



Electronic Stormwater and Erosion Control Submittal Instructions

Rev. 6/16/2021

Buncombe County no longer requires paper submittals for erosion control and stormwater permits; however, paper submittals are still accepted. Stormwater and erosion control permits are not yet set up in the Accela Citizen Access (ACA) permits portal for receiving documents, although that is currently in the internal project queue.

Currently, the steps to submit electronically for erosion control and stormwater are outlined below:

1. Send an email with your project name or FRO to Jason Guess, Erosion Control Officer Jason.Guess@buncombecounty.org and Victoria Hoyland, PE, Stormwater Engineer Victoria.Hoyland@buncombecounty.org requesting a SharePoint folder and indicate whether you are paying the permit review fees by check or online.
2. Victoria or Jason will send you a folder link to upload your documents.
3. Once you have completed your upload, send an email to Victoria and Jason notifying them that the upload is complete.
4. Victoria and Jason will initiate the intake process, and if you are paying online, an online fee payment email will be sent to the design professional and the financially responsible party. Fee payment is required for a submittal to be deemed complete.
5. You will receive either a Letter of Receipt (indicating the project has been officially received and placed in the review queue) or an Incomplete Submittal email (outlining what is missing from the submittal to be deemed complete) within a few days of submittal. Submittals are not secured a place in the review queue until they are deemed complete submittals.
6. If additional documents are uploaded to the SharePoint folder in response to incomplete submittal emails, you must send an email to the staff member assigned to your case (who sent the incomplete submittal email). Staff are not automatically notified when documents are uploaded.

Currently all submittal documents can be received and reviewed electronically, and no paper submittals are necessary. The exception is Stormwater Operations and





Buncombe County Planning and Development

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Planning Director

Maintenance Agreements. Once reviewed and approved digitally, an executed original hard copy must be provided for Stormwater Administrator signature.