

Land Disturbance Permit for Individual Lot Submittal Checklist



All builders and developers disturbing land in a subdivision (common plan of development) are required to have a Land Disturbance Permit, even if the disturbance is less than one acre. Erosion Control measures must be installed prior to any grading or construction on site. The site shall be inspected for maintenance needs weekly and after each storm event, whichever is sooner. Please refer to the [NC Erosion and Sediment Control Planning and Design Manual](#) for specific guidance as it relates to installation and maintenance. Additional details regarding Erosion and Sediment Control can be found in the [Unified Development Ordinance](#) under Section 12.3.

What must be submitted

Application forms and fees are submitted through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). The table below lists the general requirements for submitting an application, with hyperlinks to forms and other resources. A fee of \$65 per lot payable by online payment or check mailed to the Town of Wake Forest, Engineering Department is required before an electronic plan review will be completed.

	Submittal Requirement	Description
1	Financially Responsible Ownership Form (FRO)	Engineering Department form completed by applicant which includes a summary of project information and a list of persons or firms who are financially responsible for the land disturbing activity.
2	Proof of ownership or consent	Deed or letter signed by owner consenting to the proposed land disturbing activity
4	Erosion & Sediment Control Plan	Plan must include control options and details (standard plan or custom plan) to meet the requirements as shown in the checklist from the current NCG01 , and items A through E specified below (as applicable).
A	Plot plan or Subdivision plan or plat	For single lots: Plot plan For multiple lots: Subdivision plan or plat if it has been recorded, otherwise a plot plan
B	Scaled map	A map showing the site location to scale
C	Supporting calculations	Document containing supporting calculations for the design of swales, basins, etc (if applicable)
D	NCDEQ inspection and monitoring form	NCDEQ form completed by applicant for inspecting and monitoring installed SCMs
E	Determination letter	Water feature buffer or stream/buffer determination letter: Required if water feature observed within lot boundary. Minimum 50' undisturbed buffer is required, unless stream/buffer determination letter is submitted

Post approval

Upon approval of the Land Disturbance Permit Application, the applicant may download the Town of Wake Forest Letter of Approval from the plan review portal <https://wakeforest.idtplans.com/secure/> to apply for the NCG01 Certificate of Coverage. The NCG01 Certificate of Coverage must be uploaded to the electronic plan review portal for the approved plans to be signed and a Land Disturbance Permit to be issued. The Town of Wake Forest Land Disturbance Permit, NCG01 Certificate of Coverage, and E&SC plans shall be kept on site. A copy of the Letter of Approval shall be submitted with the building permit application.