

January 13, 2026

Robert Waring  
Technical Review  
Town of Shallotte  
106 Cheers Street  
Shallotte NC 28470



**Re: Comment Response Letter**  
**Project: Forest Ridge**  
**Review Number: PA-038189**  
**Review Letter Date: 12/18/2025**

This letter is in response to the initial comments and missing items your office provided for the above reference project.

Below you will find a detailed response to each comment with the comment recreated for your ease of review.

Comment Responses:

**Planning:**

1. What is the expected date of completion?  
**Response: Expected completion date of homes is estimated to be middle of 2027.**
2. What is the space/lot south of Lot # 34?  
**Response: That is common open space, open spaces have been labeled more clearly.**
3. Please add max building height to zoning data.  
**Response: Max building height has been added to zoning data, see sheet C-001.**
4. Need to include a heritage tree survey and preservation/replacement details Sec. 17-5.
  - a. Please note if property has been cleared and kept clear prior to 7, 2024  
**Response: The property was cleared prior to 7, 2024. There are some trees along the perimeter of the site, a tree survey is being completed.**
5. Plans will need to be updated with open space details per Article 29, a data table should be added with some of these details.
  - a. Dimensional requirements, 2,178 ft<sup>2</sup>/lot (Sec. 29-3)
  - b. Type open space provided Sec. 29-4
  - c. Note, staff favors walking trails with preservation/replacement of native tree canopy
  - d. SW ponds are not acceptable forms of rec area and should not be counted towards requirements
  - e. These details need to be updated in several notes throughout plan set

**Response: Plans have been updated with open space requirements per Section 29-3. See sheet C-300 for open space details. Due to site constraints the provided open space is 2.5 acres, the remaining 1.75 acres of required open space will be covered with a payment in lieu of dedication per Sec 29-6.**

6. Provide TIA details prior to Planning Board review & action.

**Response: TIA is being finalized with NCDOT and will be provided once complete.**

7. Driveway onto Forest St Ext. needs to align with that of the adjacent property (across Forest St).

**Response: From follow up conversations, it is understood that the driveway across Forest St will be very low traffic, our driveway alignment is located to match the existing site driveway to keep the existing hydrant and power pole.**

8. Street detail needs to include reference NCDOT design source.

**Response: The recommended pavement section from the site specific geotechnical report has been added to the street section detail.**

9. Sidewalks 5ft wide required for both sides of all streets or 8 ft wide on one (Sec. 30-20).

**Response: A 5' sidewalk on both sides of the streets has been added to the plans.**

10. Will there be space provided to pull out of traffic for mail kiosk?

**Response: Yes, 3 parallel parking spaces will be provided for the mail kiosk. See sheet C-300.**

11. Please provide details regarding street connectivity ratio requirements (1.40) per Sec. 30-2.

**Response: The proposed connectivity ratio for the site is 1.5 (6 links and 4 nodes). This has been added to the development summary table on C-300.**

12. We will need to ensure that emergency vehicles can safely and quickly pass through the street network; please ensure that either on-street parking is prohibited via restrictive covenant, or streets are wide enough to accommodate informal on-street parking on either side and the passage of a 20ft. wide fire truck.

**Response: On-street parking will be prohibited.**

13. Please note that the Town will require dedication of all public infrastructure to include streets, water and sewer utility lines and stations

- a. Please provide draft dedication for attorney's review ASAP

**Response: Noted, draft dedication documents will be provided once available.**

14. A Town of Shallotte SW application will need to be reviewed and approved by the Town's engineer.

***Response: Noted, the NCDEQ stormwater permit is in progress and will be submitted to the town with the Shallotte SW application.***

15. Please provide HOA documents as described in Sec. 16-11, to include:
- Stormwater facility maintenance
  - Common area maintenance
  - Open space deed restriction per Sec 16-4
  - On-street parking restrictions

***Response: HOA documents have not been prepared yet but will be provided once available.***

16. Please include street light details (Section 19, Part II) for Planning Board review, to include
- Light pole location
  - Lighting fixture & angle
  - Please note that the Town will not accept dedication of streetlights which exceed a \$22/fixture monthly cost

***Response: Street light pole locations have been provided, see sheet C-300 for locations. Coordination with BEMC is underway to select a final fixture and confirm the monthly costs.***

17. The Town will not accept performance guarantees for anything except sidewalk construction.
- PG agreements must be approved by the Board of Aldermen prior to final plat approval.

