Instructions for Submitting an Erosion & Sediment Control Plan

1. **Contact Johnston County Public Utilities to schedule a pre-design conference.**

2. A completed, notarized and signed Express Financial Responsibility/Ownership Form (FRO) - include any pertinent deed and easement information as well as latitude and longitude of the project.

3. Application Fee - The application fee of $300.00 per acre (rounded up to the next acre) is assessed for the first 10 acres and an additional $100 per acre for each additional acre (rounded up to the next acre).

4. A completed application checklist.


6. A narrative and all pertinent design calculations, construction details, and a detailed construction schedule.

7. Direct all inquiries and submittals to:

   **Jessica Batten**  
   **Stormwater Manager**  
   **Johnston County Public Utilities**  
   **309 E. Market Street**  
   **P.O. Box 2263**  
   **Smithfield, NC 27577**  
   **Office: 919-209-8333**  
   **Fax: 919-934-7174**  
   **jessica.batten@johnstonnc.com**