



## CONSTRUCTION DRAWING SIGNATURE SET INSTRUCTIONS

**A Signature Set is submitted when all civil construction review comments have been addressed.**

Upload a clean electronically signed/sealed combined PDF of your plans to your Portal application for final sign-off from Town Staff.

Work cannot begin until a preconstruction meeting is held. Our Utilities & Roadway reviewer will approve and date the plans with the scheduled preconstruction meeting date. These plans will be returned via email prior to precon, requesting two (2) hard copy sets be delivered to Town Hall for Development Inspector and Environmental use.

Preconstruction Meeting Notes:

- Development Fees will be generated and sent based on the submitted signature set of plans.
- All Development Fees must be paid before a preconstruction meeting is scheduled.
- All Utility and NCDOT permits must be submitted to the State.
- All Stormwater sureties (commercial projects) must be in place. Submit your cost estimate to Zachary Pitts at: [zachary.pitts@hollyspringsnc.gov](mailto:zachary.pitts@hollyspringsnc.gov)

For more information, visit our website:

<https://www.hollyspringsnc.us/896/For-Development-Design-Professionals>

or e-mail [dsintake@hollyspringsnc.gov](mailto:dsintake@hollyspringsnc.gov)