***Response: Noted, any performance guarantees will be submitted prior to final plat.***

18. Please note that Debra White, Town Zoning Admin, will assign all addresses for the project once the county assigns the street number ranges.
- Street names need to be approved by County GIS & added to plan set

***Response: Noted, street names have been sent to County GIS and will be added once approved by the County.***

19. Zoning permit application and all sewer fees can be applied for and paid at time of home construction.

***Response: Noted***

20. Please provide copy of NCDENR issued SW & SEC permits

***Response: Noted, the Erosion and Sediment Control approval letter is included with this submittal, the SW permit is still in review.***

21. Please provide copies of any permits and delineations from USACE.

***Response: Included with this submittal is delineation letter for the subject property.***

22. To avoid confusion, development signs should be considered during planning.  
**Response: Development sign location shown on plans, will to be permitted separately.**
23. Sign permits will be reviewed and issued separately.  
**Response: Noted.**

### **Town of Shallotte Engineer:**

1. Please provide wetland delineation or letter that none existing within project boundary with permit drawings / construction drawings.  
**Response: Included with this submittal is delineation letter for the subject property.**
2. Please provide boundary survey sealed by Professional Land Surveyor for permit drawings / construction drawings.  
**Response: Boundary survey added to plans, please see sheet C-100.**
3. Note: the Boundary meets and bounds and distances on the preliminary "Boundary Survey for Workman Properties Inc." completed by PLS ESP Associates, Inc do not match on the Boundary meets and bounds and distances shown on V-100 "Forest Ridge Subdivision Preliminary Plat", and neither match existing boundary survey recorded in Brunswick County ROD BK26 PG97.  
**Response: Survey shown in the plans has been updated to a survey completed by Norris & Ward Land Surveyors. This matches the boundary used in the Preliminary Plat. The survey completed was what the site was designed off of.**
4. C-001;  
 a. please label all adjacent roadways on map.  
 b. please provide Company name, Contact name, Mailing address, Phone number and Email for Owner, Engineer and Surveyor  
**Response: All adjacent roadways on map have been labeled and information for Owner, Engineer and Surveyor have been provided, please see sheet C-001**
5. Is there an existing conditions survey with topography and heritage trees completed by a PLS? What is the source of the existing topography shown on the grading plan and utility plans?  
**Response: Existing topo and survey is from a survey provided by Norris & Ward Land Surveyors.**
6. C-100; Existing PP to be relocated - to where? Is Antenna gone?  
**Response: Driveway has been shifted so that PP no longer needs to be relocated.**

7. C-500; Final plans will require sizes of existing utilities and connections called out.  
***Response: Sizes of existing utilities have been added to the plans. See sheet C-500.***
8. No land disturbance should be planned prior to a preconstruction meeting with Town of Shallotte. A preconstruction meeting cannot be scheduled until all development permits are obtained and the Engineer has issued the plans "Issued for Construction".  
***Response: Noted.***
9. Please include approved NCDEQ Stormwater, Erosion Control, and any other applicable Environmental permits along with the Town of Shallotte Stormwater application.  
***Response: Noted, the Erosion and Sediment Control approval letter is included with this submittal, the SW permit is still in review. There are no additional environmental permits required.***

### **Shallotte Public Utilities:**

1. Page C-531- pump station details need to show Town of Shallotte and not Brunswick County.  
***Response: Pump station details have been requested and will be updated to Town of Shallotte details.***
2. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc.  
***Response: Noted.***
3. All sewer permits are to be completed by project engineers, emailed to town's engineer – David at dbowmen@atmc.net for his approval. It is the responsibility of the project engineer to email the sewer application to the town's engineer. He will send the application to be signed by the Town Administrator and to the county. Once all sewer forms have been signed, the town's engineer will send all sewer forms/applications back to the project engineer for them to submit to the state. The town is contracted with the county for wastewater treatment and ONLY the town is to submit any sewer forms to the county.  
***Response: Noted, the application has been sent to the town's engineer for review and signature by the town.***
4. The town must have an sewer "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, pumps, lift-stations, etc.  
***Response: Noted***
5. A final for the state sewer permits will be required prior to Final Plat or any sewer connections.  
***Response: Noted***

