

All entities who develop or construct within the Town of Holly Springs must submit an as-built set of stormwater construction drawings as part of the Town's inspections and/or acceptance process.

Submit all documents through the [Portal](#). Follow the [Construction Submittal Process](#). Include the following items in your submittal:

- Letter of Transmittal, listing all included in the as-built submittal package;
- As-built Checklist – completed
- One **(1)** combined set of PDF as-built plans 24" x 36"

As-built review fee of **\$200**, payable upon receipt in the Portal, by check at the Development Services front desk, or by phone at 919-557-3908.

Note: as-builts must be submitted prior to acceptance of improvements or issuance of a certificate of occupancy. As-built forms and instructions can be found on our website: <https://www.hollyspringsnc.gov/335/Forms-Review-Schedules-Fee-Sheet>

Final submittal shall be on 24" x 36" mylar and accompanied by a digital copy of the as-built drawings on a flash drive. All lettering shall be bold, clear and a minimum of 1/8" height.

For submittal questions, please reach out to Zachary Pitts, Environmental Specialist: Zachary.pitts@hollyspringsnc.gov.

For Portal help, reach out to DSIntake@hollyspringsnc.gov.

PROJECT INFORMATION	
Project Name and SCM # (if applicable):	
Applicant Name:	Date:
E-Mail	Phone:
Review Type: <input type="checkbox"/> Blue Line Review Only <input type="checkbox"/> Mylar Review (Final)	

AS-BUILT CHECKLIST STORMWATER

INFORMATION REQUIRED ON EACH SHEET	
Initial or N/A	Requirement
	<p>A. The following P.E. Certification is required on <u>each</u> sheet of the as-builts:</p> <p>I certify that these as-builts are accurate and that each of the items listed on the Town's "As-Built Checklist" as contained in the Town of Holly Springs Engineering Design and Construction Standards is provided on this set of as-built drawings (____ total sheets in this set). I certify that all of the information provided is field-verified as-built information.</p> <p>(Seal)</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Signature Land Surveyor/Engineer </div> <div style="width: 45%; text-align: center;"> _____ Date </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> _____ Signature Land Surveyor/Engineer </div> <div style="width: 45%; text-align: center;"> _____ Date </div> </div>
	B. Seal and signature of NC registered P.E. or PLS that prepared as-builts

OTHER INFORMATION REQUIRED AT TIME OF SUBMITTAL	
Initial or N/A	Requirement
	A. Updated Stormwater SCM Summary based on actual construction costs (FORM 16012)
	B. Updated Stormwater Surety Worksheet based on actual construction costs (FORM 16085)
	C. Stormwater Engineer Certification (FORM 16008)
	D. Supporting Documentation (Bioretention Media testing reports, Infiltration tests, etc.)

DRAWING REQUIREMENTS	
Initial or N/A	Requirement
	AsBuilt drawings shall be any sheet from the Construction Drawing set pertaining to submitted SCM devices marked up to show as-built conditions. Show proposed information with strikethroughs for changes to material types and surveyed elevations/sizes.
	A. Title Block showing project name and phase
	B. Scale of drawings and bar scale
	C. North arrow
	D. Easements identified and dimensioned (SCM Maintenance Easements must show tie-in to Public ROW)
	E. Pipe materials (proposed and actual, if different)
	F. Structure invert and top elevations (proposed with strikethroughs and surveyed)
	G. Pipe size (proposed with strikethroughs and actual)
	H. Pipe slope and distance (proposed with strikethroughs and surveyed)
	I. Size of riprap dissipation pad (proposed with strikethroughs and surveyed)
	J. Statement of stormwater velocity at all outlets
	K. Berm/Spillway dimensions and elevations and invert/top elevations for associated storm drainage inlets (proposed with strikethroughs and surveyed)
	L. Replace proposed contours with surveyed contour lines (if applicable)

AS-BUILT CHECKLIST STORMWATER

M. Include SCM Design / AsBuilt table as shown below:

SCM # & TYPE:		
Design Component	Design	As-Built
Normal Pool Elevation		
SA at Normal Pool		
Temporary Pool Elevation		
SA at Temporary Pool Elevation		
Bottom Elevation		
Top of Dam Elevation		
Top of Dam Width		
Structure Data		
Inverts		
Orifice Size		
Material		
Pipe Sizes and Lengths		
Pipe Slopes		
Spillway Elevation		
Spillway Length		

Upon review of the initial submittal, revisions may be requested as determined by the reviewer. Upon adequate revisions of comments (if applicable) the Final Submittal will be requested and shall include: 1 set of SCM As-Built drawings on mylar and a digital submittal of CAD file of the as-built drawing.

I certify that the information listed above is provided herein in these as-builts or record drawings.

Print Name: Land Surveyor/Engineer

Date

Signature: Land Surveyor/Engineer

(Seal)