



## Applying for a Grading Permit:

When the Development Plan has obtained final approval and in accordance with the Development Plan approval letter of notification (LON), the following documents are required to initiate the **grading permit** application process.

- **Grading permit application (attached)**
- **Financial Responsibility Form (attached)**
- **Contractors Certificate of Insurance**
- **Copy of current Deed of Ownership**

The documents should be emailed directly to Lisa Booze ([lisa.booze@carync.gov](mailto:lisa.booze@carync.gov)). Once the emailed documents have been processed, the new permit file will be forwarded to the Stormwater/ Erosion Control Inspectors. Typically, it takes 1 business day to process the documents and forward the file.

## Pre-Construction Meeting:

Once the Inspector has the new permit file, the **pre-construction meeting** may be scheduled through the Town's **311** center (*919-469-4000 outside Cary*). Pre-construction meetings are held virtually and have set available time slots. The ability to schedule will depend on open time slots as well as availability of necessary attendees, including Town of Cary inspections staff, project developer and/or property owner, design engineer, and construction contractors.

## Permit Issuance:

After the pre-construction meeting is held the following must occur before the Inspector can issue the permit:

- **tree fence must be installed and inspected** (if applicable)
- **riser(s), skimmer(s) and outlet pipe(s) for sediment basins must be delivered on-site** (if applicable)
- **grading permit fee must be paid**
- **the permit must be signed by the applicant and initialed by the erosion control inspector**

The timing for permit issuance will depend on how quickly these three things occur after the pre-construction meeting.

## Certificate of Compliance:

After the grading permit is issued, initial erosion control measures need to be installed and inspected per the approved plan construction sequence to obtain a **Certificate of Compliance**. **Building permits** will not be issued until the Certificate of Compliance is obtained.

Questions: contact Lisa Booze, [Lisa.booze@carync.gov](mailto:Lisa.booze@carync.gov), 919-462-3866; or Charles Brown, [Charles.brown@carync.gov](mailto:Charles.brown@carync.gov), 919-469-4038



Stormwater Division

Grading Permit Application

Prior to beginning land disturbing activities as defined by Section 3.13 of Cary's Land Development Ordinance within Cary's jurisdiction, a grading permit must be obtained. Any required State and/or Federal permits must be obtained prior to obtaining a grading permit. To apply for the permit, the following information must be submitted. The permit fee is due at the time of permit issuance.

Required Information for Grading Permit Approval
(AN INCOMPLETE APPLICATION WILL BE RETURNED TO APPLICANT)

- 1. Financial Responsibility Form
2. Certificate of Insurance (for Grading Contractor)
3. Copy of the current Deed of Ownership
4. TYPE OF PROJECT:
 - Single Family Residence
 - Residential Site
 - Commercial Site
 - Other

5. DENUDED AREA (acres) \_\_\_\_\_ Grading Permit Fee Per Denuded Acre= \$500.00

NAME OF PROJECT \_\_\_\_\_
PROJECT LOCATION \_\_\_\_\_
DEVELOPMENT PROJECT # \_\_\_\_\_
PROPERTY OWNER NAME \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_
PHONE \_\_\_\_\_
GRADING CONTRACTOR \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_
PHONE \_\_\_\_\_
FAX \_\_\_\_\_

I HEREBY CERTIFY that the above information is correct to the best of my knowledge and the grading will conform to applicable ordinances. I further agree to indemnify and save harmless Cary from any liability damages or losses resulting directly or indirectly from the land disturbing activities described hereon. I acknowledge that violation of erosion control regulations will result in civil penalties of up to \$5000 per day.

Applicant's Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone# \_\_\_\_\_



Stormwater Division

## FINANCIAL RESPONSIBILITY - OWNERSHIP FORM

No person may initiate any land-disturbing activity covered by Cary's Sedimentation and Erosion Control Ordinance before completing and filing this form with the Cary Stormwater Division. Indicate N/A if a question is not applicable.

### Section 1

PROJECT NAME: \_\_\_\_\_

PROJECT DEVELOPMENT PLAN #: \_\_\_\_\_

PROJECT LOCATION:

\_\_\_\_\_  
*Property Tax ID#/PIN*

\_\_\_\_\_  
*Street Address*

APPROXIMATE DATE OF PROJECT INITIATION: \_\_\_\_\_

ACREAGE OF LAND TO BE DISTURBED: \_\_\_\_\_

APPLICANT SUBMITTING PLAN: **(must match the financially responsible party named in Section 2 of the Financial Responsibility/Ownership (FR/O) Form.)**

\_\_\_\_\_  
*Name (Person or Firm)*

### Section 2

PERSON(S) OR FIRM(S) FINANCIALLY RESPONSIBLE FOR THIS LAND-DISTURBING ACTIVITY:  
**(If out of state, a registered agent in North Carolina must be used.)**

\_\_\_\_\_  
*Name (Person or Firm)*

\_\_\_\_\_  
*Street Address (No PO Box)*

\_\_\_\_\_  
*City State Zip*

**Cary**

316 North Academy Street, Cary, NC 27513  
Tel: 311 or 919-469-4000 outside Cary limits

PO Box 8005, Cary, NC 27512-8005  
[www.carync.gov](http://www.carync.gov)

updated: 04/2023

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Fax Number*

\_\_\_\_\_  
*E-Mail Address*

**REGISTERED AGENT FOR THE PERSON OR FIRM WHO IS FINANCIALLY RESPONSIBLE:  
(If out of state, a registered agent in North Carolina must be used.)**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street Address (No PO Box)*

\_\_\_\_\_  
*City State Zip*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Fax Number*

\_\_\_\_\_  
*E-Mail Address*

The Town reserves the right to contact either the financially responsible person or registered agent listed below in case of violation. Please indicate your preference below.

\_\_\_\_\_ **OR** \_\_\_\_\_  
*Financially Responsible Person* *Registered Agent*

### **Section 3**

**LANDOWNER OF RECORD:**

\_\_\_\_\_  
*Name (Person or Firm)*

\_\_\_\_\_  
*Property Tax ID#/PIN*

\_\_\_\_\_  
*Street Address (No PO Box)*

\_\_\_\_\_  
*City State Zip*

**Cary**

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PO Box 8005, Cary, NC 27512-8005  
www.carync.gov

STATEMENT OF LANDOWNER CONSENT:

In accordance with NCGS 113A-54.1(a), I hereby declare that I am the owner or legally authorized representative of the owner of the property described above and provide my consent for the applicant cited in Section 1 above to submit an erosion control plan to the Town of Cary Stormwater Division and to conduct the planned land-disturbing activities on the property listed in Section 1 above.

\_\_\_\_\_  
*Name* *Title or Authority*

\_\_\_\_\_  
*Signature* *Date*

\_\_\_\_\_  
*Email* *Telephone Number*

THE ABOVE INFORMATION is true and correct to the best of my knowledge and belief and as provided by me while under oath. **(This form must be signed by the financially responsible person, if an individual or by an officer, director, partner, attorney-in-fact, or other person with authority to execute instruments for the financially responsible person if not an individual.)**

\_\_\_\_\_  
*Type or Print Name* *Title or Authority*

\_\_\_\_\_  
*Signature* *Date*

I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_, State of North Carolina, hereby certifies that \_\_\_\_\_ personally appeared before me this day and under oath acknowledged that the above form was executed by him/her.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

*Seal*

\_\_\_\_\_  
**Notary Public**

**My commission expires** \_\_\_\_\_

**Cary**