



**Planning, Development, &
Transportation Department**

Planning Division
305 Chestnut Street
PO Box 1810
Wilmington, NC 28402-1810

910 254-0900
910 341-3264 fax
wilmingtonnc.gov
Dial 711 TTY/Voice

December 12, 2017

Howard Resnik
Coastal Site Design
P.O. Box 4041
Wilmington, NC 28406

REVISION 3

RE: **Tongue & Groove Office**, located at 6331 Oleander Drive

I have attached a copy of the construction release for **Tongue & Groove Office**, located at 6331 Oleander Drive. **Please make note of the conditions for the release as they appear on the attached release letter.** These conditions must be followed and met in order for the construction to be approved. ***Prior to beginning any construction or grading on the site, you must have a pre-construction meeting between City staff and the project's representatives. Any violation of this condition will result in an immediate stop work order and other civil penalties.***

All construction on the site must be in accordance with the City of Wilmington standards and the approved construction plans stamped by the City. Any trees and areas designated to be saved or protected must be properly barricaded and/or marked throughout construction. In addition please be aware that to obtain a certificate of occupancy for this construction project, the appropriate departments within the City of Wilmington must perform and approve a final inspection.

To arrange for these inspections please contact Traci Lunceford, Zoning Inspector, at 254-0900. Ms. Lunceford will coordinate the final inspections and provide a punch-list to the Developer within 5 working days. Upon correction of the punch-list items a final inspection will be performed. If the inspection is passed then the Zoning Inspector of the City of Wilmington will be notified of the inspection approval for this development. ***NOTE: The Zoning Inspector will not sign for a Certificate of Occupancy until both the requirements of the City of Wilmington's zoning ordinance and Construction Management division are satisfied.***

Please contact our office at 254-0900 to schedule the preconstruction meeting and if you have any questions or concerns regarding this information. The City thanks you for your investment in our community and looks forward to working with you towards construction of a quality development project.

Sincerely,


Brian Chambers, AICP
Senior Planner



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TRANSMITTAL LETTER

TO: Traci Lunceford, Zoning Inspector
 DATE: December 12, 2017
 SUBJECT: **Tongue & Groove Office** Project # 2015037
 LOCATION: 6331 Oleander Drive

REVISION 3

The following items are being sent to you via this package.

QUAN.	DWG./NO.	DESCRIPTION
1	Dated 12/4/17	Tongue & Groove Office Approved Plans
1	Dated 7/13/15	Building Elevations
1	Dated 7/20/15	City Tree Removal Permit TPP-16-08
1	Dated 8/27/15	City Stormwater Discharge Permit No. 2017050

REMARKS: **Tongue & Groove Office**, located at **6331 Oleander Drive**, is hereby conditionally released for construction. The following conditions must be satisfied as part of this release:

- A. **A PRE-CONSTRUCTION MEETING MUST BE HELD BETWEEN THE SITE CONTRACTOR AND CITY STAFF PRIOR TO ANY SITE WORK, TREE REMOVAL, CLEARING, OR GRADING BEGINNING ON THE SITE. FAILURE TO COMPLY WILL RESULT IN IMMEDIATE CIVIL PENALTIES. CONTACT 910-254-0900.**
- B. **ANY TREES, INCLUDING THE CRITICAL ROOT ZONE AREA, AND/OR AREA DESIGNATED TO BE SAVED MUST BE PROPERLY BARRICADED OR MARKED WITH FENCING AND PROTECTED THROUGHOUT CONSTRUCTION TO INSURE THAT NO CLEARING AND GRADING WILL OCCUR IN THOSE AREAS.**
- C. **NO EQUIPMENT IS ALLOWED ON THE SITE AND NO CONSTRUCTION OF ANY BUILDING, STRUCTURE, WALL, UTILITIES, INFRASTRUCTURE, ETC., OF ANY KIND, INCLUDING FOOTINGS AND BUILDING SLABS, WILL BE PERMITTED UNTIL:**
 - 1. **ALL TREE PROTECTION FENCING AND SILT FENCING HAS BEEN INSTALLED**
 - 2. **THE CFPUA HAS AUTHORIZED THE WATER AND SEWER ACTIVITIES. THE CONTRACTOR MUST HAVE A PRECON WITH CFPUA 332-6560.**
 - 3. **THE CITY ZONING INSPECTOR AUTHORIZES THE ACTIVITY.**
- D. **ALL IMPROVEMENTS, AS RECOMMENDED BY THE SUBMITTED AND APPROVED TRAFFIC IMPACT ANALYSIS (TIA) SHALL BE INSTALLED AND INSPECTED PRIOR TO THE ISSUANCE OF THE FINAL ZONING APPROVAL.**
- E. **A COPY OF THE RECORDED MAP SHOWING REQUIRED PUBLIC DRAINAGE EASEMENTS, PUBLIC ACCESS EASEMENTS, AND RIGHTS-OF-WAY FOR THE**

