 27330

**Email:** [amy.mcneill@sanfordnc.net](mailto:amy.mcneill@sanfordnc.net)

**Phone:** 919-718-4656, ext. 5397

The Watershed Map is available for viewing/reference via the City of Sanford website at [www.sanfordnc.net](http://www.sanfordnc.net), then go to Government, Departments, GIS, Quick Links, Lee County ArcGIS, Layer List, Natural, WaterSheds.

The UDO provisions are considered the minimum standards in carrying out the requirements of the Surface Water Supply Protection Rules adopted by the North Carolina Environmental Management Commissioner (EMC) pursuant to the Water Supply Watershed Protection Act. In addition to the information provided within this application, required supporting/supplemental information may include density/built upon calculations, evidence of a valid Sedimentation & Erosion Control Permit issued by the State of North Carolina (NCDEQ) or evidence that no permit is required.

## **SECTION 1: General Provisions (APPLICANT is to read and sign)**

1. An Application for a Watershed Permit shall be made to the Watershed Administrator prior to any development activities located within a Watershed Conservation Overlay District
2. No work of any kind may start until a permit is issued.
3. The permit may be revoked if any false statements are made herein.
4. If revoked, all work must cease until permit is re-issued.
5. Development shall not be used or occupied until a Certificate of Compliance is issued.
6. The permit will expire if no work is commenced within one year of issuance.
7. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
8. Applicant hereby gives consent to the Watershed Administrator or his/her representative to make reasonable inspections required to verify compliance.

As the Applicant, I hereby certify that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate. I hereby make application for a permit to develop in a designated Watershed Conservation Overlay District. The work to be performed is described below and in attachments hereto. I agree that all such work shall be done in accordance with the requirements of Article 4, Zoning Regulations, Section 4.14 Watershed Conservation Overlay Districts (WCOD) of the Sanford/Lee County/Broadway Unified Development Ordinance and with all other applicable local, state, and federal regulations. All necessary required permits/certifications are attached.

Applicant's Signature

Date

**SECTION 2: Proposed Development (To be completed by APPLICANT)**

APPLICANT NAME \_\_\_\_\_

APPLICANT ADDRESS \_\_\_\_\_

APPLICANT PHONE \_\_\_\_\_ APPLICANT EMAIL \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

BUILDER \_\_\_\_\_

ENGINEER \_\_\_\_\_

NOTES REGARDING CONTACT INFORMATION FOR APPLICABLE PARTIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT LOCATION: To avoid delay in processing this application, please provide enough information to easily identify the project location. Provide the street address, lot number or legal description (attach) and, outside urban areas, the distance to the nearest intersecting road of well-known landmark. A sketch attached to this application showing the project location is helpful.

Address: \_\_\_\_\_

Lee County Tax Parcel Identification Number (PIN): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

Further describe as needed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide a written description of the proposed development/project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will a Special Intensity Allocation (SIA) be required to be approved for this project in order to develop the site in the manner proposed?

Yes

No

If yes, complete the following information.

WATERSHED: \_\_\_\_\_

TOTAL PROJECT ACREAGE: \_\_\_\_\_

SIA ACREAGE REQUESTED FOR THIS PROJECT: \_\_\_\_\_

**The following items shall accompany the Watershed Permit Application:**

1. A site plan and/or plat drawn to scale which accurately illustrates the existing conditions and the proposed development, along with any required supporting/supplemental information, including density/built upon calculations.
2. Copies of all other Local, State and Federal permits required prior to the issuance of a Watershed Permit. (Wetlands, Endangered Species, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.)
3. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

**After completing SECTION 2, the Applicant should submit to the Watershed Administrator for review.**



**SECTION 3: Watershed Determination (to be completed by the WATERSHED ADMINISTRATOR)**

The proposed development is located within the \_\_\_\_\_ zoning district and the use IS or IS NOT permitted.  IS Permitted  IS NOT Permitted

Note(s): \_\_\_\_\_

The proposed development is located within a Watershed Conservation Overlay District as listed in Table 4.14-1: Watershed Overlay Districts, Watershed Classification Jurisdiction.

Watershed: \_\_\_\_\_

Classification: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

Is this a Protected Area (PA) or a Critical Area (CA)? \_\_\_\_\_

Is this a residential or nonresidential project? \_\_\_\_\_

Are there any types of perennial waters, including streams, rivers and impoundments (ponds) indicated on the most recent versions of the United States Geodetic Survey (USGS) topographic maps?

