



NOTICE OF PROCESS CLARIFICATION (NOPC)

TO: DEVELOPMENT COMMUNITY
FROM: GISELLE RODRIGUEZ, PE, CFM, CITY ENGINEER
SUBJECT: ENGINEERING REGULATORY REVIEW PROCESS CHANGES
DATE: NOVEMBER 15, 2018

In an effort to enhance the services provided by the Engineering Division, some changes have been made with the organization of staff. A regulatory review team has been formed with Byron Reeves as the team lead. Currently with him, Danny Strickland and Dennis Miller carry out all duties related to regulatory review and SCM inspections.

As the City's Engineering Division transitions to online submittals through IDT, some process changes are being implemented to help streamline the permit process and promote faster review and response from the City. The City's goal is to expedite the engineering plan review process to meet the growing needs of the development community and citizens of Fayetteville. The below outline describes these process changes in detail:

1. All plans submitted should be signed and sealed by the applicable professional registered in North Carolina. Preliminary plans may be marked *Not for Construction* until such time plans are requested by the City for approval.
2. Only complete submittals will be reviewed. If pertinent information is missing during the initial screening, both designer and owner will be notified of the missing information necessary for the review to begin. Again, incomplete submittals will not be reviewed and it is the responsibility of the designer/owner to provide absent items.
3. At such time the City provides comments for a submittal, resubmittal, or revision, a response comment sheet indicating how each comment was addressed will be required in subsequent resubmittals until all pre-approval comments have been addressed.
4. Resubmittals should address all prior comments provided by the City. Resubmittals, accompanied by the response to comment sheet, that do not address all prior comments will be considered incomplete and not reviewed until such time all prior comments are addressed.
5. All site layout and/or design modifications must to be noted in the response to comments sheet detailing any changes to the site or calculations. If applicable, additional items may need to accompany the resubmittal.
6. No submittal will be reviewed until such time that the applicable permit fee has been paid. This initial permit fee covers the initial review and one resubmittal.

7. A resubmittal fee of \$225.00 will be required prior to the 2nd resubmittal and additionally for any subsequent resubmittal afterwards. Review will not begin until the resubmittal fee is remitted to the City.
8. Revisions to approved projects will be treated as a resubmittal and require a resubmittal fee of \$225.00 prior to review. Each subsequent revision will require a resubmittal fee of \$225.00.
9. Revisions to approved projects will not be accepted by email.

With the understanding that these process implementation will be an adjustment, the above listed will become department policy Wednesday January 2, 2019. In the interim, if there are any questions or concerns please contact Byron Reeves at (910) 433-1613 or breeves@ci.fay.nc.us.