



Construction Application

<u>Application Type</u>	<u>Dates</u>
<input type="checkbox"/> Subdivision Construction Plans <input type="checkbox"/> Commerical Site Development	Pre-Development Meeting: _____ Intake Meeting: _____

<u>Project Information</u>			
Project Name: _____	Precinct #: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		
Site Address: _____	Located in ETJ? <input type="checkbox"/> Yes <input type="checkbox"/> No	ESD# _____	
Property ID #: _____	If yes, where? _____		

<u>Project Description</u>

<u>Owner's Information and Certification</u>	
Property Owner Name/Entity: _____ Property Owner/Entity Phone: _____ Property Owner/Entity Email: _____	Property Address: _____ Applicant* Signature: _____ <small>I hereby certify that this application submitted to Caldwell County is complete and includes all required documentation. I acknowledge that incomplete information or misrepresentation may result in delays, denial, or withdrawal of the application.</small>
Property Owner Signature: _____	
I hereby certify that I have given permission for the below listed Applicant* to submit this Application <u>and</u> to represent me in all matters affecting said Application.	

<u>Applicant's Information</u>	
* Applicant is the main point of communication to the County. All County correspondence will be sent to person listed below.*	
Applicant* Name: _____	Applicant* Address: _____
Applicant* Phone: _____	
Applicant* Email: _____	

<u>Anticipated Source of Water</u>
<input type="checkbox"/> Individual Wells <input type="checkbox"/> Water Provider: _____

<u>Anticipated Source of Wastewater</u>	
<input type="checkbox"/> Standard/Conventional On-Site Sewage Facility <input type="checkbox"/> Sewer Provider: _____	<input type="checkbox"/> Advanced On-Site Sewage Facility



CONSTRUCTION CHECKLIST

Please follow the checklist list that applies to your application type.

SUBDIVISION CONSTRUCTION

Please provide all electronic submittals in the following .pdf format with the following recommended file name. For example: "Application, Construction Plans, Geotechnical Report, Engineer's Summary Letter, and etc."

- Caldwell County Construction Application
- Submittal Fee (Refer to Caldwell County Fee Schedule)
- Subdivision Construction Plans - 1 set (Where construction of subdivision infrastructure is required, the Final Plat shall be submitted until the County Engineer approves the subdivision construction plans.)
- Geotechnical Report establishing pavement design standards
- QA/QC Plan
- Engineer's Opinion of Probable Cost
- Engineer's Summary Letter
- Traffic Impact Analysis for developments that generate traffic volumes in excess of 2,000 vehicle trips per day
- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.
- If driveway or utility construction within the County right-of-way is proposed, a copy of the permits shall be included in the subdivision application.
- Copy of deed(s)
- Copy of Tax Certificates

Subdivision Construction Plan Elements are outlined in section 4.2 of the Caldwell County Ordinance.

COMMERCIAL SITE DEVELOPMENT

Please provide all electronic submittals in the following .pdf format with the following recommended file name. For example: "Application, Construction Plans, Tax Certificate, Engineer's Summary Letter, and etc."

- Copy of deed(s)
- Copy of Tax Certificates
- Copy of Recorded Plat (if legally subdivided lot) or metes and bounds description and accompanying surveyors sketch for the acreage tracts
- Submittal Fee (Refer to Caldwell County Fee Schedule)
- Site Construction Plans
- Utility Service Availability Letters from Water and Electric Company (Service Agreement or Water and Electric Bill)
- Engineer's Opinion of Probable Cost
- Engineer's Summary Report (including drainage, discussion of character of changes if a revision to FEMA Flood Insurance Study is required, specification of the source of water and wastewater service)
- Traffic Impact Analysis for developments that generate traffic volumes in excess of 1,000 vehicle trips per day
- Proof of potable water service in the form of 1) receipt for paid impact/meter fees from the applicable water supplier, 2) water bill, OR 3 copies of drillers log for private water well 4) an engineered or certified rainwater collection system
- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.
- If driveway or utility construction within the County right-of-way is proposed, a copy of the permits shall be included in the subdivision application.

Commercial Site Construction Plan Elements are outlined in section 4.3 of the Caldwell County Ordinance.

***FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN A FAILED INTAKE-MEETING AND WILL HAVE TO RESCHEDULE A NEW INTAKE-MEETING.**

You will receive a confirmation email within 3 business days confirming the submittal. Once the submittal is deemed complete during the Intake-Meeting by staff, please allow 30 business days for staff to complete their technical review. If you have any questions please feel free to contact Caldwell County Engineers at DoucetCaldwellCounty@Kleinfelder.com or Kasi Miles at Miles479@hotmail.com



CALDWELL COUNTY
NOTES FOR CONSTRUCTION PLANS

Subdivision Construction Plans and Commercial Site Construction Plans

- All responsibility for the accuracy of these plans and compliance with applicable rules and regulations remains with the engineer who prepared them. In reviewing these plans, Caldwell County has relied upon the representations and design of the sealing professional(s).
- Notes on re-subdivision (inc. family land grants)
- Notes on more than one home? And / or restricting IC
- Road maintenance notes
- Road acceptance notes
- Parks / detention/ open space
- Elevation cert for homes within 300-ft of a floodplain
- Caldwell County On-Site Wastewater Program Notes:
- Caldwell County On-Site Wastewater Program Notes: (Edit if groundwater availability study is provided to include water well in note 2)