



**BUNCOMBE COUNTY**  
 NORTH CAROLINA  
**PLANNING & DEVELOPMENT**  
 (828) 250-4830 - PlanningInfo@BuncombeCounty.org  
 www.buncombecounty.org/planning

# RETAINING WALL ZONING PERMIT

Walls ten (10) feet or more in cumulative height only.

Certificate of Compliance for a wall/wall system to be located at the following tax parcel identification number:

(PIN) \_\_\_\_\_ **and address:** \_\_\_\_\_

Cumulative vertical relief is the total height of the wall system from the lowest point of the wall system to the highest point of the wall system.

**Cumulative Vertical Relief of Wall/Wall System:** \_\_\_\_\_ feet

*If the cumulative vertical relief of the wall is greater than 10 feet, a site plan must be submitted and approved prior to the issuance of a certificate of compliance. The site plan must indicate the actual dimensions of the lot to be built upon, the location of the retaining wall(s), the location of public or private streets, and any planting or safety barriers required.*

**Distance from the wall/wall System to the edge of the road surface of the closest public or private street, as measured at the closest point:** \_\_\_\_\_ feet      **Gated/Restricted Access?**  No    Yes, **Gate Entry Code:** \_\_\_\_\_

**Proximity of the edge of the top level of the wall/wall System to vehicular traffic areas:** \_\_\_\_\_ feet

*The installation of fencing is required at the top level of a retaining wall or wall system, and shall at a minimum be four (4) feet tall, and shall consist of a solid visual or chain link fence. Guardrail installation is required where vehicular traffic will be within 10 feet of the edge of the top level of the retaining wall or wall system.*

OFFICE USE ONLY:

**Special Conditions and Notes:**

Name of Owner: \_\_\_\_\_

Name of Design Engineer and Company: \_\_\_\_\_

Name of applicant (person signing form): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The undersigned hereby certifies that he/she is the owner, contractor, or authorized agent of the owner, and the above information is correct to the best of his/her knowledge and hereby makes application for a certificate of compliance. Any information given herein that is incorrect will cause this certificate to become null and void. Any changes made to the initially reviewed application or plans, inclusive of structural design, placement of the structure, or contact information must be provided by the applicant to the Planning Department immediately and may require additional approval.

Signature of **applicant:** \_\_\_\_\_ Date: \_\_\_\_\_

### INSPECTION REQUIRED

**Please call (828) 250-4858 two (2) business days in advance to schedule an inspection prior to obtaining a final building inspection.** Prior to inspection, all required plantings and safety barriers must be installed; the engineer certification as required by §26-540(d) has been provided; and if the cumulative vertical height of the wall system is greater than 40 feet, the survey for long term monitoring purposes required by §26-540(e) has been completed and recorded at the Register of Deeds.

OFFICE USE ONLY:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

RWS \_\_\_\_\_ - \_\_\_\_\_

ZON \_\_\_\_\_ - \_\_\_\_\_

BLD \_\_\_\_\_ - \_\_\_\_\_

## **RETAINING WALL PLAN SUBMISSION**

*Please include the following in your submission:*

- Completed Application for Certificate of Compliance
- Completed Checklist
- Plans drawn to a known scale, showing:
  - The actual dimensions of the lot to be built upon
  - The location on the lot of the retaining wall(s) proposed
  - The location of public or private streets (showing edge of pavement)
  - The location and type of any planting required
  - The location and type of any safety barriers required
  - The height of the wall(s) proposed
- Application Fee:
  - Single Family Residential Wall, \$50.00
  - Multi Family, Commercial, Office, or Industrial Wall, \$125.00

## **RETAINING WALL ORDINANCE REQUIREMENTS**

*Ordinance requirements vary based upon the cumulative vertical height of the proposed wall/wall system and the proximity of that wall/system to roadways and other vehicular traffic areas.*

- Terracing of retaining walls is required when the cumulative vertical height of the wall system exceeds twenty (20) feet.** (Sec. 26-540(a))
  - The lowest level of a terraced wall system may be no more than twenty (20) feet tall at its highest point, and each successive level of terracing may not exceed fifteen (15) feet in height.
  - The required terrace depth shall account for the type and size equipment needed for proper maintenance of the wall but in no case shall be less than ten (10) feet.
- Landscaping is required and must meet the standards set forth in Sec. 26-540(b) regarding approved species, location, and type.**
  - Bushes must be planted on terraces regardless of cumulative vertical height or proximity to streets
  - Foreground landscaping and attached vegetative screening is required if:
    - The wall or wall system exceeds (20) twenty feet in height and the base of the wall system is closer than 100 feet to the edge of the road surface of a public or private street; or
    - The cumulative vertical height of the wall or wall system exceeds thirty (30) feet, regardless of proximity to a street

*Please note: tree planting requirements apply only to the ground level at the base of the retaining wall system, and trees shall not be planted in terraces. The planting of bushes and vegetative screening is required at each base level of any terraced system.*

- Safety Barriers are required.** (Sec. 26-540(c))
  - Fencing is required at the top level of the retaining wall/wall system and shall be a minimum of four (4) feet tall, and consist of a chainlink or solid visual barrier fence.
  - Guardrail installation is required where vehicular traffic will be within ten (10) feet of the edge of the top level of the retaining wall.

## **ITEMS REQUIRED PRIOR TO OBTAINING A CERTIFICATE OF COMPLIANCE**

*Please note that certain items cannot occur or be submitted at the time of application, but will be required prior to the issuance of a Retaining Wall Ordinance Certificate of Compliance and the issuance of a Certificate of Occupancy by Building Permits and Inspections.*

- The Ordinance Administrator must conduct an inspection of the completed wall/wall system. Please contact the Buncombe County Planning Inspections Line at 828-250-4858 to schedule an inspection once all required items have been installed.
- Provide a signed and sealed certification by the Design Engineer that the constructed wall has been built to design specifications as approved by the Buncombe County Permits and Inspections Department, which shall also indicate:
  - The foundation support system is adequate for the intended site conditions
  - Measurement of the quality of construction materials for conformance with building code specifications
  - Determination of the similarity of actual soil conditions to those anticipated in design; and
  - Examination of backfill materials and any drainage systems for compliance with plans and specifications.
- Wall systems greater than forty (40) feet in cumulative height require a survey to be performed within thirty (30) days of the completion of any section of the wall to be recorded at the Buncombe County Register of Deeds (*please provide the Planning Department with a to-scale copy of the registered plat*) and to include:
  - Both vertical and horizontal data sufficient to establish a baseline datum for future inspections
  - Wall slope and any existing cracks, undulations or anomalies
  - The location of permanent control markers (containing coordinates and elevations tied to the NC grid system and NAVD 88) on site as required by Sec. 26-540(e)(iii), inclusive of an easement to protect these markers

The location of permanent reference marks on each retaining wall terrace required by Sec. 26-540(e)(iv); these shall be surveyed with a positional accuracy (error probability of 95%) of 0.007 m horizontally and 0.010 m vertically relative to the permanent control markers established on site separate from the wall system