

TOWN OF LAUREL PARK USE ONLY		
Date Received	Fee Paid	Permit Number



## STORMWATER MANAGEMENT PERMIT RENEWAL APPLICATION FORM

*This form may be photocopied for use as an original*

This form is to be completed by the current permit holder pursuant to Title 15A NCAC 2H.1003 (h) (2). This states that stormwater management permits, issued for projects that require the construction of engineered stormwater control measures (High Density Permits), shall be required to submit an application to renew the permit 180 days prior to expiration of the permit. Renewed permits are valid for a period of 8 years per Session Law 2011-398 (SB 781) Section 60. (c).

### I. SUBMITTAL REQUIREMENTS

Only complete application packages will be accepted and reviewed by Town of Laurel Park. A complete package includes all of the items listed below. The complete application package should be submitted to Town of Laurel Park. Copies of the original permit can be obtained from Henderson County Erosion Control Department.)

**This Renewal is for STORMWATER PERMIT #: SW \_\_\_\_\_**

Please check which of the following permit renewal scenarios apply. Initial in the spaces provided that you have provided the required information.

**A. Renewal Only:**

- See approved fee schedule on website. \_\_\_\_\_
- Renewal Form - Sign and complete all sections (send 1 original & 1 electronic PDF copy) \_\_\_\_\_
- Recorded Documents Required By Permit: Deed restrictions, covenants, condominium/planned community declaration & easements (if not already submitted to Town of Laurel Park). Electronic and paper copies are acceptable. \_\_\_\_\_
- Designer's Certification (if required by permit and not already received by Town of Laurel Park) (*See the last page of your permit for a copy of the certification form.*) \_\_\_\_\_
- I Have a Copy of the Current Operation and Maintenance Agreement (O&M): Please Keep this on File with your permit. (Provide an electronic copy and one paper copy) \_\_\_\_\_
- I Do Not Have a Copy of the Current O&M: Initial This Line to Request a copy. (*If Town of Laurel Park does not have a copy on file, then you will be notified to submit a new O & M form.*) \_\_\_\_\_

**B. Renewal and Modification:**

- Appropriate Fees and Pages 1 & 2 of this Renewal Form \_\_\_\_\_
- TOLP-101 Application Form \_\_\_\_\_
- Recorded Documents Required By Permit: Deed restrictions, covenants, condominium/planned community declaration & easements (if not already submitted to Town of Laurel Park). Electronic and Paper Copies are acceptable. \_\_\_\_\_
- Under #II. 1. on TOLP-101 Application Form -- Check Box for Modification w/Renewal \_\_\_\_\_
- Designer's Certification (if required by permit and not already received by Town of Laurel Park) (*See the last page of your permit for a copy of the certification form.*) \_\_\_\_\_
- O&M Agreement \_\_\_\_\_

**C. Renewal and Either: 1.) Permit Transfer to a New Permittee, or 2.) Project Name Change:**  
**Please submit all items in I.A, and:**

Request a site inspection if transferring permit to new property owner.

Submit One of the Two Following Forms below:

1. HOA Name/Ownership Change Form: For planned communities (per Chapter 47C or Chapter 47F of the General Statutes)
2. Name/Ownership Change Form: For all other transfers

Please make sure all required information is submitted with the Name/Ownership Change form (as stated in each of the available forms) and that all required signatures and initials are filled in properly. Otherwise the name change or transfer can not be processed and the original owner will remain as the permit holder.

**D. Renewal, Modification, and Transfer (or Name Change): Please submit pages 1 and 2 of this Renewal form along with all items listed in I. B. and C. above (check this box and initial items in B. & C. that you are submitting to Town of Laurel Park).**

## II. APPLICANT'S CERTIFICATION

Note: The legally responsible party is the current permittee and/or the legally responsible representative until such time that the permit is officially transferred through a request to Town of Laurel Park by the permittee.

I, *(print or type name of permittee or person legally responsible for the permit)* , certify that I have a copy of the Town of Laurel Park Approved Permit and O&M Agreement on-site (**OR** I have obtained a copy from Town of Laurel Park and it will be kept on site), that I am responsible for the performance of the maintenance procedures and the site has been, and will be, maintained according to the O & M Agreement. I agree to notify Town of Laurel Park of any problems with the system and prior to any changes to the system or changes in ownership I will (or have through this renewal application) notify Town of Laurel Park and submit the proper forms to modify or transfer the permit. All information provided on this permit renewal application is, to the best of my knowledge, correct and complete.

Permittee Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NOTARIZATION:

I, \_\_\_\_\_, a Notary Public for the State of \_\_\_\_\_, County of \_\_\_\_\_, do hereby certify that \_\_\_\_\_ personally appeared before me this day of \_\_\_\_\_, and acknowledge the due execution of the forgoing stormwater BMP maintenance requirements. Witness my hand and official seal,

My commission expires: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SEAL



III. GENERAL INFORMATION

1. Town of Laurel Park Stormwater Management Permit Number: SW

2. Permit Holder's name (specify the name of the corporation, individual, etc.):

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3. Print Owner/Signing Official's **name and title** (person legally responsible for permit):

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4. Mailing Address for person listed in item 2 above:

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City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email:\_\_\_\_\_

5. Project Name: \_\_\_\_\_

6. Location of Project (street address):

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City:\_\_\_\_\_ County:\_\_\_\_\_ Zip:\_\_\_\_\_

7. Directions to project (from nearest major intersection):

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