



**STORMWATER MANAGEMENT PERMIT APPLICATION FORM (VERSION 2.2)**  
**Application Instructions**

**All City Stormwater Permitting questions, including questions about this form should be directed to:**

City of Wilmington – Engineering  
Plan Review Section  
212 Operations Center Dr  
Wilmington, NC 28412  
Robert Gordon (910) 341-5856 or Derek Pielech (910) 341-5818

**I. GENERAL INFORMATION**

1. Project Name - Subdivision, facility, or establishment name - should be consistent with project name on plans, specifications, letters, operation and maintenance agreements, etc. The application will generally apply to the entire project and be modified each time a new phase or expansion is developed.
2. Location of Project - Please provide the 911 street address for the project and the ZIP code
3. Directions to project - the directions provided must originate from the nearest intersection of 2 major roads (should be the same roads referenced on the vicinity map on the plans).

**II. PERMIT INFORMATION**

1. Specify the type of project - check the appropriate box to identify whether the project is Low Density, High Density, Offsite (i.e., one that drains to a previously permitted BMP for treatment). Questions regarding existing City Stormwater Permits should be directed to Robert Gordon at (910) 341-5856 or Derek Pielech (910) 341-5818. Information on existing State Stormwater Permits can be obtained by contacting the NC DENR Wilmington Regional Office at (910) 796-7215 or the NCDENR Customer Service Center at 1-877-623-6748.
2. Is the project currently covered by an existing City or State (NCDENR/DWQ) Stormwater Permit – An existing City or State Stormwater Permit will affect the project Stormwater permit requirements because the City of Wilmington is now the designated coastal stormwater permitting and enforcement authority for projects within the Wilmington City Limits. Information on any/all existing stormwater permits will be required. See contacts listed above for additional information.
3. Additional Project Permit Requirements - Please let us know what other permits the project has already applied for or received or that are required. You will need to contact the Division of Coastal Management to determine if a CAMA Major permit is needed. You will need a Sedimentation Erosion Control Plan if the project will cumulatively disturb more than one acre. Contact Beth Wetherill with New Hanover County Engineering/Erosion Control at (910) 798-7139 for additional information on erosion control permits. You will need a 401/404 wetlands permit if there are any wetlands impacts proposed. You will need an NPDES Industrial Stormwater permit if the project proposes an activity wherein the stormwater will come in contact with any process water or chemicals. If you need help with determining what other permits may be needed, please contact the NCDENR Customer Service Center at 1-877-623-6748.

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**III. CONTACT INFORMATION**

1. Applicant / Signing Official – This is who will own and hold responsibility for the project. The applicant must meet the requirements of NCAC 2H .1003 (e). The business must be listed and in good standing with the NC Secretary of State or the application will be returned. Businesses and corporations listed with the NC Secretary of State’s office may be searched via the following link:  
  
<http://www.secretary.state.nc.us/Corporations/CSearch.aspx>
  - a. Contact information for Applicant / Signing Official – List the current contact information for the applicant.
  - b. Identify whether the applicant is the property owner, lessee, purchaser or developer.
2. Property Owner – Complete this section if the applicant is NOT the property owner. This is the person who owns the property and is legally responsible for the property and who has the authority sell it, and to place deed restrictions on it.
  - a. Contact information for Property Owner – list the current contact information for the property owner.
3. Additional Contact – List the name of an additional contact person you would like to receive permit correspondence (other than the applicant, property owner and consultant).
  - a. List the current contact information for the person listed in Section 3.

**IV. PROJECT INFORMATION**

1. How the stormwater runoff will be treated – give a brief summary of the treatment methodology. This can be as simple as “High Density project with wet detention ponds”. Additional detail should be provided in a stormwater narrative.

Sections 2 through 5 are necessary to calculate the stormwater project area. They must be presented in square feet and all figures must be consistent with what is listed throughout the plans and calculations. Total project area shall be calculated to exclude the following: the normal pool of impounded structures (except stormwater BMP’s), the area between the banks of streams and rivers, the area below the Normal High Water (NHW) line or Mean High Water (MHW) line, and coastal wetlands landward from the NHW (or MHW) line. The resultant project area is used to calculate overall percent built upon area (BUA). Non-coastal wetlands landward of the NHW (or MHW) line may be included in the total project area.

