

PERMIT PROCEDURES FOR RETRIEVAL OF LOST SEDIMENT

1. Complete the USACE Pre-Construction Notification (PCN) Form. Please complete the form to the best of your ability. The main items that need to be filled out are:
 - a. Where is the project?
 - b. Who owns the land?
 - c. What kind of impacts will take place?
 - d. How will the impacts take place (type of machinery, etc.)?
 - e. If mitigation is required, where and how much will be purchased?
2. Complete a Floodplain Development Permit Application. Please complete the form to the best of your ability. Flood maps are available online at fris.nc.gov.
3. Complete the request for approval form for Excavation and Repair (authorization to work within the City's right-of-way/public places).
4. Submit forms and applications, along with application fees, to the City's Floodplain Administrator, Nicole Morgan. A site plan drawing of the proposed work shall also be submitted, as well as a current picture of the project location (if a picture is not submitted, City personnel will schedule an appointment to meet on site to take pictures).
5. Using 2016 and 2019 Orthoimagery for the project location, the Floodplain Administrator and the USACE will review the application and all submitted documentation for approval. USACE will contact the applicant should additional information be required by their office.
6. Once approved by both the USACE and the Floodplain Administrator, the City will issue the Floodplain Development Permit, along with the approval for excavation/repair on public property. Permits will be issued specifying the approved scope of work.
7. Periodic inspections will be conducted by the Floodplain Administrator. Final pictures will be required upon project completion for sign off on project compliance by both the Floodplain Administrator and the USACE.