REVISION 3

PROJECT MUST BE SUBMITTED PRIOR TO ISSUANCE OF THE FINAL ZONING APPROVAL.

- F. THIS DEVELOPMENT SHALL COMPLY WITH ALL LOCAL, CITY TECHNICAL STANDARDS, REGIONAL, STATE AND FEDERAL DEVELOPMENT REGULATIONS.**
- G. ALL APPLICABLE TRC REQUIREMENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF THE FINAL ZONING APPROVAL.**
- H. NO CONSTRUCTION ACTIVITY SHALL OCCUR WITHIN THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) RIGHT-OF-WAY UNTIL ALL NCDOT PERMITS HAVE BEEN ISSUED AND RECEIVED BY THE CITY. ALL IMPROVEMENTS REQUIRED SHALL BE INSTALLED AND APPROVED BY NCDOT PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY.**
- I. PROPERTIES WITHIN THE SPECIAL FLOOD HAZARD AREA SHALL BE SUBJECT TO COMPLIANCE WITH ARTICLE 13 OF THE LAND DEVELOPMENT CODE. PLEASE CONTACT KATHRYN THURSTON, ZONING ADMINISTRATOR/FLOODPLAIN MANAGER (910.341.3249) FOR CLARIFICATION ON REQUIREMENTS FOR DEVELOPMENT IN THE FLOOD PLAIN.**
- J. THE DEVELOPER ASSUMES ALL RISKS AND PENALTIES WITH ANY DELAY OR STOP WORK ORDER ASSOCIATED WITH THE VIOLATION OF THIS RELEASE. THE DEVELOPER ACKNOWLEDGES THE CONDITIONS OF THIS RELEASE AND ASSUMES ALL RESPONSIBILITIES AND RISKS ASSOCIATED WITH IT. THE CITY OF WILMINGTON WILL NOT BE HELD LIABLE FOR ANY COSTS ASSOCIATED WITH THE CONSTRUCTION RELEASE.**
- K. APPROVAL OF A MAJOR OR MINOR SITE PLAN SHALL EXPIRE AFTER EIGHTEEN (18) MONTHS FROM THE DATE OF SUCH APPROVAL IF THE APPLICANT HAS FAILED TO MAKE SUBSTANTIAL PROGRESS ON THE SITE. THE TECHNICAL REVIEW COMMITTEE MAY GRANT A SINGLE, SIX-MONTH EXTENSION OF THIS TIME LIMIT FOR MAJOR AND MINOR SITE PLANS, FOR GOOD CAUSE SHOWN, UPON RECEIVING A REQUEST FROM THE APPLICANT BEFORE THE EXPIRATION OF THE APPROVED PLAN. IN THE EVENT APPROVAL OF A SITE PLAN HAS EXPIRED, FOR WHATEVER REASONS, THE OWNER AND/OR APPLICANT WILL BE REQUIRED TO RESUBMIT FOR APPROVAL OF A SITE PLAN THAT MEETS CURRENT DEVELOPMENT STANDARDS UNLESS OTHERWISE NOTED IN THIS CHAPTER.**
- L. IF THE CONDITIONS LISTED ABOVE ARE VIOLATED, A STOP WORK ORDER WILL BE ISSUED.**

Please notify New Hanover County Building Inspections of this release.

