

## **GUIDANCE FOR CONCURRENCE POINT 4C MEETING AND PLANS Permit Drawing Review**

The purpose of this meeting is to review the completed permit drawings to resolve any potential issues prior to application for the permit(s). The Hydraulic Engineer is responsible for circulating a sign-in sheet, leading the meeting and producing meeting minutes. This requires at least two people, a presenter and a note-taker.

**Unless directed otherwise, plans should be submitted to the Hydraulics Unit (including PMU and EAU-ECAP for Centrally-managed projects) or Division (for Division-managed projects) for review seven (7) weeks prior to the scheduled 4C meeting. The 4C plans should be distributed to the Merger Team members two weeks in advance of the meeting. *It is the PEF's responsibility to resubmit with adequate time for review (and revisions, if necessary) prior to posting, to avoid delay of the meeting.***

### **PRIOR TO SUBMITTING THE PERMIT DRAWING PACKAGE FOR REVIEW**

1. Review the 4B meeting minutes to ensure that all comments have been addressed in the design, or if not, to have justification ready. It is not necessary to discuss the 4B meeting minutes during the 4C meeting other than as needed in response to specific questions.
2. Review the plans and permit drawings for a final check of any questionable delineation issues, such as JS lines that don't appear to match up with top of bank lines or contours, or overlapping/incomplete WLB and JS lines. It is the responsibility of the hydraulic designer to detect and initiate discussion with the Hydraulics Unit and/or the Project Manager to resolve these issues. Every effort should be made to detect and resolve any discrepancies during the design process and not to wait until permit drawing preparation.
3. Ensure the permit drawing package conforms to the latest Permit Drawing Guidelines document.
4. Every effort should be made to have a permit drawing package that is complete and shows impacts accurately. While it is understood that there may be issues that require discussion during the meeting, such as whether a particular site should be considered a total take, the goal is to have a set of permit drawings that would be ready for permit application if no comments were received during the meeting.

### **DISCUSSION ITEMS**

1. Review of and solicitation of comments on the permit drawing package(s)
2. Wetland/Stream permit drawing package
3. Buffer permit drawings, if applicable
4. Resolution of any outstanding questions about impacts, jurisdictional features, or permit drawing package

The meeting essentially consists of a review of and solicitation of comments on the permit drawing package(s), sheet by sheet, including the Stormwater Management Plan (SMP) and Impact Summary Table. The Hydraulic Engineer should begin by asking if there are any questions or comments on the SMP. If there are any areas where recommended treatment requirements could not be met due to site constraints, these should be discussed as well. Following that, he/she should continue with the Wetland/Stream permit drawing package, giving a brief overview of what is occurring at each site and the associated impacts, in numerical order of sites. At each site, the Hydraulic Engineer should ask for questions or comments before proceeding to the next site. It is not necessary to individually review both the with- and without-contours versions of the same plan sheet, nor is it necessary to review cross-section sheets unless there is a question or comment. Following review of all permit sites, the Hydraulic Engineer should ask for questions or comments on the Impact Summary Table.

Review of the Buffer permit drawings, if applicable, should follow in the same manner.

Before adjourning the meeting, the Hydraulic Engineer should ensure that he/she has all the information needed to satisfactorily revise the permit drawing package(s), or have agreement with the necessary individuals in attendance (as appropriate) for resolution of action items. This includes obtaining answers to any questions the Hydraulic Engineer may have in how the impacts should be shown.

### **PERMIT DRAWING PACKAGE**

This should be in accordance with the Permit Drawing Guidelines posted on the Hydraulics Unit's Connect site. Common errors are not ensuring that the SMP appears in front of the Wetland/Stream permit drawings in one PDF, and using unauthorized colors or formatting on the permit drawings that do not agree with the posted guidance. Buffer permit drawings, if applicable, should be provided in a separate PDF.

### **SUPPLEMENTAL INFORMATION**

The following information should be available at the meeting for reference but is not required to be a part of the meeting presentation:

1. 4B meeting minutes
2. Existing drainage patterns, ditch descriptions, etc. (Existing Drainage Pattern Level)
3. Site photos
4. Field notes

### **DELIVERABLES**

First Submittal (recommended at least 7 weeks prior to 4C meeting):

An electronic copy (PDF) of the 4C permit drawing package will be provided to NCDOT for review. PDF copy should *not* be configured to allow individual layer display to be toggled on/off as this greatly increases screen load times. PDF should also be set to print to scale on 11"x17" paper.

Second Submittal (approx. 4 weeks prior to 4C meeting):

An electronic copy of the 4C permit drawing package will be provided to NCDOT after review comments have been addressed. The permit drawing package will be uploaded to the appropriate location by the Hydraulics Unit or the Project Manager, as appropriate, after all comments have been addressed to the satisfaction of the reviewers.

A Final Submittal at least two weeks prior to the 4C meeting may be required if all comments have not been satisfactorily addressed in the Second Submittal.

### **FOLLOW-UP**

Draft meeting minutes should be forwarded to the Hydraulics Unit, as well as PMU and EAU-ECAP (Centrally-managed) or Division (Division-managed) for internal review prior to distribution to attendees. Ensure that draft minutes are labeled "draft", and contain both the dates of the meeting and the minutes. After distribution to attendees, and a 2-week comment period, minutes should be finalized with any applicable comments and redistributed.