



OFFICE USE ONLY

File #: _____
Date Received: _____

TOWN OF CLAYTON
Department of Public Services
111 E. Second St., P.O. Box 879
Clayton, NC 27528
Phone: 919-553-5002
Fax: 919-553-1720

ENGINEERING SUBMITTAL APPLICATION

Applications are accepted on a rolling basis and can be submitted at submittals@townofclaytonnc.org. For more info, contact Engineering & Inspections Services Coordinator at 919.359.9390 or at engineering@townofclaytonnc.org.

SITE INFORMATION

Select One: Construction Drawing: ____ Record drawing/As-built: ____ Stormwater As-built: ____

Name of Project: _____

Total Acreage of Property: _____ Total Disturbed Area: _____ Zoning District: _____

County Tag #: _____ NC Pin #: _____

Address/Location: _____

Existing Use: _____ Proposed Use: _____

Is a site plan being concurrently submitted? Yes No

APPLICANT INFORMATION

Applicant: _____

Contact Person (if not applicant): _____

Phone Number: _____ Email: _____

Mailing Address: _____

I certify that all information within this application and included materials are true to the best of my knowledge.

Signature: _____

Print Name: _____



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CONSTRUCTION DRAWING SUBMITTAL CHECKLIST

Please submit the following items as part of a Construction Drawing Submittal:

Application:

- Please submit *one (1) hardcopy of the Engineering Submittal Application* in its entirety.
Applications without the required applicant signature will be deemed incomplete.
- Engineering & Stormwater Plan Review Fee

Plan Sheets - Provide *one (1) 24 x 36 full set hardcopy (at a minimum) of the following plan sheets:*

- Cover Sheet
- Existing Conditions
- Site Plan
- Easement Exhibit Map
- Grading & Drainage Plan
- Stormwater Control Measure Plan with applicable details
- Utility Plan
- Street and Utility Profiles
- Circulation Plan (Fire and Garbage Trucks)
- Signage and Striping Plan
- Greenway Plan & Profile
- Landscape Plan

Engineering Reports – Submit *one (1) hardcopy of all engineering reports/calculations:*

- Stormwater calculations (Nitrogen & Detention)
- Storm drainage calculations including gutter spread, outlet protection, HGL analysis and culvert analysis
- Fire Flow Analysis/Water System Model
- Geotechnical Reports for pavement design
- Environmental Assessments - DWQ/USACE Documentation/Jurisdictional Determinations
- Environmental Approvals/Permits
- 8 ½ x 11 copies of USGS and Johnston County Soil Survey information with project location identified
- If applicable, Sewer Analysis, Pump Station Study, and/or Flood Study
- SCM Maintenance Covenant

Digital Files:

- All submittals must contain *one (1) USB flash drive* containing ALL the above files

**** INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED ****