

Wilson County - Critical Lot Plan Checklist

Applicants for development of Critical Lots, as defined and referenced by the Wilson County Subdivision Regulations or as designated by the Wilson County Stormwater Director, must submit the following information to the Wilson County Stormwater Director for review prior to receipt of a Building Permit from the Wilson County Building Inspector:

- 1) A survey of the existing conditions/details of the proposed development and a statement or illustration of the feasibility of construction on the lot as follows:
 - a) Critical Lot Plans shall be drawn at a scale of 1-inch equals 20 feet (1" = 20').
 - b) The Critical Lot Plan shall show existing conditions to a point 10 feet beyond the property line.
 - c) Proposed and existing topography shall be shown at a minimum of 2-foot intervals. More detailed contour intervals may be accepted or required by the Stormwater Director.
 - d) The location and elevation of the edge of curb or edge of pavement fronting the lot and elevation of the driveway at the house.
 - e) Lot dimensions, easements, setbacks, and related features which exist or are proposed on the property (setbacks must comply with recorded plat of property).
 - f) Notation of significant features such as blueline streams, drainage ways, wetlands, sinkholes, marshes, caves, springs, rock outcroppings, flood plain information, and any related environmental features.
 - g) Proposed footprint of buildings to be erected on the property along with required elevations of applicable structures, including but not limited to the following:
 - i) Minimum Building Pad Elevation (1 foot above the established 100-year flood or a minimum of 1 foot above highest known water level in areas subject to flooding or inundation)
 - ii) Minimum Slab Finish Floor Elevation or FFE (1 foot above the determined base flood elevation);
 - iii) Minimum Finish Floor Elevation (in areas where Base Flood Elevations have been determined) - the FFE shall be at least 2 feet above the Base Flood Elevation;
 - iv) Minimum Finish Floor Elevation (within Flood Zone A - unnumbered flood areas) - the FFE shall be at least 3 feet above the highest adjacent grade;
 - v) Minimum HVAC Pad; (at least 3 feet above highest and lowest adjacent grades)
 - vi) Minimum Garage FFE;
 - vii) Minimum Crawl Space FFE and immediate perimeter of building (1 foot above the determined based flood elevation).
 - h) Please note that all construction within an unnumbered A Zone, as determined by FEMA Panel and County Parcel information, shall be automatically considered a Critical Lot and will require a Flood Study to be undertaken by the Applicant so that a base flood elevation and a minimum pad elevation can be determined.

- i) Proposed retaining walls with top and bottom of wall elevations labeled. The Stormwater Director and/or the Building Inspector may also request additional specifications or details in writing, as needed or required.
 - j) Specified and illustrated methods for stabilization of the lot, including temporary measures for construction purposes and permanent methods for stabilization.
 - k) The name, address, and phone number of the Licensed Professional responsible for the design of the Critical Lot Plan.
 - l) The name, address, and phone number of the Owner of the lot.
 - m) The name, address, and phone number of the Builder that will be working on site.
 - n) One of the above three individuals must be designated as the Primary Contact on the plan.
 - o) The Stormwater Director may require any other additional information that is deemed reasonably necessary for thorough evaluation of such critical lots.
- 2) Critical Lot Plan Review – Three copies of the Critical Lot Plan shall be submitted to the Stormwater Director for review. The Critical Lot Plan shall be reviewed and stamped approved with the signature of the Stormwater Director within 14 days of submittal, or the Stormwater Director will notify the Primary Contact in writing of the disapproval of the plan, along with reasoning for such disapproval, or some outline of the items which need to be addressed in order to gain approval.
- 3) Proposed Building Pads within a regulatory Flood Plain (or other area determined by the Wilson County Stormwater Director where such pad construction is required for drainage abatement purposes) must be certified by an Engineer as being structurally sound for purposes of construction and establishment of a building. This acknowledge may be by letter, or included on the Critical Lot Plan, signed and sealed the Engineer providing the review.
- 4) Prior to a Certificate of Occupancy being issued for a building constructed on a Critical Lot, a letter or statement from the responsible Licensed Professional (Registered Surveyor or Civil Engineer) verifying that the required minimum elevations have been met, or alternately, the Wilson County Stormwater Elevation Certification (copy attached), shall be completed, sealed, and signed by the responsible Licensed Professional