Signature: _____


Brian Chambers, AICP
Senior Planner

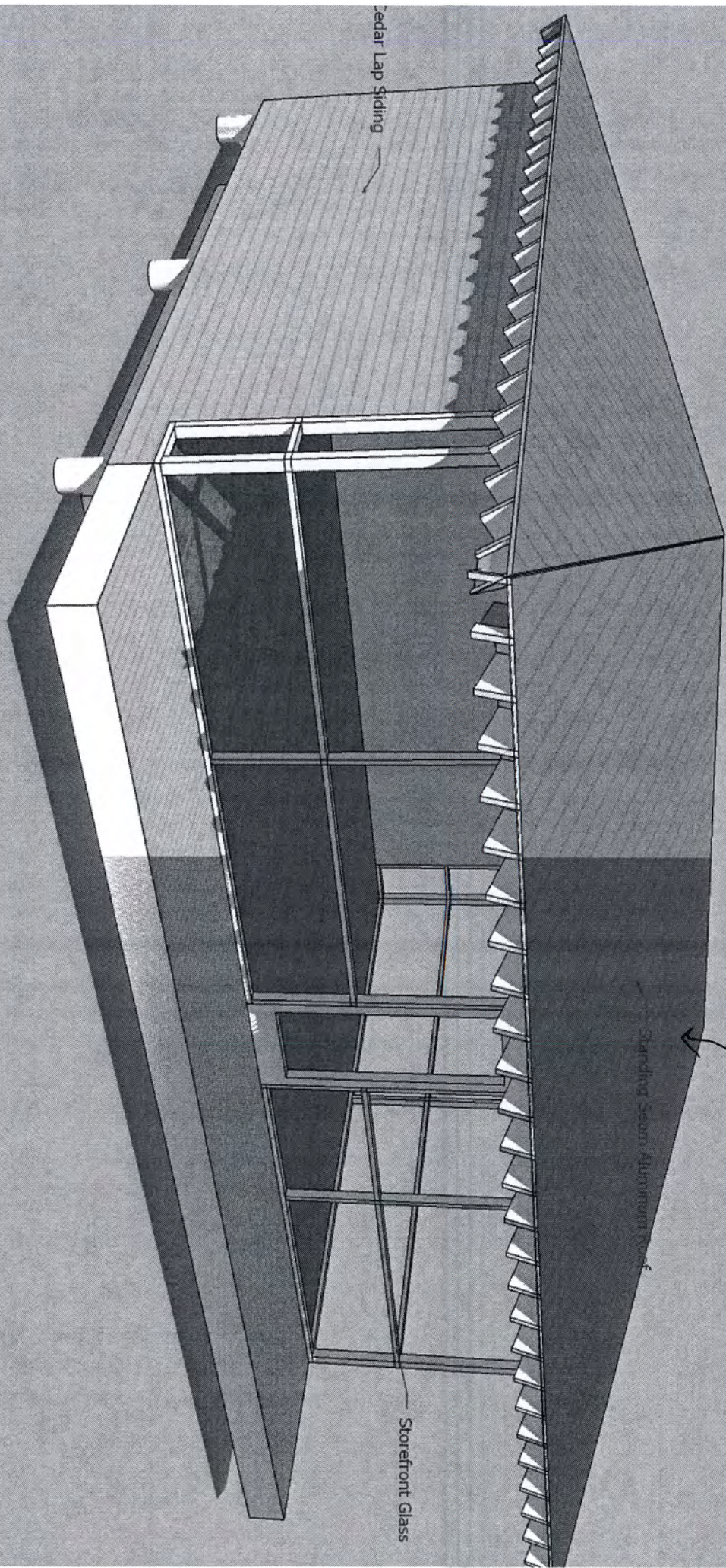
REVISION 3

Copy: Howard Resnik
Bret Russell
Rob Gordon
Jim Quinn
Aaron Reese
Rich Christensen
Trent Butler
Chris Elrod
Chris Walker
Brian Blackmon
Jim Sahlie
Bill McDow
Mitesh Baxi
Don Bennett
Bernice Johnson
Beth Easley Wetherill
Michelle Hutchinson
Amy Beatty
Ryan O'Reilly
Joan Mancuso
Amy Schaefer
Amy Dukes