Sections 6 through 8 are necessary to track the amount of existing impervious area for the project. There are 2 important definitions to consider:

- Impervious Surface – is defined in section 18-812 of the stormwater ordinance as “any surface that whole or in part, restricts or prevents the natural absorption of water into the ground”. It typically includes (but not limited to) concrete, asphalt, stone and gravel surfaces, as well as the dripline of all buildings.

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- Newly constructed impervious surface – if an existing impervious surface is demolished (and replaced) or covered it is considered new impervious area, or newly constructed impervious surface. Please note that a pavement overlay or resurfacing, without demolition is NOT considered newly constructed impervious surface per section 18-735 (4) of the stormwater ordinance.
6. All existing impervious surface within the property boundary should be listed in square feet
  7. List all of the above existing impervious surface that will be demolished, covered (except a pavement overlay) or replaced
  8. Report only the amount of existing BUA that will remain and NOT be replaced with newly constructed impervious surface. Should be the equal to the value listed in IV (6) minus (-) the value listed in section IV (7).

Please note that if the amount of existing impervious surface listed in section IV (8) is less than 50% of the total onsite impervious surface listed in section IV(10), then the entire site - including the existing impervious areas, will be required to comply with the full stormwater requirements of the ordinance (assuming the applicability thresholds specified in 18-735 are met). Also note that once the permit is issued, the amount of existing impervious area will carry through subsequent project submittals and cannot increase.

9. List the amount of newly constructed impervious area within the current property boundary, in square feet. This includes all BUA within areas to be dedicated for public right-of-way and all lot BUA to be subdivided for commercial or residential use. Do NOT include existing impervious in these totals.
  - Buildings/Lots – The total amount of all BUA onsite from the dripline of all buildings and/or subdivision lots
  - Impervious Pavement – All impervious concrete or asphalt pavement, curbing and driveways. Do not include pervious pavements in this figure.
  - Pervious Pavement – The full footprint and the impervious area with credit applied for all pervious pavement or pavers installed.
  - Impervious Sidewalks – All impervious concrete sidewalks.
  - Pervious Sidewalks – The full footprint and the impervious area with credit applied for all pervious concrete sidewalks installed.
  - Other - Any other impervious area not listed. **For commercial subdivisions – this is where the allocation for each lot or outparcel should be identified, not under offsite.**
  - Future Development – any allocation of future BUA for the project. For high-density projects, the allocation must be incorporated into the design of a permitted BMP to be credited for the allocation.
  - Total – Should be a total of all newly constructed impervious surfaces identified in the table.
10. Total Onsite impervious surfaces - Existing Impervious Surface to remain + Onsite Newly Constructed Impervious Surface totaled previously in sections IV (8) & (9).
11. Project percent of impervious area - Total Onsite Impervious Surface / Total Project Area x100 as defined previously in sections IV (10) & (5).

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12. Total Offsite Newly Constructed Impervious Area - List the newly constructed impervious surfaces associated with project improvements made outside of property boundary in square feet. This would include sidewalks, driveways, turn lanes etc. – any BUA that is generated offsite or within existing public right-of-way. Offsite Newly Constructed Impervious Area **DOES NOT** include the following:
- Improvements within a proposed right-of-way
  - A BUA allocation for a commercial or residential lot or outparcel. These are considered onsite improvements.
  - Offsite existing impervious surfaces.
  - Any offsite BUA draining through the property or to an onsite BMP. If an adjacent lot or a portion of an existing neighborhood naturally drains to an onsite BMP, this BUA should be accounted for in the offsite section for the BMP - Section IV (14)
13. Total Newly Constructed Impervious Surface = Total Onsite Newly Constructed Impervious Surface + Offsite Newly Constructed Impervious Surface defined previously in sections IV (9) & IV (12).
14. Complete the listed information for each primary high-density Stormwater BMP drainage area (wet ponds, infiltration BMP, wetland etc.). The BMP drainage area number should be consistent throughout the drawings, calculations, supplements, O&M documents etc. The information listed should be broken down and specific to the BMP drainage area shown. If there are more than three BMP's, use the additional BMP sheet provided on the website. It is not necessary to complete this section for secondary BMP's such as grassed swales and pervious pavement. Most information has been explained previously, but selected clarifications are shown below.
- Receiving Stream Name, Index # and Stream Classification – List the closest named & classified receiving stream. Stream names are often listed on either the soils or USGS quad maps. Class and Index Number can be determined at the site below:  
<http://h2o.enr.state.nc.us/bims/reports/reportsWB.html>  
Sometimes there are multiple segments listed for a waterbody, each with (potentially) a separate index number and classification. Make sure the index number and classification listed on the application corresponds to the appropriate receiving stream segment. If the project drains to, but is more than ½ mile from an SA waterbody, please indicate “>1/2 mile” under the stream classification so the reviewer will know which set of rules the project was designed to. If you need assistance determining the stream index number, contact a Plan Review staff member.
  - Existing Impervious area to remain – List the amount of existing BUA from Section IV (8) that is within the BMP drainage area. It is not necessary to break this down into BUA type.
  - Offsite – The amount of offsite BUA (usually from an adjacent property or roadway) that drains into the BMP.
  - Percent Impervious Area = Total Impervious Area/Total Drainage Area x 100
15. Describe how the offsite impervious area was calculated (aerial, CAD, GIS etc.).

