



Stormwater Control Measure (SCM) Design Approval & Recordation Sequence

The following is a proposed order of events to help guide developers through the design and recordation of SCMs in the Town of Wake Forest per Chapter 12.5.6 of the UDO:

1. All Stormwater Control Measures (SCMs) must be designed in accordance with the North Carolina Stormwater Design Manual to meet the Minimum Design Criteria, and with the Town of Wake Forest's codes and standards.
2. A draft Operations & Maintenance (O&M) Legal Agreement, O&M Manual, and Proposed SCM Maintenance Budget should be submitted for review in IDT with submission of the Construction Drawings.
3. Prior to the issuance of land disturbance permits and prior to construction beginning, the O&M Legal Agreement must be executed with the Town of Wake Forest. The O&M Legal Agreement template can be found on the Town's website on the Manual of Specifications, Standards & Design (MSSD) page. Please submit three (3) copies to the Stormwater Engineer for signature one week prior to the pre-con meeting.
 - a. Address: 234 Friendship Chapel Road, Wake Forest, NC 27587
 - b. SCM approval date should be based on design approval.
4. Once construction is complete, the design engineer must submit a signed and sealed as-built certification for all SCMs to the Town.
5. The executed O&M Legal Agreement shall be reviewed by the Town for accuracy. Updates shall be made by the developer based on the final as-built conditions and the owner's contact information. If revisions are needed, three (3) updated copies of the agreements should be submitted to the Stormwater Engineer for signature.
 - a. SCM approval date should be based on engineer's as-built certification.
6. All SCMs are required to be recorded by final CO (for a site plan) or by final plat (for a subdivision).
7. The O&M Legal Agreement, O&M Manual, and proposed Maintenance Budget shall all be recorded with book and page referenced on the final plat.

Please contact the Stormwater Engineer, 919-435-9442, with any questions.