



Site Inspection Scheduling Procedures

An annual Site Permit fee was approved by County Council with the FY2019 budget. This annual \$2,000 Site Permit fee (UDC, Appendix 2.2.R) provides for County oversight of stormwater management facility construction and is applicable to all active construction projects where the installation of the site BMP(s) has not yet commenced. Any stormwater management facility that had a permanent feature constructed prior to January 1, 2020 shall continue to be overseen and documented as required by the Sediment and Stormwater Regulations (e.g. CCR, Geo-tech, etc). This new annual fee is due January 1, 2020 for currently active projects and will be required prior to the pre-construction meeting for all future applications. This permit is annual and requires renewal until the project is complete. Fees shall be paid prior to the start of the new year.

The purpose of this procedure is to outline how inspections will be scheduled for required site inspections throughout the duration of each project. All inspection request shall be submitted in writing by email to the Site Inspection Administrator and to engineering@newcastlede.gov. A point of contact for communication on site shall be provided with each request. It shall include their name, telephone number, and email. Written notice shall be provided to the Engineering Section five business days prior to starting construction on any part of a stormwater management facility. Inspections will not be scheduled on the weekends or on observed County holidays unless prior approval is given by the Site Inspection Administrator.

Inspections shall be scheduled by 11:00 a.m. the day prior unless otherwise noted within the procedure. The Department of Land Use will provide confirmation of the scheduled inspection. The Department also withholds the right to deny next day scheduling if the schedule is already full prior to receiving the request.

Canceled inspections shall be done by 6:30 a.m. in writing per the same standards outlined for scheduling. A request for a new inspection date will need to be provided.

The following site inspections require a written request for an inspection:

Residential	Commercial
1) Pre-Bulk	Perimeter Control
2) Post-Bulk	Site Progress (P-42ENG)
3) Stormwater management	Stormwater management
4) Open Space	Record Plan (P-97ENG)

Each inspection request shall provide the following items for the inspection to be scheduled:

Pre-Bulk/perimeter control

All perimeter controls items as outlined on the plan have been installed per the plan and all applicable details and codes. The request shall outline all items that have been installed. (i.e. traps, silt fence, SCE, etc.)

Post Bulk/Site Progress

All bulk grading shall be completed, roads/parking areas stoned with curbing, conveyance systems and sanitary sewer complete, stormwater management systems ready for installation.

Stormwater Management

Material and specification sheets shall be provided for all materials, schedule for proposed work each day, expected date of completion.

******The owner is still responsible for hiring a third party to provide confirmatory testing for infiltration and testing of soils material for embankments and clay liners. A survey will still need to be provided by the owner as the facility is constructed. ******

Open Space

Documentation supporting compliance with all requirements outlined within Article 27 that need to be completed prior to turnover. Electronic copies of accepted stormwater management as-builts, certified landscape plans, etc.

Record Plan

Documentation supporting all construction is complete, electronic copy of the accepted stormwater management as-builts.