Coastal Site Design
Construction Manager
Engineering
Stormwater Specialist
Urban Forestry
Engineering (email only)
Engineering (email only)
Wilmington Fire Department (e-mail only)
Wilmington Fire Department (e-mail only)
Surveyor (e-mail only)
GIS Addressing (e-mail only)
Traffic Engineering (e-mail only)
Traffic Engineering (e-mail only)
Traffic Engineering (e-mail only)
CFPUA (e-mail letter only)
NHC Erosion Control (e-mail only)
GIS Engineer (e-mail only)
Community Services (e-mail only)
Community Services (e-mail only)
City Zoning (email only)
City Attorney's Office (email only)
City Attorney's Office (email only)

File: **Tongue & Groove Office**

Project File # 2015037



Cedar Lap Siding

Storefront Glass

Standing Seam Aluminum Roof

Standing Seam Aluminum Roof



Development Services
 Planning Division
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APPROVED: X DENIED: _____

PERMIT #: TPP-16-08

Application for Tree Removal Permit

Name of Applicant: Tongue and Groove Phone: 910-679-4610 Date: 7/10/15

Name of Property Owner: Tongue and Groove Phone: 910-679-4610

Property Owner Address: 6331 Oleander Drive Wilmington NC 28403

Address of Proposed Tree Removal: 6331 Oleander Drive Wilmington NC 28403

Description of tree(s) to be removed/reason for removal: (provide attachment if necessary)

- 1. No trees to be removed
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Description of Replacement Tree(s): NO TREES BEING REPLACED

Applicant Signature: [Signature] Date: 7/13/15

*****FOR OFFICIAL USE ONLY*****

Reviewed By: [Signature] Date: 7/20/15

Remarks: _____

RECEIVED
 JUL 13 2015

ALL WORK MUST BE IN COMPLIANCE WITH THE CITY LAND DEVELOPMENT CODE, DIVISION
 ARTICLE 8, LANDSCAPING AND TREE PRESERVATION.

NEW CONSTRUCTION: _____ EXPANSION: _____ OTHER: _____ PAID: 25.00

Tree Preservation Permit Fees

Less than 1 acre	\$25.00
1-5 acres	\$50.00
5-10 acres	\$100.00
Greater than 10 acres	\$150.00



Public Services

Engineering
212 Operations Center Drive
Wilmington, NC 28412
910 341-7807
910 341-5881 fax
wilmingtonnc.gov
Dial 711 TTY/Voice

December 11, 2017

Mr. Mark Batson
Tongue and Groove, LLC
6331 Oleander Drive
Wilmington, NC, 28403

**Subject: Stormwater Management Permit No. 2017050
Tongue and Groove
Drainage Plan**

Dear Mr. Batson:

The City of Wilmington Engineering Division has received a request for a revision to the Stormwater Management Permit for Tongue and Groove. Having reviewed the application and all supporting materials, the City of Wilmington has determined that the proposed revision meets the requirements of the City of Wilmington's Comprehensive Stormwater Ordinance.

The revisions include:

- Reconfiguration of proposed parking and building layout
- See approved plans dated: December 5, 2017

Please be aware all terms and conditions of the permit October 27, 2015 remain in full force and effect. Any additional changes to the approved plans must be approved by this office prior to construction. The issuance of the plan revision does not preclude the permittee from complying with all other applicable statutes, rules, regulations or ordinances which may have jurisdiction over the proposed activity, and obtaining a permit or approval prior to construction.

