



## **Town of Pittsboro, North Carolina**

### **Department of Engineering**

PO Box 759 – 635 East Street Pittsboro, NC 27312  
www.pittsboronc.gov

Main line (919) 542-4621  
Fax line (919) 542-2310

## **SITE DEVELOPMENT INSPECTION GUIDELINES**

Upon receiving approved Site plans from the Town of Pittsboro, the Developer/Contractor shall contact the Engineering Inspection Supervisor to schedule the Pre-Construction meeting (Forty-eight (48) hour advance notice. Developer/Contractor shall invite all required personnel. Mandatory invitees include at the site required Competent on-site Manger for Developer/General Contractor (this person shall be on site throughout the project at all times), Town Inspector, if applicable NCDOT inspector, All applicable sub-contractor (s). If any of these individuals are not able to attend, the Developer/General Contractor is responsible for informing them concerning the meeting discussion.

### **PRE-CONSTRUCTION CONFERENCE:**

- A copy of the approved site plans and permit shall be keep on site and posted at all times in a water proof box
- A copy of approved site (Erosion control, grading, utility, roadway, signage, etc.) plans and if applicable NCDOT Encroachment agreement must also be available on site during the pre-construction conference.
- Provide handouts including one (1) Pre-construction Handout, one (1) roadway construction sequence , Driveway/sidewalk (attached)

### **REVIEW INSPECTION PROCESS:**

- Grading (Density tests should be performed in all roadway fill areas per approved Standard Specifications
  - Drainage areas
  - Slopes no greater than 2:1 unless per approved plans
- Traffic control per MUTCD
- Storm Drainage (density test shall be performed on all trenches as directed by Town Inspector)
  - Pipe and catch basin installation
  - All cracked/damaged pipes are to be replaced not patched in any way
  - Catch basins have to be within 6” tolerance of alignment on brick face
  - Existing NCDOT ROW – All pre-cast basins and RCP pipe need NCDOT stamp. Rose brick is to be used for box construction.
  - Town – All pre-cast catch basins need certification from manufacturer. No knock boxes in ROW
- Curb and gutter
  - Catch basins have to be mudded in and set to grade except for 4”x4” opening prior to curb transition placement
  - Sub-grade to be proof rolled prior to placement
  - Meet minimum 0.05% slope

- NCDOT roads – expansion and controlled joints are to be sealed with approved joint sealer
- Roadway: Reference Town Policy for paving Town Streets
- Sidewalk and Accessible Ramps
  - Cross slope not to exceed 2% (¼” per foot). Profile not to exceed 5%
  - Driveway aprons to exceed 1 ¼”. Grass area as per Site Inspector
  - Ramps shall include the use of truncated domes
  - Ramps not to exceed 12:1 slope
- Culverts and Retaining Walls
  - If headwall/retaining walls are not pre-approved in sub-division plan or constructed per NCDOT standard, a stamped shop drawing is to be submitted for approval
  - Set an onsite meeting with Town Inspector and Chatham County Erosion Control Inspector prior to installation
  - All pre-cast headwalls required or culvert NCDOT stamp
- Signs
  - Signs shall be 7’ from finish grade to bottom of sign
  - Letters shall be 5” high with 9” blade, block numbers are also to be posted on sign
  - Private streets off Public street – attach yellow PVT sign
  - Signs are placed behind sidewalk within ROW, encased in concrete or new break-way post. Stop signs placed in ROW need to be placed on an NCDOT approved break-away post. (NCDOT detail 950.04)
- Roadway Widening/Turn lanes on State Roads
  - All inspections to be coordinated with NCDOT Inspector
- Bonds and Plates
  - Final Plats need to be approved prior to as-built submittal
  - For plat release needs to include posted *Surety Bond* or *Letter of Credit*. Bonds MUST be kept active

#### **TOWN ACCEPTANCE AT END OF ONE (1) YEAR**

- Within the Town Limits: 75% occupancy of homes or one (1) year from intermediate asphalt course placement is required
- To schedule a One (1) Year Final inspection/bond release contact Town of Pittsboro sixty (60) days prior to end of period
- Punch list items must be completed in forty-five (45) calendar days (Final inch of asphalt will be on punch list)
- Notify the Town Inspector when punch list items are complete and schedule re-inspection to ensure all items are completed and ready for inspection

#### **STATE STREET ACCEPTANCE**

- Streets need to meet two (2) homes per 1/10 mile density
- Once density requirement is met, complete *NCDOT form Roadway Petition for State Street Maintenance* and submit for review and acceptance
- The NCDOT and Town Inspector shall sign off on completion of all punch list items

\*\*All ETJ projects and State streets shall follow NCDOT current approved specifications