



**OFFICE USE ONLY**

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**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](mailto:submittals@townofclaytonnc.org). For more info, contact Engineering & Inspections Services Coordinator at 919.359.9390 or at [engineering@townofclaytonnc.org](mailto: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.

**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
- Erosion Control & Grading Plan
- Grading & Drainage Plan/Erosion Control
- Stormwater Control Measure Plan with applicable construction
- 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 Management Calculations with nutrient control plan
- 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
- 8 ½ x 11 copies of USGS and Johnston County Soil Survey information with project location identified
- The following reports may be required for certain projects: Sewer Analysis, Pump Station Study, and/or Flood Study

**Digital Files:**

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

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