The revised stamped, approved stormwater management drawings will be released for construction by the Wilmington Planning Division under separate cover. Please replace any old plan sheets from the approved set with the new, revised sheet. An electronic copy of the approved drawing set, permit, application and supplementary documents will be maintained by the Wilmington Engineering Division. If you have any questions, or need additional information, please contact Richard Christensen at (910) 341-7813 or richard.christensen@wilmingtonnc.gov

Sincerely,

for Sterling Cheatham, City Manager
City of Wilmington

cc: Howard Resnik, PE, Coastal Site Design, PC
Brian Chambers, Wilmington Development Services/Planning



Public Services
 Engineering
 414 Chestnut St, Suite 200
 Wilmington, NC 28401
 910 341-7807
 910 341-5881 fax
 wilmingtonnc.gov
 Dial 711 TTY/Voice

STORMWATER MANAGEMENT PERMIT APPLICATION FORM
 (Form SWP 2.2)

I. GENERAL INFORMATION

1. Project Name (subdivision, facility, or establishment name - should be consistent with project name on plans, specifications, letters, operation and maintenance agreements, etc.):

Tongue and Groove

2. Location of Project (street address):

6331 Oleander Drive

City: Wilmington County: New Hanover Zip: 28401

3. Directions to project (from nearest major intersection):

Intersection US76 and NC132. Travel East on US 76 approx. 3.1 mile. Site is on the left.

II. PERMIT INFORMATION

1. Specify the type of project (check one): Low Density High Density
 Drains to an Offsite Stormwater System Drainage Plan Other
 If the project drains to an Offsite System, list the Stormwater Permit Number(s):

City of Wilmington: 2015022 State – NCDENR/DWQ: _____

2. Is the project currently covered (whole or in part) by an existing City or State (NCDENR/DWQ) Stormwater Permit? Yes No

If yes, list all applicable Stormwater Permit Numbers:

City of Wilmington: X State – NCDENR/DWQ: _____

3. Additional Project Permit Requirements (check all applicable):

CAMA Major Sedimentation/Erosion Control
 NPDES Industrial Stormwater 404/401 Permit: Proposed Impacts: _____

If any of these permits have already been acquired please provide the Project Name, Project/Permit Number, issue date and the type of each permit:

III. CONTACT INFORMATION

1. Print Applicant / Signing Official's name and title (specifically the developer, property owner, lessee, designated government official, individual, etc. who owns the project):

Applicant / Organization: Tongue and Groove LLC

Signing Official & Title: Mark Batson

- a. Contact information for Applicant / Signing Official:

Street Address: 6331 Oleander Drive

City: Wilmington State: NC Zip: 28403

Phone: 910-679-4610 Fax: _____ Email: mark@tongue-and-groove.com

Mailing Address (if different than physical address): _____

City: _____ State: _____ Zip: _____

- b. Please check the appropriate box. The applicant listed above is:

- The property owner (Skip to item 3)
 Lessee* (Attach a copy of the lease agreement and complete items 2 and 2a below)
 Purchaser* (Attach a copy of the pending sales agreement and complete items 2 and 2a below)
 Developer* (Complete items 2 and 2a below.)

2. Print Property Owner's name and title below, if you are the lessee, purchaser, or developer. (This is the person who owns the property that the project is on.)

Property Owner / Organization: _____

Signing Official & Title: _____

- a. Contact information for Property Owner:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Mailing Address (if different than physical address): _____

City: _____ State: _____ Zip: _____

3. (Optional) Print the name and title of another contact such as the project's construction supervisor or another person who can answer questions about the project:

Other Contact Person / Organization: _____

Signing Official & Title: _____

a. Contact information for person listed in item 3 above:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Mailing Address (if different than physical address): _____

City: _____ State: _____ Zip: _____

IV. PROJECT INFORMATION

1. In the space provided below, briefly summarize how the stormwater runoff will be treated.
runoff will be directed into catch basins located in the drive aisle which will convey the
water to an existing ditch line

2. Total Property Area: 14,136 square feet

3. Total Coastal Wetlands Area: 0 square feet

4. Total Surface Water Area: 0 square feet

5. Total Property Area (2) – Total Coastal Wetlands Area (3) – Total Surface Water Area (4) = Total Project Area: 14,136 square feet.