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### V. SUBMITTAL REQUIREMENTS

The Engineering plan review checklist outlines all project submittal requirements. All forms and documents may be downloaded from the Plan Review Section website:

<http://www.wilmingtonnc.gov/PublicServices/Engineering/PlanReview/StormwaterPermits.aspx>

1. Supplemental and O&M forms – One applicable City of Wilmington Stormwater BMP supplement form and checklist must be submitted for each BMP specified for this project. Each supplement must be PE sealed, signed and dated. Each checklist item must be hand initialed. One applicable proposed operation and maintenance (O&M) form must be submitted for each type of stormwater BMP. Once the O&M language is approved, it must be recorded with the register of deeds office and referenced on the final plat per Section 18-782.
2. Deed Restrictions and restrictive covenants – Deed restrictions are required for all residential and commercial subdivisions. Stand-alone projects that do not involve the subdivision and sale of property are not required to provide or record deed restrictions. Please note that projects authorized to utilize a previously approved BMP, i.e., an “*Offsite*” project, do not need to provide a separate recorded deed restriction. A copy of the previously approved and recorded deed restrictions as required by the Master permit, and a copy of the Designer’s Certification, must either be submitted to the City of Wilmington Engineering Dept with the lot’s offsite stormwater application, or have been submitted previously and are already on file.

For all other development that involves the subdivision of property, the required deed restriction document must be signed and notarized, and submitted with the Stormwater application. The same forms are used for **permit modifications** that require an amendment to the previously recorded deed restrictions. It is up to the applicant to make sure the correct deed restriction language is transmitted to the attorney to be recorded and that it is recorded BEFORE the first lot is sold.

3. All The Engineering plan review checklist outlines all project submittal requirements. All forms, documents and checklists may be downloaded from the Plan Review Section website below. Please check the website for updated forms before submitting the project.

<http://www.wilmingtonnc.gov/PublicServices/Engineering/PlanReview/StormwaterPermits.aspx>

Please note the single most common mistake found during the plan review is inconsistent documentation. Please take the time to thoroughly review the application package to make sure all information is consistently presented on the application, forms, plans and calculations. Prior to submitting the application, please review the state BMP manual and make sure the design concept proposed is based upon the most current BMP requirements. Don’t assume that because a design was previously accepted and permitted in the past that it will still meet current design guidance criteria. If there are any questions about how a particular requirement or interpretation will affect your project, it is better to contact a City Plan Review staff member and schedule a meeting to discuss prior to full design of the project. This is the intent of the concept review meeting requirement, but staff is available at any time (with appropriate notice) to meet and discuss your project.

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**VI. CONSULTANT INFORMATION AND AUTHORIZATION**

This section must be completed in order for a consultant to submit information on the applicant's behalf. If completed, the consultant listed will serve as the primary point of contact throughout the plan review process.

**VII. PROPERTY OWNER AUTHORIZATION**

This is where the actual property owner signs and dates the application in the presence of a notary public. If a developer or lessee is involved, the property owner's signature also authorizes the developer or lessee to construct the project as approved. The notary public must fill in, stamp, sign and date the notary public area. Either inked stamps or raised impression stamps are allowed.

**VIII. APPLICANT'S CERTIFICATION**

The applicant (developer, lessee) signs and dates the application in the presence of a notary public. The notary public must fill in, stamp, sign and date the notary public area. Either inked stamps or raised impression stamps are allowed.