Note(s): \_\_\_\_\_

This project DOES or DOES NOT comply with 4.14.2.2 General Provisions Applicable to All Water Supply Watershed Areas?  DOES  DOES NOT

Note(s): \_\_\_\_\_

This project DOES or DOES NOT require sedimentation & erosion control plan approval by NCDEQ?

DOES  DOES NOT

Note(s): \_\_\_\_\_

This project DOES OR DOES NOT comply with 4.14.2.3 Schedule of Watershed Area Standards?

DOES  DOES NOT

Note(s): \_\_\_\_\_

Will a Special Intensity Allocation (SIA) be required to be approved for this project in order to develop the site in the manner proposed?  Yes  No

If yes, complete the following information.

SITE PLAN FILE NUMBER: \_\_\_\_\_

COORDINATING PLANNER FOR PROJECT REVIEW: \_\_\_\_\_

WATERSHED: \_\_\_\_\_

SIA APPROVAL DATE: \_\_\_\_\_ SIA ACREAGE FOR THIS PROJECT: \_\_\_\_\_

SIA ACREAGE BALANCE REMAINING: \_\_\_\_\_

Will this project require a Variance to the UDO Watershed Conservation Overlay District regulations?

Yes      No

*If yes, be mindful that an annual report for each project receiving a variance and reason for the variance granted by the Watershed Review Board shall be submitted annually to NCDEQ.*

Is there an appeal of the decision of the Watershed Administrator regarding this project?

Yes      No

*If yes, verify compliance with 4.14.4.2 Appeal from the Watershed Administrator. The Watershed Review Board shall consist of the Lee County Board of Adjustment.*

\_\_\_\_\_  
Administrator's Name (please print)

\_\_\_\_\_  
Title (please print)

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

**SECTION 4: Additional Information Required (to be completed by the WATERSHED ADMINISTRATOR)**

The applicant must submit the documents checked below before the application can be processed.

- 1. A site plan and/or plat drawn to scale which accurately illustrates existing conditions and the proposed development, along with any required supporting/supplemental information, including density/built upon calculations.
- 2. Copies of all other Local, State and Federal permits required prior to the issuance of a Watershed Permit. (Wetlands, Endangered Species, Erosion and Sedimentation Control, Riparian Buffers, Mining, etc.)
- 3. A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation

**SECTION 5: Permit Determination (to be completed by the WATERSHED ADMINISTRATOR)**

I have determined that the proposed activity:

\_\_\_\_\_ IS in conformance with the provisions of the Unified Development Ordinance (UDO).  
\_\_\_\_\_ IS NOT in conformance with the provisions of the UDO.

*If the proposed activity is in conformance, the Watershed Administrator may issue a Watershed Permit upon payment of designated fee.*

*If the proposed activity is NOT in conformance, the Watershed Administrator will provide a written summary of deficiencies. The applicant may revise and resubmit an application to the Watershed Administrator or may request a hearing from the Watershed Review Board.*

The permit is issued subject to the following conditions, which are made part of this permit:

---

---

---

---

---

\_\_\_\_\_  
Administrator's Name (please print) Title (please print)

\_\_\_\_\_  
Administrator's Signature Date

APPEALS: Appealed to the Board of Appeals?  Yes  No  
Hearing Date: \_\_\_\_\_  
Appeals Board Decision?  Approved  Not Approved  
Reasons/Conditions: \_\_\_\_\_

**SECTION 7: Compliance Action (to be completed by the WATERSHED ADMINISTRATOR)**

The Watershed Administrator will complete this section as applicable based on inspection of the project to ensure compliance with the UDO regulations.

INSPECTIONS  
DATE \_\_\_\_\_ BY \_\_\_\_\_ Deficiencies? \_\_\_ YES \_\_\_ NO  
DATE \_\_\_\_\_ BY \_\_\_\_\_ Deficiencies? \_\_\_ YES \_\_\_ NO  
DATE \_\_\_\_\_ BY \_\_\_\_\_ Deficiencies? \_\_\_ YES \_\_\_ NO

**SECTION 8: Certificate of Compliance (to be completed by the WATERSHED ADMINISTRATOR)**

Certificate of compliance issued: DATE \_\_\_\_\_ BY \_\_\_\_\_

\_\_\_\_\_  
Administrator's Name (please print) Title (please print)

\_\_\_\_\_  
Administrator's Signature Date