



City of Winston-Salem  
**Stormwater**  
Division

**Variance Request Form (Post Construction Stormwater)**  
City of Winston-Salem Code of Ordinances (Chapter 75 Article IV)

*NOTE: This form may be photocopied for use as an original.*

**Part 1: General Information**

*(Please include attachments if the room provided is insufficient.)*

1. Applicant's name (the corporation, individual, etc. who owns the property):

\_\_\_\_\_

2. Print Owner/Signing Official (person legally responsible for the property and its compliance)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_ (\_\_\_\_) \_\_\_\_\_

Fax: \_ (\_\_\_\_) \_\_\_\_\_

3. Contact person who can answer questions about the proposed project:

Name: \_\_\_\_\_

Telephone: \_ (\_\_\_\_) \_\_\_\_\_

Fax: \_ (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

4. Project Name (Subdivision, facility, or establishment name – consistent with project name on plans, specifications, letters, operation and maintenance agreements, etc.):

\_\_\_\_\_

5. Project Location:

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

Latitude/longitude: \_\_\_\_\_

6. Directions to site from nearest major intersection (Attach an 8 ½ x 11 copy of the USGS topographic map indicating the location of the site).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Stream to be impacted by the proposed activity:  
Stream name (for unnamed streams label as "UT" to the nearest named stream):

\_\_\_\_\_

8. Which of the following permits/approvals will be required or have been received already for this project?

Required:	Received:	Date Received:	Permit Type:
_____	_____	_____	401 Certification/404 Permit
_____	_____	_____	On-site Wastewater Permit
_____	_____	_____	NPDES Permit (including stormwater)
_____	_____	_____	Non-discharge Permit
_____	_____	_____	Erosion/Sedimentation Control
			Others (specify)_____

**Part 2: Proposed Activity**

*(Please include attachments if the room provided is insufficient.)*

1. Description of proposed activity Also, please attach a map of sufficient detail (such as a site specific development plan in Adobe (pdf) format or hardcopy) to accurately delineate the boundaries of the land to be utilized in carrying out the activity, the location and dimension of any disturbance in the riparian buffers associated with the activity, and the extent of riparian buffers on the land. **Include the area of buffer impact in ft<sup>2</sup> and what the proposed buffer encroachment will consist of, i.e. building, parking etc:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. State unnecessary hardships which would result from strict application of this ordinance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Description of any hardships that result from conditions that is particular to the site property such as the location, size, or topography of the property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Have any of the above mentioned hardships resulted from actions taken by the petitioner?

\_\_\_\_\_  
\_\_\_\_\_

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5. If economic hardship is the major consideration, then include a specific explanation of the economic hardships and the proportion of the hardship to the entire value of the project:

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6. Demonstrate that a lack of practical alternatives exist by providing rational why the potential for a reduction in size, configuration, or density of the proposed activity and all alternative designs, the basic project purpose cannot be practically accomplished in a manner which would comply with the provisions of the ordinance and result in a less adverse impact to surface waters:

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### **Part 3: Stormwater Controls**

1. Provide a description of all best management practices (BMPs) that will be used to control post construction stormwater runoff associated with the proposed activity. Please ensure to include all applicable operation & maintenance agreements and worksheets for the proposed BMPs. Also, include the BMPs on your plan sheets:

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2. Attach a description of how diffuse flow will be maintained through the protected riparian buffers. Please ensure to include all applicable operation & maintenance agreements and worksheets for the proposed diffuse flow measure(s). Also, include the diffuse flow measure(s) on your plan sheets:

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3. Attach a detailed plan for all proposed structural stormwater BMPs:

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### **Part 4: Deed Restrictions**

By your signature in Part 5 of this application, you certify that all structural stormwater best management practices required by this variance shall be located in recorded stormwater easements, that the easements will run with the land, that the easements cannot be changed or deleted without concurrence from the City of Winston-Salem, and that the easements will be recorded prior to the sale of any lot.

**Part 5: Applicant's Certification**

I, \_\_\_\_\_ (print or type name of person listed in Part 1, Item 2), certify that the information included on this permit application form is correct, that the project will be constructed in conformance with the approved plans and that the deed restrictions in accordance with Part 4 of this form will be recorded with all required permit conditions.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_

**Part 6: Plan Sheets**

Be sure to include a copy of all of your completed application form, plan sheets and maps on Adobe (pdf) format on a CD or hardcopy.

**Part 7: Checklist**

A complete application submittal consists of the following components. Incomplete submittals will be returned to the applicant. Initial below to indicate that the necessary information has been provided.

<b>Applicant's Initials</b>	<b>Item</b>
_____	Original and two copies of the Variance Request Form and the attachments listed below.
_____	A vicinity map of the project (see Part 1, Item 5)
_____	Narrative demonstration of the need for a variance (see Part 2)
_____	Location and details for all proposed structural stormwater BMPs (see Part 3)
_____	One copy of the applicable Supplement Form(s) and O&M Form(s) for each BMP and/or narrative for each innovative BMP (see Part 3)
_____	One copy of plans and specifications, including:
_____	Development/Project name
_____	Engineer and firm
_____	Legend and north arrow
_____	Scale (1" = 50' is preferred)
_____	Revision number & date
_____	Mean high water line (if applicable)
_____	Dimensioned property/project boundary
_____	Location map with named streets or NC State Road numbers
_____	Original contours, proposed contours, spot elevations, finished floor elevations
_____	Details of roads, parking, cul-de-sacs, sidewalks, and curb & gutter
_____	Footprint of any proposed buildings or other structures
_____	Wetlands delineated, or a note on plans that none exist
_____	Existing drainage (including off-site), drainage easements, pipe sizes, runoff calculations
_____	Drainage basins delineated
_____	Perennial and intermittent streams, ponds, lakes rivers and estuaries

\_\_\_\_\_

Location of forest vegetation along the streams, ponds, lakes and rivers.