



FREQUENTLY ASKED QUESTIONS

ACE INTEGRATED STORMWATER MANAGEMENT PROGRAM

The ACE Integrated Stormwater Management Program became effective on January 2, 2008 in accordance with our National Pollutant Discharge Elimination System NCS000434, which is in the process of renewal. The initial program has carefully evolved and has been modified on a yearly basis based on technological advancements and revisions of definitions of the State of North Carolina and the Environmental Protection Agency. In general, the day to day operations for protection of natural resources is in full force and effect. The interaction of all components are clearly defined in a schematic on our City of Archdale Official Website – Stormwater Management – including a general duty clause defined in Chapter 15 of the City Code of Ordinances.

- 1) What does the acronym “ACE” stand for?
 - a. In 2007, during the initial City Council work sessions and the development of the 30-year plan, the newly formed Stormwater Advisory Board liked the tagline of “Archdale’s Community Effort” which became the basis for the evolving program.
 - b. By 2010, the tagline evolved to “Archdale’s Citizens Excel.”
 - c. Although both taglines are used today, the concept behind both definitions guide the annual changes made every year as the program continues to evolve.

- 2) How is the ACE Integrated Stormwater Management Program involved potential development? The Stormwater Manager is typically involved early in the process. Under the presumption that regulatory requirements will be met during the course of the project, several basic requirements will be provided.
 - a. The Stormwater Manager will typically provide general information during a typical pre-Technical Review Committee meeting. This meeting is extremely important and defines expectations and processes through construction and final walk through and closeout of the project with the State of North Carolina.
 - b. The Stormwater Manager indicates that his role is more substantial during construction and at the end of construction in which development phases are more clearly defined based on information being prepared by the developer and/or engineer.

- c. The Stormwater Manager encourages on-site meetings and site visits all through the phasing of the project. However, a minimum of one project site visit is required before a yellow copy of the Certificate of Plan Approval is provided to begin construction.
- 3) During the initial stages, the developer will acknowledge and submit basic information for use in creating the project file.
- a. A general digital conceptual drawing in AutoCad compatible format, latest edition will be provided to the City. When this file is reviewed, it will primarily establish that the scale and spatial coordinates are correct and compatible with the City of Archdale Mapping System. In addition, an overlay of the site will be reviewed for impact to the environment.
 - b. At the time of submission of the drawing, a file name will be established for future submissions. Below is the typical naming convention:
 - i. [911 Addressing of the Site]-[Project Name on Title Block]-[Acres]-[Submission]
 - ii. Example – 222 South Main Street-City by the Stream-3A-MM-DD-YYYY
 - iii. Only the date will change on future digital regardless of .dwg, .pdf, .xlsx, etc
 - c. Draft version of the Financial Responsibility/Ownership Form (REV 21 April 2022)
 - d. Draft version of Stormwater Agreement
 - e. Current Deed of Property to be developed. During this phase, multiple deeds may be involved. During construction, a recombined deed will be required before the project construction starts.
 - f. Typically, the Stormwater Manager will provide general feedback during an in-person office meeting or a telephone conversation which will typically include the following:
 - i. The City of Archdale does not specify a specific nomenclature for attributes in AutoCad. During the review of the file, the Prospector tab is assessed noting which features have been used by the design professional.
 - ii. As a general rule, the pipe network for stormwater conveyances located both on the site and in the right-of-way are absolutely required for export to a file geodatabase which houses the City of Archdale Stormwater Inventory. For example, a design professional decides to pipe a system along the right-of-way of a project converting an ephemeral roadside swale to a subsurface pipe system. The pipe system is considered an encroachment of the project into the existing right-of-way.
 - iii. General feedback concerning the interaction of pervious and impervious features on the site will be provided. Landscaping on a site will typically meet zoning requirements but will also be integral as a components of the “Stormwater Control System” and the evolving “Stormwater Control Regulations” mandated by both the State of North Carolina and the Environmental Protection Agency.
- 4) How are the digital files provided by the developer/engineer used?
- a. As mentioned above, the digital file submitted starts the process of creating a file for future use.

- i. A copy of the original file contained in an e-mail to the Stormwater Manager is placed in an internal directory entitled "Connection of As-Built Drawings to GeoDatabase."
- ii. This particular file is available for scale and spatial review relative to the Record Drawings and Stormwater Inventory Catalogue.
- iii. A directory is also created in the Construction Drawings file which may be an abbreviated version of the file name designated "Construction Drawings [File Name]. This file will contain a chronological file of digital documents received over the course of the project.
- iv. Digital AutoCad compatible drawing files received will not have any layers frozen or restricted and will not have a digital version of the design professionals seal. Digital files received are typically marked preliminary – not for construction.
- v. At the end of the project, a final digital drawing file will be submitted and a hard copy sealed drawing will be submitted. At this time, the previous As-Built drawings created by the contractor during the course of the construction will have been reviewed by the design professional – the digital drawing updated – and submitted to the city, thus changing over to a digital "Record Drawing" which will be compared to the hard copy sealed drawing for final closeout.
- vi. Because the digital record drawing becomes part of the City wide system – different components of the file will be exported to Geodatabase for other uses, this drawing is not sealed. Please note that the components will be checked against the sealed hard copy submitted to insure that both are the same. Pipe network systems will become part of the citywide pipe network system. Impervious surface areas such as building footprints, curb and gutter conveyances, surface flow pavement areas, and landscaping areas become used for citywide impervious updates.
- vii. Finally, the review of the drawing will be field verified with a final meeting on-site with the developer, design professional, and city staff in preparation of final confirmation of punch list items and closeout of project.

