

# Stormwater Surety Checklist

<b>Project Name:</b>	
<b>TOHS Project Number:</b>	

Please contact the Town's Environmental Technician, Zachary Pitts at 919-557-2909; [zachary.pitts@hollyspringsnc.gov](mailto:zachary.pitts@hollyspringsnc.gov) to discuss the installation of any Stormwater Control Measures (SCMs) on site. Please note that the drainage area to each SCM must reach at least 85% permanent stabilization prior to installation of the SCM for that area.

**For Site/Commercial:** A performance surety must be in place prior to scheduling a Pre-Construction meeting.

**For Subdivision:** A performance surety must be in place at the beginning of the infrastructure 1-year warranty period.

**The following items are required prior to a pre-construction meeting:**

- Signed/Sealed EOR itemized cost estimate for construction  
125% for Performance | 35% for Maintenance
- Letter-size (8 1/2 x 11) vicinity map of project highlighting SCM locations
- Completed SCM Summary (Form 16012)
- Draft O&M Manual
- Homeowner's Education Packet (for any project in the Neuse Basin)

**Once your performance estimate is approved, a draft bond and agreement will be provided for execution. The following items are required to be provided to Julie Nicewinter, Development Business Coordinator at [julie.nicewinter@hollyspringsnc.gov](mailto:julie.nicewinter@hollyspringsnc.gov) :**

- Surety in the form of a Bond, Letter of Credit or Check
- Stormwater Development Project Improvement Agreement (SDPIA)
- Submittal fee of \$350 paid via City View portal
- A \$300 Surety Renewal fee is required with each renewal

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**A Performance Monitoring Period (PMP) of one year must be completed in order to transfer to long-term Maintenance. Payment to the long-term Maintenance Fund is in perpetuity.**

The following items will be required to be provided to Stormwater Staff to transfer to the Performance Monitoring Period (PMP):

- Engineer's Certification of Construction and Maintenance
- As-Builts – Mylar copies (no paper copies) & Digital

The following items will be required to be provided to Stormwater Staff to transfer to long-term Maintenance:

- If necessary, record any revised drainage easements with Wake County Register of Deeds
- Update (as needed) the Operation & Maintenance (O&M) Manual and submit a draft copy to Zachary Pitts ([zachary.pitts@hollyspringsnc.gov](mailto:zachary.pitts@hollyspringsnc.gov)) for review and approval before recordation
- Upon approval, record the O&M with Wake County Register of Deeds and provide us with the Deed Book and Page number for our records
- Provide the first annual Certification (Form 16018) as described in the O&M Manual
- Address any outstanding maintenance as identified from the Certification inspection and/or by Town Staff

Once stormwater staff has approved moving your project to Maintenance phase, please request a release of your performance surety from Julie Nicewinter, Development Business Coordinator ([julie.nicewinter@hollyspringsnc.gov](mailto:julie.nicewinter@hollyspringsnc.gov)). The following items will be required:

- A Check payable to "Town of Holly Springs" per the approved Maintenance Cost Estimate
- Signed Stormwater Maintenance Agreement (SMA). A draft will be provided at time of this request
- \$350 submittal fee, payable through the City View Portal