

# Instructions:

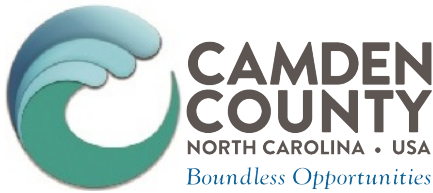
This is a Fillable PDF. Form starts on page 3 of this document. To facilitate 2-sided printing, page 2 of this document has been left blank. Depending on your pdf reader / editor you may or may not be able to save the data you enter into this form. It is therefore recommended to print this form immediately after filling it out.

Upon completion of this form, print it out, sign and date form. Scan form to a new pdf file or take jpg pictures of it using your camera or smartphone. Upload your newly created pdf file or images to the building permit form system's upload area for Fill Permit. Multiple file uploads are supported.

Fill permit is a required form to be submitted when applying for a building permit to construct a new dwelling. Fill permit form is required regardless of whether or not you are planning to place fill on the property.\*

\*If fill is only being placed for house pad and septic system, check the "No" box and indicate in the description area that fill is only for house pad and septic system.

**To facilitate 2-sided printing, this page has been intentionally left blank.**



# Fill Permit Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**WILL THE CONSTRUCTION REQUIRE FILL?    ☐ YES    ☐ NO****(If no, fill out Applicant & Project Information excluding any n/a fields. Sign & Date on back.)****Applicant Information:**

Owner(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Project Information:**

Project Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

(Obtain from GIS at 252-338-1919)

Parcel Id Number: \_\_\_\_\_

Total Tract Acreage: \_\_\_\_\_ square feet

Total Area of Land Disturbance: \_\_\_\_\_ square feet

☐ Total area of land disturbance is greater than 43,560 square feet; state permits required.

Maximum height of fill: \_\_\_\_\_ feet

***Fill shall not exceed 24 inches for the septic area and 36 inches for house pad. Fill is defined as any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.***

Description of Land Disturbance Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fill Permit Required Regardless of Whether Or Not Fill Is Being Placed.**

Submittal Checklist & Requirements (If placing fill to raise elevation of lot):

1. Two blue line or black and white paper prints of the land disturbance plan.
2. Fill permits application fee \$50.00.
3. A copy of the Albemarle Regional Health Services site evaluation for a septic system.
4. A copy of the North Carolina Division of Water Quality certification to fill any 401 wetlands.
5. A copy of the US Army Corps of Engineers permit to fill any 404 wetlands.
6. The stormwater management plan, prepared by a North Carolina licensed professional engineer, licensed surveyor or landscape architect, shall include, but not limited to, the following information:
  - ☐ Architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the property and the measures planned to comply with the requirements of the county ordinance.
  - ☐ Adjacent property grades (i.e. the highest grade measured within thirty-feet from the subject property lines into the adjoining lots).
  - ☐ Approximate depth of seasonal high water table.
  - ☐ Existing elevations sufficient to determine the drainage patterns on-site and on adjoining sites (i.e. contours in one foot intervals).
  - ☐ Locations and elevations of the adjoining street pavement, shoulder ditches, drainage systems, upstream and downstream driveway culverts.
  - ☐ Proposed elevations of the top of bank, toe of slope and limits for fill necessary to construct the dwelling, including driveway access, shall be delineated. **No fill/grading shall occur within 10 feet of any property line except for driveway improvements allowed by the UDO.**
  - ☐ Proposed stormwater management improvements; including methods for stabilization and maintenance. **At a minimum, property line swales shall be installed 12 inches deep and 3:1 slope.**
  - ☐ Location of proposed improvements including septic systems.
  - ☐ Flood zone designation, special flood hazard area, and boundary of any floodway of the proposed development area as determined on the FIRM or other flood map.
  - ☐ Detention shall be provided for a four inch rainfall event from all impervious surfaces. Drainage area shall include all built-upon area on the subject lot and any runoff received from built-upon areas within 30 feet of the subject property line. All runoff from built-upon area must be directed into the stormwater management system.
  - ☐ An operation and maintenance plan, including sediment removal, mowing and revegetation, immediate repair of erosion, debris removal, and unclogging of any structures.
  - ☐ Certification of Stormwater Management (**certification must be on the site plan**):

On the site plan entitled \_\_\_\_\_, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Camden County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements.

\_\_\_\_\_  
Engineer/Surveyor/Architect

\_\_\_\_\_  
Date

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of the fill permit. The undersigned further states that all information given herein is true and, authorize county staff to enter onto the property to ensure all applicable rules and regulations will be met. Compliance with restrictive covenants is the responsibility of the property owner which may or may not be more restrictive than the conditions of any permit approvals.

I hereby certify that I, the owner of the property, shown hereon will guarantee the maintenance of the stormwater conveyance measures shown on the approved plan as designed. Maintenance shall include, but not limited to, the following: removal of all sediment and debris to maintain intended grade and storage capacity and mowing and revegetation to control erosion and clogging. The immediate repair of erosion and the unclogging of any structures are necessary to maintain the intent of designed swales.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent/Applicant

\_\_\_\_\_  
Date

Application submittals shall be filed with Camden County Planning Department located at 117 NC Hwy 343 or by mail at P. O. Box 190, Camden, NC, 27921.

Received by: _____	Date Received: _____
Permit Application Fee: _____	Reviewed by: _____
Plan Date (with revisions): _____	Approved by: _____

**An Appropriate Signature Is Required.**