6. Lift station is to be located on a separate parcel and deeded to the town upon dedication of the utility to the Town. This parcel needs to be shown on plans.  
**Response: A parcel has been added to the plans for the pump station.**
7. Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.  
**Response: Noted, as-builts will be provided once construction is complete.**
8. Landscape cannot block access sewer meter and lines or lift station(s).  
**Response: Noted**
9. We already have a Forest Run, is it possible to consider a different name?  
**Response: Developer would prefer to keep the name as Forest Ridge Subdivision.**
10. Ownership information for lots to the East is outdated and incorrect.  
**Response: Ownership information has been updated per Brunswick County GIS.**
11. Would like to see notation on plan set that calls out ownership of storm drainage outside of right of way as belonging to the HOA.  
**Response: Notation calling out ownership of storm drainage outside of right of way belonging to HOA has been added. See sheet C-300 & V-100**
12. Need names for streets.  
**Response: Street names have been submitted to the county for approval and will be added to the plans once approved.**
13. Storm Drainage – Show elevations and culvert diameters downstream of SMP on Oakwest, Pine Crest, and Cedar Ridge and verify suitable downstream drainage.  
**Response: Per our stormwater calculation report, we are reducing the runoff to all existing discharge points from existing flows. The reduction on flow offsite will ensure the existing downstream culverts are not adversely affected. A copy of the stormwater report that is being reviewed by NCDEQ is included with this submittal.**
14. Geometry of lift station driveway must accommodate trucks up to 35 feet in length.  
**Response: Geometry of lift station driveway is capable of accommodating trucks up to 35 feet in length. A truck turning example is provided on C-320.**
15. Sections of the gravity sewer exceed ten feet in depth, can these be shallowed up?  
**Response: Gravity sewer has been revised to shallow up the depth as much as possible. All MHs are less than 11' deep.**
16. The Town is actively exploring types of odor control devices for sewer lift stations and is open to suggestions for implementation. Odor control will be a requirement.  
**Response: Notes, odor control will be provided with the pump station.**

17. Sheet C-002 - Grading and Drainage, Note # 1, and Utilities, Note # -Please reflect the contact to utility providers to include the placement of an NC811 ticket.

***Response: Note has been added.***

18. Sheet C-002 – Utilities, Note # 13 replace the word “water” with “sewer”. Water utility is owned and operated by Brunswick County Public Utilities.

***Response: Note has been fixed to call out “sewer” rather than “water”.***

19. Sheet C-002 – Table for sewer materials does not reflect 3” diameter sewer pipe.

***Response: An additional spec for force main has been added to the table.***

20. Sheet C-310 – All signage typicals need to reflect NCDOT standards for street signage materials and construction.

***Response: Note added to typicals that all street signage materials and construction is to meet NCDOT standards***

21. Sheet C-500 – Sewer clean out labels reference a (3/4” C/O), clean outs need to be no smaller than 4”.

***Response: Sewer clean out labels have been fixed to call out 4” clean outs.***

22. Sheet C-501 – I noticed that some runs of gravity sewer are almost 12 feet in depth, for example

between MH3 (2+3.60) and Mh4 (5+55.21). Is it possible to shallow that up a bit?

***Response: Gravity sewer has been revised and shallowed up as much as feasible with the crossings and utility design.***

23. Sheet C-511 – There appears to be almost 200 feet of force main that is ductile. Is it possible to utilize a high SDR polymer material or C900 to achieve the same goal?

***Response: The PVC specified for the force main has been updated to schedule 80 so the DIP is not required.***

24. Sheet C-531, C-532 – Remove all Brunswick County typicals and specs as it relates to sewer.

***Response: All Brunswick County typicals related to sewer removed.***

25. Sheet C-540, C-541 – Remove Town of Shallotte water typicals.

***Response: All Town of Shallotte typicals related to water removed.***

26. See general/blanket notes attached.

***Response: Notes have been added to the general notes sheet***

**Shallotte FD:**

1. See separate notes & comments

***Response: Noted. Revisions have been made to address the fire comments.***

**Brunswick County Plan Review (Fire Inspection):**

1. Fire hydrants near lots 33 and 75 be moved closer to the intersections

***Response: Fire Hydrants have been shifted as requested.***

2. A Fire Application for the subdivision will be required before any building or combustibles are on site. This will consist of onsite inspections of the roads, street signs, hydrants, and hydrant flows.

***Response: Noted.***

3. Hydrant flows to be minimum 1,000 GPM but reference the Brunswick County Fire Prevention Ordinance for specifics.

***Response: Noted, additional fire flows are being requested to confirm the flow and if a booster pump will be required to meet the minimum pressures.***

4. Fire apparatus weight of 86,000 lbs. for all weather surface.

***Response: Noted, sheet C-320 has been added to the plans showing the vehicle turning for the fire truck and that it will fit on the proposed roads.***

**NCDOT:**

1. Forest St Extended NW is not a state maintained roadway.

***Response: Noted.***

2. A driveway permit for this preliminary proposed SD would not be required.

***Response: Noted.***

3. If this is associated with any of the adjacent master development plans, a driveway permit may be required.

***Response: This is a separate development and a driveway permit should not be required.***

4. Recommendations:

- a. Follow federal MUTCD traffic control safety standards.
- b. Do not track sediment or rocks onto NCDOT roadways.

***Response: Noted.***

Thank you for your timely review of our project and please notify us if any additional information is required to complete the review.

Included with this response letter are the following items:

- Updated Construction Documents
- Wetland Delineation Letter
- Stormwater Report
- NCDEQ Erosion control approval letter

Sincerely,

**Stillwater Engineers**

Peter Day, PE