

## CITY OF MONROE STORMWATER MANAGEMENT PERMIT GATEWAY CHECKLIST FOR CONSTRUCTION PLANS

Project Name: \_\_\_\_\_  
 Design Professional: \_\_\_\_\_ Firm Name: \_\_\_\_\_  
 Design Professional Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM:

- All sections of the Gateway Checklist must be completed (checked or marked N/A) by the Design Professional/Engineer of Record (EOR).
- A completed checklist must be included with all first submittals of development plans and first submittals of Revisions To Approved Plans (RTAP).
- During the Gateway review, incomplete or insufficient sections of the checklist will be noted and the Plan Submittal will be disapproved and returned to the applicant. Construction Plans will be accepted for full review after satisfactory completion of the Gateway Checklist. Subsequent revised submittals will be reviewed as a new review cycle.

### GENERAL REQUIREMENTS:

EOR City

- ☐ ☐ Site Plan sheet size 24"x36", drawn to a standard engineering scale (1" =20', 1" =30", etc.).
- ☐ ☐ Plans and calculations are sealed, signed and dated; Electronic Professional Seal(s) must be signed in accordance with NCAC 21-56.1100; facsimile signatures will not be accepted.
- ☐ ☐ Vicinity map is clear enough to locate the project and includes the proposed site with the surrounding road network and includes a north arrow.
- ☐ ☐ Property lines, right-of-way lines, setback lines, existing site features, proposed and existing underground easements, and utilities (i.e. water, sewer, electric, gas, etc.) of record locations including existing and proposed.
- ☐ ☐ Property boundary and topographic survey, properly sealed by registered NC Surveyor.
- ☐ ☐ Land Use and Stream Buffer(s) and/or setbacks required by Zoning.
- ☐ ☐ Submittal was prepared with **current** City Standard Specifications and Detail Manual (**May 2025**).

CITY REVIEWER COMMENTS: \_\_\_\_\_

### STORMWATER MANAGEMENT REQUIREMENTS:

EOR City

- ☐ ☐ Stormwater Management Permit Application and Narrative.
- ☐ ☐ Stormwater Management Plan sheet(s) in construction plan set.
- ☐ ☐ Section 07.06.03 Stormwater Checklist completed and included.
- ☐ ☐ Stormwater Report with design calculations, properly sealed by registered Professional.
- ☐ ☐ Geotechnical report identifying Seasonal High Water Table (SHWT) in the footprint of each Stormwater Control Measure (SCM) location (attached).
- ☐ ☐ Preliminary Environmental Jurisdictional Determination (PJD) or delineation concurrence for onsite streams and wetlands (attached).

- ☐ ☐ Approved PCN or evidence of application submittals for 401/404 permits for any proposed impacts to streams or wetlands (attached).
- ☐ ☐ Drainage area maps for pre and post development drainage areas for SCM(s) and for storm drainage system.

Detailed information regarding stormwater management standards can be found in Chapter 159: Stormwater Management Ordinance and Chapters 4 and 5 of the City of Monroe Standard Specifications and Detail Manual.

CITY REVIEWER COMMENTS: \_\_\_\_\_

**FLOODPLAIN DEVELOPMENT PERMITS REQUIREMENTS:**

To be completed if FEMA regulated Floodplain exists within the project area:

EOR City

- ☐ ☐ FEMA Floodplain/Floodway/Non-Encroachment limits are shown and labeled.
- ☐ ☐ Floodplain Development Permit Application Package (attached).
- ☐ ☐ Preliminary supporting calculations for No-Rise or CLOMR Certification, if applicable.

Detailed information regarding floodplain development standards can be found in Section 159.801- 159.808 of the Stormwater Management Ordinance.

CITY REVIEWER COMMENTS: \_\_\_\_\_

**DECLARATION AND SIGNATURE:**

I declare that all information provided is complete per the checklist above to the best of my knowledge and belief. I understand if information has not been included as required by this checklist, staff reserves the right to request additional information which may result in delays in review and/or additional review cycles.  
By signing and submitting this document, you agree that all signatures where required may be Electronically Signed by either party, pursuant to NCGS 66-315(b).

Signature of Design Professional: \_\_\_\_\_

Name of Design Professional (Print): \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY CITY STAFF:**

- ☐ **GATEWAY SUBMITTAL APPROVED:** The information submitted for the proposed project is acceptable, and review of the construction plans and calculations will be completed within the allotted timeframe.
- ☐ **GATEWAY SUBMITTAL DISAPPROVED:** The information submitted for the proposed project is incomplete or insufficient for further review. Review comments are provided to identify additional information that is needed for a complete submittal. Subsequent revised submittals will be reviewed as a new review cycle.

CITY REVIEWER: _____	DATE: _____
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