6. Existing Impervious Surface within Property Area: 2,712 square feet

7. Existing Impervious Surface to be Removed/Demolished: 1,692 square feet

8. Existing Impervious Surface to Remain: 1,020 square feet

9. Total Onsite (within property boundary) Newly Constructed Impervious Surface (*in square feet*):

Buildings/Lots	1,334
Impervious Pavement	2,779
Pervious Pavement (adj. total, with % credit applied)	
Impervious Sidewalks	
Pervious Sidewalks (adj. total, with % credit applied)	
Other (describe)	
Future Development	
Total Onsite Newly Constructed Impervious Surface	4,113

10. Total Onsite Impervious Surface
 (Existing Impervious Surface to remain + Onsite Newly Constructed Impervious Surface) = 5,133 square feet

11. Project percent of impervious area: (Total Onsite Impervious Surface / Total Project Area) x100 = 36 %

12. Total Offsite Newly Constructed Impervious Area (improvements made outside of property boundary, in square feet):

Impervious Pavement	964
Pervious Pavement (adj. total, with % credit applied)	
Impervious Sidewalks	
Pervious Sidewalks (adj. total, with % credit applied)	
Other (describe)	
Total Offsite Newly Constructed Impervious Surface	964

13. Total Newly Constructed Impervious Surface

(Total Onsite + Offsite Newly Constructed Impervious Surface) = 5077 square feet

14. Complete the following information for each Stormwater BMP drainage area. If there are more than three drainage areas in the project, attach an additional sheet with the information for each area provided in the same format as below. Low Density projects may omit this section and skip to Section V.

Basin Information	Cartridge BMP # 1	BMP #	(Type of BMP) BMP #
Receiving Stream Name	Bradley Creek		
Receiving Stream Index Number	18-87-24-4(1)		
Stream Classification	SC;HQW		
Total Drainage Area (sf)	14136	0	0
On-Site Drainage Area (sf)	14136		
Off-Site Drainage Area (sf)	0		
Total Impervious Area (sf)	5133	0	0
Buildings/Lots (sf)	2354		
Impervious Pavement (sf)	2779		
Pervious Pavement, % credit (sf)			
Impervious Sidewalks (sf)			
Pervious Sidewalks, % credit (sf)			
Other (sf)			
Future Development (sf)			
Existing Impervious to remain (sf)			
Offsite (sf)	0		
Percent Impervious Area (%)	36		

15. How was the off-site impervious area listed above determined? Provide documentation:

V. SUBMITTAL REQUIREMENTS

1. Supplemental and Operation & Maintenance Forms - One applicable City of Wilmington Stormwater BMP supplement form and checklist must be submitted for each BMP specified for this project. One applicable proposed operation and maintenance (O&M) form must be submitted for each type of stormwater BMP. Once approved, the operation and maintenance forms must be referenced on the final plat and recorded with the register of deeds office.
2. Deed Restrictions and Restrictive Covenants - For all subdivisions, outparcels, and future development, the appropriate property restrictions and protective covenants are required to be recorded prior to the sale of any lot. Due to variability in lot sizes or the proposed BUA allocations, a table listing each lot number, lot size, and the allowable built-upon area must be provided as an attachment to the completed and notarized deed restriction form. The appropriate deed restrictions and protective covenants forms can be downloaded at the link listed in section V (3). Download the latest versions for each submittal.

In instances where the applicant is different than the property owner, it is the responsibility of the property owner to sign the deed restrictions and protective covenants form while the applicant is responsible for ensuring that the deed restrictions are recorded.

By the notarized signature(s) below, the permit holder(s) certify that the recorded property restrictions and protective covenants for this project, if required, shall include all the items required in the permit and listed on the forms available on the website, that the covenants will be binding on all parties and persons claiming under them, that they will run with the land, that the required covenants cannot be changed or deleted without concurrence from the City of Wilmington, and that they will be recorded prior to the sale of any lot.