5) Why is the name of the project so specific?

- a. The first part of the project name is the 911 addressing. This part of the project name is crucial. The City of Archdale will typically contact the county for a new address if necessary. The City of Archdale uses See Click Fix for documentation of the project which relies on GPS information. The contractors during construction have the ability to report information about the project by accessing an android device or an iOS device. Contractors' report information in the Site Construction Runoff category which documents erosion control installation, repairs, and maintenance while construction is active. Contractors' report information in the Post Construction Site Runoff category when they are constructing a stormwater control system subject to annual third party reporting. In addition, the State needs a reference point when State personnel decide to name a project other than our classification.
- b. The second part of the project name is a project descriptor name. This is typically parenthetical to the naming and is usually consistent with the engineered drawing title block.
- c. The third part is the designation of the rounded up number of acres without decimal points.

- d. The fourth part is the date of transmission of the digital document according to MM-DD-YYYY.
- 6) What are common errors in the preparation of the Financial Responsibility/Ownership Form?
- a. The project name in Part A does not match the first two components of the naming protocol described above.
 - b. The physical address in Part A for highway and street is not the same as the addressing used in the project name.
 - c. The reported longitude and latitude is not in decimal degrees or it is not located approximately at the center of the construction entrance.
 - d. The acreage on the financial responsibility form is different for the acreage on the drawing.
 - e. Land owner of record does not match the name on the deed (s) provided.
 - f. County of the notary does not match the seal of the notary.
- 7) What are common errors on the Stormwater Agreement?
- a. Specific details transferred to the Stormwater Agreement are not in agreement with the information on the Financial Responsibility Form.
- 8) When do I get a yellow copy of the Certificate of Approval?
- a. Certificate of Approvals' will only be issued when a complete package is received by the City and all documents match including a COC from the State of North Carolina. A not-for-construction white copy of the certificate of approval will be issued to meet the requirements of the Notice of Intent application with the State of North Carolina.
 - b. Part of the process prior to the issuance of a yellow copy of the Certificate of Approval is a review of the installed perimeter erosion control features. Initial verification of the number of erosion control features, design professional and city staff site visit confirming modifications made by the contractor during installation of measures due to in-situ conditions have been appropriately documented.
 - c. During this on-site review, design professional, contractor, and city staff emphasize the difference between "making an effort by the contractor to protect the environmental impact of construction" and "demonstrating the effectiveness of the measures used by the contractor to protect the environmental impact of construction."
- 9) How often should See Click Fix be used for the project?
- a. It is recommended that the contractor use the See Click Fix category under construction site runoff on a daily basis. A contractor is required to check the project site on a daily basis while work is proceeding.

- b. Currently, projects which provide documentation on a daily basis in which work is occurring have minimal problems with the effectiveness of measures.

10) What is required for the issuance of a Certificate of Occupancy provided by Randolph County? The City of Archdale currently has agreements with Randolph County and Guilford County for the issuance of a Certificate of Occupancy. This Certificate of Occupancy is subject to the following:

- a. Public Works personnel have received the closed circuit television (CCTV) video documentation provided by the contractor for subsurface conveyances;
- b. Public Works has verified condition of subsurface conveyances and have provided feedback for repairs; Typically, this review is scheduled between two and four weeks prior to the application of the final inch of asphalt on road surfaces which have subsurface pipes below.
- c. A walk through the site with the developer, design, professional, and city staff has occurred and the list of items have been uploaded to See Click Fix. Completed items will be changed from open (orange indicator) to closed (blue indicator).
- d. Once all of the above is completed, the county will be notified indicating that all construction requirements have been met and the a request to the State has been made for a Notice of Termination.

11) What is the purpose of the asset tabular table on phase construction drawings? The asset table identifies all infrastructure installed on the phase and the cost of the installation of assets during construction which will be transferred over to the City of Archdale for future maintenance.

- a. What is the linear feet of road constructed in the phase to be transferred to the City of Archdale and how much did it cost to construct identified by street?
- b. What is the linear feet of storm drainage infrastructure and sanitary sewer infrastructure constructed in the phase to be transferred to the City of Archdale and how much did it cost to construct identified by pipe size and structure size?
- c. What is the linear feet of water distribution infrastructure constructed in the phase to be transferred to the City of Archdale and how much did it cost to construct identified by pipe size?
- d. Information provided on the plans will be used for the formal request made to the City Council of Archdale to accept the infrastructure for maintenance.