



**SCM CLOSE-OUT PROCEDURES TO RECEIVE TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) & FINAL
CERTIFICATE OF OCCUPANCY (CO) FOR COMMERCIAL SITE PLANS/NON-SFR SUBDIVISIONS
OR TO RECORD SUBDIVISION PLATS FOR SINGLE-FAMILY DWELLINGS**

The following items are required prior to the issuance of TCO or recording of subdivision plats, unless a Performance Guarantee Agreement with a financial surety in the amount of 125% of the estimated probable cost for the total design, construction, management, and close-out of the SCM is provided to and accepted by the County well in advance of the requested TCO or subdivision plat recordation date. The following items are required prior to the issuance of final CO, release of financial surety, and/or final close-out of the SCM (see Bulletin No. WS02 for information on the financial surety process option).

1. Substantially completed Stormwater Control Measure(s).
 - a. All SCMs need slopes and surrounding areas stabilized with seeding & matting
 - b. Full stand of grass is required
 - c. Pond plantings must be installed for SCMs that require plantings
2. Submit copy of Operation & Maintenance Agreement (O&M) for review & approval. O&M must cross-reference the property deed DB & PG. Record O&M at Register of Deeds upon approval.
 - a. O&M Agreement to match Guilford County template.
 - b. The property owner name listed on the O&M must match the existing owner for the property at the time the O&M is recorded and business / corporation name shall match exactly to the legal name listed on the NC Secretary of State Corporations Division website. The signing party for business / corporation must be a Managing Member or Registered Agent as listed on the NC Secretary of State website.
<https://www.sosnc.gov/search/index/corp>
 - c. If multiple types of SCMs exist on site, then an O&M Agreement is required for each type.
 - d. For O&M Agreements that have a Basin Diagram, the Basin Diagram can cross-reference the As-built Record Drawings for the final depths and elevations.
 - e. If multiple SCMs of the same type exist on site, then provide a cross-section diagram for each SCM to be recorded with the O&M Agreement, or include a cross-reference on the O&M basin diagram to the as-built record drawings
3. Submit plat with SCM Maintenance & Access Easement for review & approval. Plat must cross-reference the recorded O&M DB & PG. Record plat at Register of Deeds upon approval.
 - a. On the plat, include an outline of each SCM, label each SCM with appropriate ID (e.g. Wet Detention Pond #1), show and label the "SCM Maintenance & Access Easement" wrapping around each device with minimum 20-ft wide access path from the public ROW to the SCM. Easement must wrap around the entire SCM including the outlet pipe & rip-rap apron, emergency spillway, and the dam embankment to 15' beyond toe-of-slope.
4. For projects requiring an owners' association, provide copies of the association's Articles of Incorporation and Declarations, Covenants, Conditions & Restrictions (applicable when SCM treats stormwater from multiple lots).
5. Submit signed & sealed Engineer's Statement of Completion for SCM with comparison of design and as-built information.



**GUILFORD COUNTY
PLANNING & DEVELOPMENT
DEPARTMENT**

**CLOSE-OUT PROCEDURE FOR
STORMWATER CONTROL MEASURES
(SCMs)**

6. Submit signed & sealed As-built Record Drawings for SCM. The originally approved design plans and details for the SCM must be updated with as-built survey information for the record drawings. Include the Drainage Area Plan with the record drawing set.
7. For underground SCM systems that require confined space entry: submit a photo inspection report for the underground SCM system that clearly shows all SCM components including but not limited to all interior walls, pipe penetrations, joints, seals, filter media, rungs/steps. Report shall be signed/sealed by PE and submitted with the As-built Record Drawings.
8. The SCM shall have full design volume and sediment storage volume/depth available. Clean-out and disposal of sediment may be required.
9. Above items are to be reviewed and approved by the Guilford County Watershed Section. The Engineer of Record must perform their own inspection and certify the SCM prior to requesting County inspection. Final 705 Watershed Section inspection, including inspection of SCM, to be performed by Guilford County Watershed Section after receipt of above completed information. The SCM must be fully stabilized with a full stand of grass and all punchlist items resulting from inspections addressed to the County's satisfaction.

Please Note:

- SCM IDs must be consistent and labeled on O&M, plat, As-built Record Drawings, and Engineer's Statement of Completion.
- Templates for the Engineer's Statement of Completion and O&M Agreement can be found at the Guilford County Watershed Section website: <https://www.guilfordcountync.gov/our-county/planning-development/watershed-protection-stormwater-management/watershed-protection/forms>

Please provide PDFs of documentation to the Watershed Section for review (contacts below). The plat will need to be submitted to the Planning & Development Dept. for review through the online EPL Civic Access Portal.

Brent Gatlin, PE, CFM, LEED AP
Watershed-Stormwater Engineer
Planning and Development Department
kgatlin@guilfordcountync.gov
336-641-3753

Kevin Larson, EI
Watershed Review Specialist
Planning and Development Department
klarson@guilfordcountync.gov
336-641-2382

*****Disclaimer: This document refers only to the close-out procedures for SCMs. Sites may have other items requiring inspection by the Guilford County Planning & Development Dept., Inspections Dept. or other departments prior recording of plats or receipt of TCO or CO*****

This Bulletin is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official Development Ordinance interpretation in any legal proceeding.