

# Informal Review Process Report

## for 2015

To the Environmental Review Commission  
Pursuant to S.L. 2014-120, Sec. 29 REFORM  
AGENCY REVIEW OF ENGINEERING WORK

January 15, 2016

Name of Local Government Unit:

City of Charlotte Engineering Department,  
Land Development Division

Approved/delegated program subject to reporting requirements:

☒ Sedimentation/erosion control

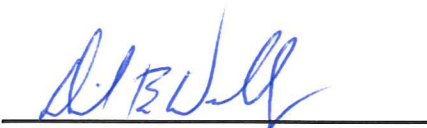
☒ Stormwater

☐ Water/sewer

☐ Cross-connection

☐ 401 certifications

☐ Other Type program name



David Weekly, PE

Land Development Division Manager

January 15, 2016

Signature Date

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**EXCERPT FROM S.L. 2014-120, Sec. 29 REFORM AGENCY REVIEW OF ENGINEERING WORK:**

SECTION 29.(j) Annual Report. – Beginning in 2016, each Regulatory Authority shall annually report to the Environmental Review Commission no later than January 15 on **the informal review process required by Section 29(c) of this act. The report shall include the number of times the informal review process was utilized and the outcome of the review.**

SECTION 29.(k) Annual Reporting Sunset. – Section 29(j) of this act expires on January 1, 2019.

SECTION 29.(c) Informal Review. – No later than December 1, 2014, each Regulatory Authority shall create a process for each regulatory program administered by the Regulatory Authority for an informal internal review at the request of the Submitting Party in each of the following circumstances:

- (1) The inclusion in a Regulatory Submittal of a design or practice sealed by a Professional Engineer but not included in the Regulatory Authority's existing guidance, manuals, or standard operating procedures. This review should first be conducted by the reviewing employee's supervisor or, in the case of a Regulatory Authority that is a unit of local government, either the reviewing employee's supervisor or the delegating or approving State agency. If this initial review was not conducted by a Professional Engineer, then the Submitting Party may request review by (i) a Professional Engineer on the staff of the Regulatory Authority or (ii) the delegating or approving State agency in the case of a Regulatory Authority that is a unit of local government. If the Regulatory Authority or delegating or approving State agency does not employ a Professional Engineer qualified and competent to perform the review, it may provide for review by a consulting Professional Engineer selected from a list developed and maintained by the Regulatory Authority. The Regulatory Authority may charge the Submitting Party for the costs of the review by the consulting Professional Engineer. Nothing in this subdivision is intended to limit the authority of the Regulatory Authority to make a final decision with regard to a Regulatory Submittal following the reviews described in this subdivision.
  - (2) A disagreement between the reviewer of the Regulatory Submittal and the Submitting Party regarding whether the statutory or regulatory authority identified by the Regulatory Authority for revisions or requests for additional information designated as "required" under the procedures set forth in Section 29(b) of this act justifies a required change.
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*Submit this report electronically to Mariah Matheson, Commission Assistant,  
Environmental Review Commission, at [Mariah.Matheson@ncleg.net](mailto:Mariah.Matheson@ncleg.net).*

**Name of local government unit: City of Charlotte Engineering Department/Land Development Division**

**On December 1, 2014, the City of Charlotte Engineering Department, Land Development Division established a process for informal internal review at the request of the Submitting Party, as required by S.L. 2014-120, SECTION 29.(c). A copy of the Informal Review Request Form is attached to this report and can be downloaded from the City of Charlotte Development Services website.**

**Number of times the informal review process was utilized in 2015 for the following circumstances:**

- A. The inclusion in a regulatory submittal of a design or practice sealed by a Professional Engineer but not included in the Regulatory Authority's existing guidance, manuals, or standard operating procedures: 0**
- B. A disagreement between the reviewer of the Regulatory Submittal and the Submitting Party regarding the statutory or regulatory authority identified by the Regulatory Authority for revisions or requests for additional information designated as "required" justifies a required change: 0**

**Outcome of each informal review: Not applicable**

**ATTACHMENT: REQUEST FOR INFORMAL REVIEW FORM:**

**REQUEST FOR INFORMAL REVIEW PER SESSION LAW 2014-120, SECTION 29.(c)**

**APPLICABILITY:**

The informal review process specified by Session Law 2014-120 is applicable to Regulatory Authorities operating a local government program (i) that grants permits, licenses, or approvals to the public and (ii) that is either approved by or delegated from the Department of Environment and Natural Resources or the Department of Health and Human Services.

Only regulatory review requirements issued under authority granted by the following City of Charlotte Ordinances are eligible for the Informal Review Process specified by Session Law 2014-120:

- Post-Construction Stormwater Ordinance (City Code Chapter 18, Article IV)
- Soil Erosion and Sedimentation Control Ordinance (City Code Chapter 17)
- Zoning Ordinance Watershed Overlay Districts for Mountain Island Lake & Catawba River/Lake Wylie (City Code Appendix-A, Chapter 10, Part-5 & Part-6)

**REQUIRED INFORMATION FROM THE “SUBMITTING PARTY”:**

**Date of Request:**

**Project Name:**

**Accela Record Number (if applicable):**

**Submitting Party Name:**

**Email address:**

**City Ordinance associated with Informal Review Request:**

- ☐ Post-Construction Stormwater Ordinance
- ☐ Soil Erosion and Sedimentation Control Ordinance
- ☐ Zoning Ordinance Watershed Overlay District (Mountain Island Lake or Catawba River/Lake Wylie)

**Circumstances associated with Informal Review Request:**

*Per Session Law 2014-120, Section 29.(c), the “Submitting Party” may request an informal review in each of the following circumstances:*

- ☐ The inclusion in a regulatory submittal of a design or practice sealed by a Professional Engineer but not included in the Regulatory Authority’s existing guidance, manuals, or standard operating procedures.
- ☐ A disagreement between the reviewer of the Regulatory Submittal and the Submitting Party regarding whether the statutory or regulatory authority identified by the Regulatory Authority for revisions or requests for additional information designated as “required” justifies a required change.

**Details of Request for Informal Review:**

*(Add pages and/or attachments as necessary to clearly describe request for informal review.)*

Please email completed Request Form to:  
David Weekly, PE (dweekly@charlottenc.gov)  
Land Development Division Manager  
City of Charlotte - Engineering & Property Management