



## TOWN OF CAROLINA BEACH FILL/GRADE/CLEAR PERMIT

This permit is utilized to identify properties that have the potential of changing the natural or existing stormwater drainage patterns and requires mitigating activities to ensure development does not negatively impact adjacent properties and roads. Specific activities requiring this permit include, but are not limited to, new building development, vegetation removal, adding fill material or modifying the grading on a lot.

**NOTE: The amount of fill added to a lot shall not be greater than one (1) foot above the crown of the highest adjoining street or access easement or even with the highest adjacent lot. For lots where the adjacent lot elevation exceeds one (1) foot above the crown of the adjoining street, then the fill added to the subject property may not exceed that of the highest adjacent lot or four (4) feet above the crown of the highest adjoining lot, whichever is less. Fill shall be added based upon the existing grade of each lot. The CBD and HB zoning districts shall be exempt from these requirements.**

**Site Address/Location:** \_\_\_\_\_

**Property Owner's Information:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

**Contractor's Information:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Contractor's License # \_\_\_\_\_ Classification \_\_\_\_\_

**Contact's Information:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

**Project Information:**

FILL \_\_\_\_\_ GRADE \_\_\_\_\_ CLEAR \_\_\_\_\_ (Mark all that apply). Cost of Work \$ \_\_\_\_\_

Description of Work \_\_\_\_\_

Wetlands?  YES  NO \*If yes, provide copy of Army Corps of Engineers (ACOE) Permit

Fill permits require:

**Elevation of the adjacent crown of the road(s)** \_\_\_\_\_

**Elevations of adjacent properties** \_\_\_\_\_

**Existing Elevation** \_\_\_\_\_ and **Finished Elevation** \_\_\_\_\_

Constructing a Retaining Wall? (under 3 feet high) YES \_\_\_\_\_ NO \_\_\_\_\_

If proposed work includes changing elevation and construction of a retaining wall **under 3 feet high**, please specify above and show on site plan. **NOTE: Retaining walls over 3 feet high require a Building Permit via New Hanover County.**

If the proposed work includes grading, please call NC 811. A Locate Ticket # must be provided prior to approval of this application. Locate Ticket # \_\_\_\_\_

**YOU MUST SCHEDULE A SITE VISIT WITH UTILITY CONSTRUCTION REVIEW TECHNICIAN BEFORE WORK STARTS:**

**Eion Dockery: Mobile - 910-386-2543 Email - [eion.dockery@carolinabeach.org](mailto:eion.dockery@carolinabeach.org)**

**\*Drainage Plan:** A professionally designed stormwater drainage system that allows development without negatively impacting adjacent properties.

Activities that typically require drainage plans:

- Grading/filling or other changes to the topographic conditions of the property;
- Permanent placement of fill soils or other materials on the property;
- When a building permit for increased impervious surface is required;
- If development is proposed and the location has a history of flooding or erosion

**\*\*Stormwater consultations with staff are mandatory for all permits submitted without a drainage plan\*\***

**Stormwater Drainage Plan Contents:**

A stormwater and drainage plan shall be prepared by a registered civil engineer, architect, landscape architect or other fields licensed to perform stormwater management practice design and include the following site and drainage information:

- i) Existing and proposed flow lines of surface and subsurface waters onto and off of the site;
- ii) Existing and finished contours, at two (2) foot intervals;
- iii) The location of any existing buildings, structures or improvements on the property where the work is to be performed and on adjacent lots;
- iv) The location of all existing natural and man-made drainage facilities for the storage or conveyance of runoff, including drainage swales, ditches, culverts and berms, sumps, sediment basins, channels, ponds, storm drains and drop inlets serving the site;
- v) All surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be built with or as a part of the proposed construction;
- vi) Hydraulic calculations that show the flow-carrying capacities of proposed conveyance devices and justify the estimated runoff of the area served by any proposed conveyance device;
- vii) Discharges and velocities of proposed conveyance devices, and storage volumes of any sumps, ponds or sediment basins; and
- viii) Estimates of existing and increased runoff resulting from proposed improvements and methods for reducing the velocity of any increased runoff.

I have read and agree to the terms listed above. I agree to install and maintain silt fencing on the property to prevent runoff on adjacent properties or right of ways.

Owner's Signature \_\_\_\_\_

Contractor's Signature (if not owner) \_\_\_\_\_