



NOTICE OF PROCESS CLARIFICATION (NOPC)

TO: DEVELOPMENT COMMUNITY
FROM: GISELLE RODRIGUEZ, PE – INTERIM CITY ENGINEER
SUBJECT: INSPECTION PROCESS FOR COMMERCIAL SITES – STORMWATER AND ENGINEERING
DATE: 3/13/2012

To ensure proper installation and construction of approved measures for drainage, traffic control devices, sidewalks, roadways, etc. inspections must be conducted by the Engineering & Infrastructure Department Staff at milestones during construction. Two inspectors will be assigned to each project, a Construction Management Inspector and a Stormwater Inspector. It is the responsibility of the owner or his representative to contact our office to request a pre-construction meeting at a minimum of 48 hours prior to starting construction. After the pre-construction meeting both inspectors must be contacted directly to schedule any inspection with at least 48 hour notice. Failure to inspect during construction is a violation of the Chapter 23 - Article III Sec.23-37 and may result in rejection of the facilities, delays for CO approval, delays for Final Plat approval, performance issues, withholding the performance security guarantees and enforcing possible civil penalties. A list of key milestones for Stormwater Management Facilities (BMP's) is provided with the Infrastructure Permit and must be kept on site at all times. In addition to the milestones for the BMP's the following milestones represent the inspection required per the Construction Management Division:

1. Storm drain connection to public system before backfilling. Excavation/Drainage permit needed.
2. Sidewalk and handicap ramp forms before placing concrete (City and NCDOT R/W)
3. If turning lane on City maintained road, subgrade and curb forms must be inspected.

**Inspection requests may be made by calling (910)433-1613 between
8:00 AM and 9:00AM (Monday – Friday).**

This process must be followed to ensure compliance with the City's standards and requirements which in fact protect, maintain and enhance the public health, safety, environment and general welfare.