



## STEPS TO TAKE

### For compliance with the Watershed Protection Ordinance (Section 304) Riparian Buffer Rules

1. If necessary, schedule and hold an **initial consultation meeting** with staff to obtain a packet of information and forms and generally discuss your proposed project to determine if you may be exempted or fall under the old rules, ask questions and obtain general information prior to implementing your project design, land survey, septic / soils survey, etc. Any of the following staff can be contacted to schedule the initial consultation meeting:
  - Dan LaMontagne, Director, Public Works Director: [dan.lamontagne@chathamnc.org](mailto:dan.lamontagne@chathamnc.org), (919)-545-8531
  - Natalie Landry, Environmental Inspector, Environmental Quality: [natalie.landry@chathamnc.org](mailto:natalie.landry@chathamnc.org), (919) 545-8394
  - Lynn Richardson, Subdivision Administrator, Planning Department: [lynn.richardson@chathamnc.org](mailto:lynn.richardson@chathamnc.org), (919) 542-8207
  - Angela Birchett, Zoning Administrator, Planning Department: [angela.birchett@chathamnc.org](mailto:angela.birchett@chathamnc.org), (919) 542-8285

NOTE: Any questions pertaining to soils and sanitary/septic systems, please contact Anne Lowry, R.E.H.S., Director, Environmental Health Department: [anne.lowry@chathamnc.org](mailto:anne.lowry@chathamnc.org), (919)-545-8310.

2. If your project is **residential and includes 5 lots or less and is less than 25 acres** of total land area, complete and submit the RIPARIAN BUFFER REVIEW APPLICATION (<http://www.chathamnc.org/Index.aspx?page=883>). The project cannot be a part of a planned, phased or larger subdivision or development. During the site review, staff will stake or flag identified stream origins and wetlands in accordance to Section 304 of the Watershed Protection Ordinance only on the parcel(s) identified on the application form. These findings will be shown on a map of the applicant's property as approximate locations only. It is the responsibility of the applicant to show these locations on a professional land surveyed plan for staff review, depicting all surface water features and their associated buffer limits. **Once approved by the county staff, water features and buffers must be shown on the final plat for recordation.** The information and findings may be picked up from the Planning Department (80 East Street, Pittsboro, NC), mailed to you or emailed within 15 working days of the signed and completed form submitted to the Planning Department. It may take longer with weather delays. Please have area(s) to be buffered flagged.
3. If your total project is **larger than 25 acres, more than 5 lots, or a commercial project**, you are required to hire a private consultant to make the surface water determination. Submit the following information from the private consultant along with your RIPARIAN BUFFER REVIEW APPLICATION (<http://www.chathamnc.org/Index.aspx?page=883>) to the Planning Department:
  - (a) A short **Statement of Credentials** of the private consultant(s) making the surface water determinations for our files. The statement(s) must demonstrate the following:
    - For stream classifications, the private consultant minimally has taken the NCDWQ/NC State University Surface Waters Classification training course and must have passed the written and field exam.
    - For wetlands, the private consultant has demonstrated at least 2 years of experience delineating jurisdictional wetlands.

- (b) Submit a scaled (no smaller than 1" = 60') **Buffer Plan Sheet** (11' x 17' or larger) and all other required information and forms indicating all water features identified on the parcel and associated buffers at their appropriate width(s).
- (c) Submit copies of all NCDWQ Stream Identification Forms, **V4.1**, digital photographs, notes, sketches, etc. Each water feature shown on the Buffer Plan Sheet described above must be identified by 'Site ID' that matches the ID form.

The above information will be review by the Planning and Environmental Quality Departments staff.

**NOTE: Prior to any land disturbance activities, the buffer boundaries must be protected with clearly visible flagging or tree protection fencing, if forested. Environmental Quality staff must be contacted prior to land disturbance to determine if a site inspection is required. Flagging may not be removed until the project is completed.**