

SPECIAL STUDY APPLICATION AND CHECKLIST

Preliminary Plan reviews, which includes all Special Studies must be submitted concurrently to be deemed a complete submittal.

General Information

- Complete this form for EACH required Special Study and/or Report.
- EACH Special Study and/or Report type must be submitted separately in the Portal.
- If a required Traffic Study is not submitted within six (6) months of the scoping meeting, a new Traffic Study scoping meeting and updated MOU will be required.
- A \$350 submittal fee is required for each special study application which includes first and second reviews payable upon acceptance of the submittal. Each subsequent review is \$200.
- The Town of Holly Springs outsources the review of Special Studies to a third-party consultant. The actual review costs are billed after each review and is the responsibility of the Developer or Developer's Representative. **Non-payment of outsourced review fees will delay approval of the project.**
- Final study must be complete prior to associated development petition being scheduled for Planning Board or Town Council

Type of Study	Submittal Requirements
Hydraulic/Fire Flow Analysis (FFA) Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> *Associated model files – EPANET (.inp)
Traffic Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> MOU from Scoping Meeting <input type="checkbox"/> *Associated model files – SYNCHRO
Sanitary Sewer Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report
Reclaim Water Model Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Associated model files – CAD & PDF
Flood Study	<input type="checkbox"/> Special Studies checklist and application <input type="checkbox"/> Signed and Sealed Report <input type="checkbox"/> Associated model files – CAD & PDF

*The Portal cannot receive EPANET (.inp) and SYNCHRO files. These files must be e-mailed to dsintake@hollyspringsnc.gov using your preferred filesharing method at time of your application to be deemed a complete submittal



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Type of Study (Check ONE):

- | | |
|---|--|
| <input type="checkbox"/> Hydraulic/Fire Flow Analysis (FFA) | <input type="checkbox"/> Reclaim Water Model(RWM) |
| <input type="checkbox"/> Traffic Study (TIA) | <input type="checkbox"/> Flood Study (FS) |
| <input type="checkbox"/> Sanitary Sewer Study (SS) | <input type="checkbox"/> Pump Station Report (PSS) |

Project Name:

Study Report Title:

<input type="checkbox"/> New Study <input type="checkbox"/> Updating Existing Report

Contact Information Engineering Firm Preparing Report (Required)

Company:	
Contact Name:	
Mailing Address	
City, State, Zip:	
E-Mail:	Phone:

Contact Information Firm working on Development Project (if different from Engineering Firm)

Company:	
Contact Name:	
Mailing Address	
City, State, Zip:	
E-Mail:	Phone:

Contact Information Financially Responsible Party (FRP) (Required)

You will be responsible to pay all TOHS review fees and Third-Party Review fees	
Company:	
Contact Name:	
Contact Name:	
Mailing Address	
City, State, Zip:	
E-Mail:	Phone:

FRP Signature:
