

# City of Wilson

## Erosion and Sediment Control Process

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1. Erosion Control Plans must be submitted to the City of Wilson for approval if the site that will be disturbed must be one (1) acre or greater for residential and one half (0.5) acres or greater for commercial.
2. Each of the following forms will need to be filled out in its entirety and submitted as part of the total package submittal.
  - a. FRO Form ( Financially Responsibility Form) \* (to be signed and notarized)
  - b. Grading Permit Application
  - c. Erosion Control Checklist
  - d. Submit a check totaling \$150/Disturbed Acre (\$75/Disturbed Acre for Erosion & Sediment Control plan review and \$75/Disturbed Acre for the Grading Permit) Acres are rounded up to nearest whole acre.
3. Two (2) copies of the erosion control plan and one (1) digital copy to be submitted along with one (1) of each of the included information and fee payment will be classified as the submittal package.

**(Each submittal package must be sent to City of Wilson, Attn: John Bissette, 1800 Herring Ave., PO Box 10, Wilson, NC 27894-0010 and digital to [jbissette@wilsonnc.org](mailto:jbissette@wilsonnc.org))**
4. The City of Wilson will have 30 days to review your submittal. If any items are not filled out then the submittal package will not be considered complete and sent back to the responsible party. Once the City of Wilson receives a “complete package”, the City of Wilson will have 30 days to approve, approve with modifications, revise, or disapprove the erosion control plan.
5. In case any revisions of the plan need to be made the City of Wilson will have 15 days to review the revision.
6. After the plans have been approved a call will be made to the engineer for the subject site to send (2) copies of the approved plans to the City of Wilson to be stamped approved, signed and dated.
7. Once the plans have been stamped the erosion control inspector will call within 24 hours to set up a pre-construction meeting.
  - a. Who should attend?
    - i. Financially Responsible
    - ii. Registered Agent
    - iii. Engineer
    - iv. Grading Contractor
    - v. Utility Contractor
8. The reason for the pre-construction meeting is to personally meet all parties involved, hand out the approved plans to the FRO, Engineer, grading contractor and go over the plans as they relate to the site. \*At this time we will address any questions or concerns from either party. After the meeting only the erosion control measure will be allowed to be installed.

9. Once the measures have been installed the grading contractor/registered agent will contact the erosion control inspector for a Certificate of Compliance inspection. If the inspector feels that more measures need to be added, changed, moved or that the measures have not been installed correctly the certificate of compliance will not be given. Once the site is fully protected and all of the measures are installed as per the design detail the certificate of compliance will be issued.
10. At this point it is ok to start to mass grade the site within the limits of disturbance as designated on the approved erosion and sediment control plan.
11. Maintain all erosion and sediment control devices so that they are functional until the site is complete and fully stabilized.