3. Only complete application packages will be accepted and reviewed by the City. A complete package includes all of the items listed on the City Engineering Plan Review Checklist, including the fee. Copies of the Engineering Plan Review Checklist, all Forms, Deed Restrictions as well as detailed instructions on how to complete this application form may be downloaded from:

<http://www.wilmingtonnc.gov/PublicServices/Engineering/PlanReview/StormwaterPermits.aspx>

The complete application package should be submitted to the following address:

City of Wilmington – Engineering
Plan Review Section
414 Chestnut Street, Suite 200
Wilmington, NC 28402

VI. CONSULTANT INFORMATION AND AUTHORIZATION

1. Applicant: Complete this section if you wish to designate authority to another individual and/or firm (such as a consulting engineer and /or firm) so that they may provide information on your behalf for this project (such as addressing requests for additional information).

Consulting Engineer: Howard Resnik, PE

Consulting Firm: CSD Engineering

a. Contact information for consultant listed above:

Mailing Address: PO BOX 4041

City: Wilmington State: NC Zip: 28406

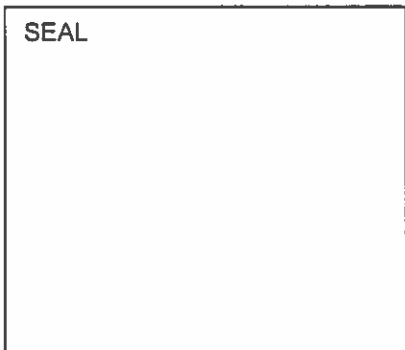
Phone: 910-791-4441 Fax: 910-791-1501 Email: howard@csd-engineering.com

VII. PROPERTY OWNER AUTHORIZATION (If Section III(2) has been filled out, complete this section)

I, *(print or type name of person listed in Contact Information, item 2)* _____, certify that I own the property identified in this permit application, and thus give permission to *(print or type name of person listed in Contact Information, item 1)* _____ with *(print or type name of organization listed in Contact Information, item 1)* _____ to develop the project as currently proposed. A copy of the lease agreement or pending property sales contract has been provided with the submittal, which indicates the party responsible for the operation and maintenance of the stormwater system.

As the legal property owner I acknowledge, understand, and agree by my signature below, that if my designated agent *(entity listed in Contact Information, item 1)* dissolves their company and/or cancels or defaults on their lease agreement, or pending sale, responsibility for compliance with the City of Wilmington Stormwater Permit reverts back to me, the property owner. As the property owner, it is my responsibility to notify the City of Wilmington immediately and submit a completed Name/Ownership Change Form within 30 days; otherwise I will be operating a stormwater treatment facility without a valid permit. I understand that the operation of a stormwater treatment facility without a valid permit is a violation of the City of Wilmington Municipal Code of Ordinances and may result in appropriate enforcement including the assessment of civil penalties.

Signature: _____ Date: _____



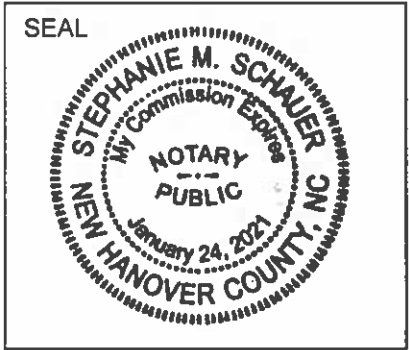
I, _____, a Notary Public for the State of _____, County of _____, do hereby certify that _____ personally appeared before me this day of _____, _____ and acknowledge the due execution of the application for a stormwater permit. Witness my hand and official seal,

My commission expires: _____

VIII. APPLICANT'S CERTIFICATION

I, (print or type name of person listed in Contact Information, item 1) Mark Batson certify that the information included on this permit application form is, to the best of my knowledge, correct and that the project will be constructed in conformance with the approved plans, that the required deed restrictions and protective covenants will be recorded, and that the proposed project complies with the requirements of the applicable stormwater rules under.

Signature:  Date: 10/27/17



I, Stephanie M. Schauer, a Notary Public for the State of North Carolina, County of New Hanover, do hereby certify that Mark Batson personally appeared before me this day of October 27th, 2017, and acknowledge the due execution of the application for a stormwater permit. Witness my hand and official seal,
Stephanie M. Schauer
My commission expires: 01/24/21

