



STORMWATER DIVISION

INITIAL CARY REVIEW GUIDANCE FOR STREAMBANK PROJECTS

This information provides citizens, consultants and other interested parties with guidance when seeking review and approval of streambank stabilization, stream restoration, or other similar projects in the Town of Cary. Projects may be initiated by landowners (e.g. homeowners or community/homeowner's associations) using private funds for the purpose of remediating erosion on their property. Other projects may involve third-party conservation organizations or local or state government entities, using funds from multiple public and private sources, and involving multiple properties or larger tracts of land (e.g. community common property).

These types of projects vary in size and complexity, and depending on the scope of work and project location, may require review and input from various Town departments and offices.

PRELIMINARY PLAN PREPARATION

The first step in moving forward with a stream project in the Town of Cary is to prepare a preliminary project plan. This plan is not a construction drawing or detailed engineering plan; rather, the plan is a conceptual drawing that describes and illustrates the general scope and extent of the project.

At a minimum, the plan should include the following:

- Property boundaries,
- Current stream location,
- Project boundaries (upstream and downstream extent of project),
- Existing infrastructure (sanitary sewer lines/easements, manholes, storm sewer lines, greenways, fences, etc.),
- Conceptual stream location (if relocation of the channel is proposed),
- Woodlines/existing vegetation, and
- Proposed site/construction access and
- Information regarding property ownership and any potential access issues (e.g. easements or permissions to cross other properties).

PRE-APPLICATION PLANNING MEETING WITH THE TOWN OF CARY

The next step is to request a pre-application meeting with the Town of Cary staff. This meeting should be scheduled as early in the process as is feasible to learn of any potential restrictions or requirements the Town may have during the construction of the project.

TOWN *of* CARY

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Pre-application meeting requests are submitted [online through IDT](#), the Town's Electronic Plans Review portal). First-time users of IDT will need to set up an account. To begin that process, click on the "Register" button located in the upper right-hand corner of the home page. A tutorial to help guide you through this process can also be found under the [Support tab in IDT](#)).

Once registered, complete the following steps to accurately upload your request for staff review.

- Select "Submit a Project for Review" (yellow button located mid page)
- For Application Category & Application Type select "Pre-Application Conference Request"
 - This will prompt you to answer some general questions regarding your proposal
- Event Type: Select "Pre-Application Conference"
- Select Meeting Date & Time
- Upload all plan sheet(s) and/or exhibits pertinent to the proposal/discussion
 - NOTE: A site layout is required for development plan & MXD rezoning requests
 - PDF format preferred however JPEGs are acceptable if you have pictures, you'd like to share with the group
- Lastly, click "Submit"

This process schedules a meeting with the Development Review Committee (DRC), which meets weekly on Wednesdays. Applicants meet with staff from various Town departments to discuss proposed or existing projects. Staff will have conducted a preliminary review of the submitted materials prior to the scheduled meeting to ensure that staff representing appropriate departments attend the meeting. During the meeting, staff will provide input and guidance for proceeding with the project, including any permit, design standards or development plan review requirements.

MORE INFORMATION

If you have any questions regarding the DRC or require assistance with the IDT software, please contact

Tara Adams
Planning & Development Services
Development Liaison
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Tara.Adams@townofcary.org

Direct questions regarding the information required for the review process or the project in general to

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