



**JACKSON COUNTY PERMITTING & CODE ENFORCEMENT**  
**Land Disturbance: One-Half (1/2) or more Acres/Stormwater Installation**  
**Financial Responsibility/Ownership Form**

Sylva Office: 538 Scotts Creek Road, Suite 205, Phone: 828-586-7560 / Fax: 828-586-7563  
 Cashiers Office: 357 Frank Allen Road, Phone: 828-745-6850 / Fax: 828-745-6867

No person may initiate a land-disturbing activity and/or stormwater installation on more than one-half acre as covered by the Act before this form and an acceptable erosion and sedimentation control/stormwater plan have been completed and approved by the Jackson County Office of Permitting & Code Enforcement. If work is started without an approved permit your permit fee will be doubled.

- Please type or print, and if any question is not applicable or the e-mail and/or fax information unavailable, place N/A in the blank.
- Submit three (3) copies of the plan, a narrative, and the appropriate fee; please contact our office for an accurate fee calculation before submitting paperwork. For fee calculation call 828-745-6850 or e-mail [tiffanyqualls@jacksonnc.org](mailto:tiffanyqualls@jacksonnc.org) or [jamiebaumgarner@jacksonnc.org](mailto:jamiebaumgarner@jacksonnc.org).
- A surety bond is required for any disturbance of five (5) acres or more

**Part A**

1. Project Name: \_\_\_\_\_ PIN \_\_\_\_\_
2. Location of land-disturbing activity/stormwater installation: (City or Township) \_\_\_\_\_  
 Highway/Street \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_
3. This project will require the review of the following:  Erosion Control  Stormwater  
 Is this project within a regulated district?  No  Yes – District: \_\_\_\_\_
4. Approximate date work will begin onsite: \_\_\_\_\_
5. Purpose of development (residential, commercial, industrial, etc.) \_\_\_\_\_
6. Total acreage disturbed or uncovered (including off-site borrow and waste areas) \_\_\_\_\_
7. Amount of fee \$ \_\_\_\_\_ FOR OFFICE USE: Received? (initial/date) \_\_\_\_\_
8. Has an erosion & sedimentation control/stormwater plan been filed?  No  Yes  Enclosed
9. Person to contact should issues arise during land-disturbing activity/stormwater installation:  
 Name \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_
10. Landowners(s) of Record (Use blank page to list additional owners) Deed Bk/Pg \_\_\_\_\_ (Provide a copy)  
 Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Current Mailing Address \_\_\_\_\_

**Part B**

**Company(ies) or firm(s) who are financially responsible for the land-disturbing activity** (Provide a comprehensive list of all responsible parties on an attached sheet.) If the company or firm is a sole proprietorship, the name of the owner or manager may be listed as the financially responsible party.

_____	_____
Name	E-mail Address
_____	_____
Mailing Address	Street Address
_____	_____
City State Zip Code	City State Zip Code
_____	_____
Phone	Fax Number

1. (a) If the Financially Responsible Party is not a resident of North Carolina, please give name and street address of a North Carolina Agent.

_____ Name	_____ E-mail Address
_____ Mailing Address	_____ Street Address
_____ City                      State                      Zip Code	_____ City                      State                      Zip Code
_____ Phone	_____ Fax Number

- (b) If the Financial Responsible Party is a Partnership or other person engaging in business under an assumed name, **attach a copy of the Certificate of Assumed Name**. If the Financial Responsible Party is a Corporation, give name and street address of the Registered Agent.

_____ Name of Registered Agent	_____ E-mail Address
_____ Mailing Address	_____ Street Address
_____ City                      State                      Zip Code	_____ City                      State                      Zip Code
_____ Phone	_____ Fax Number

The above information is true and correct to the best of my knowledge and belief and was provided by me under oath. **(This form must be signed by Financially Responsible Person if an individual or his attorney-in-fact, or if not an individual, by an officer, director, partner, or registered agent with authority to execute instruments for the Financially Responsible Person).** I agree to provide corrected information should there be any changes in the information provided herein.

_____ Type or Print Name	_____ Title or Authority
_____ Signature	_____ Date

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I, \_\_\_\_\_, a Notary Public of the County of \_\_\_\_\_,  
State of North Carolina, hereby certify that \_\_\_\_\_ appeared personally  
before me this day and being duly sworn acknowledged that the above form was executed by Him/Her.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

*Seal*

\_\_\_\_\_  
Notary  
My Commission Expires \_\_\_\_\_



**JACKSON COUNTY PERMITTING & CODE ENFORCEMENT**

**Request for Surety Bond to Disturb Land**

***\*Only Required for Five or More Acres of Land Disturbance\****

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Per the requirements of the Jackson County Unified Development Ordinance (Section 5.3.11), Jackson County hereby asks for the issuance if a surety bond to be held by the County for the following project:

Project Name: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Land Owner(s) of Record: \_\_\_\_\_

Financially Responsible Person: \_\_\_\_\_

Project or Site Location: \_\_\_\_\_

**The reason for this bond request is as follows:** As per Section 5.3.11 (3) of the ordinance, “Forfeited surety shall be used to establish erosion control structures or ground cover in accordance with an approved sediment control plan.”

**Conditions of default for the right of redemption:** As per Section 5.3.11 (1) of the ordinance, “Land-disturbing activities not in compliance with this ordinance or an approved sediment control plan for 90 working days after notice of violation is received through registered mail or certified mail or other means detailing specific items of violation, shall be subject to forfeiture of all applicable surety.”

**Please be advised that, as per the ordinance, “Such surety shall be valid until the land-disturbing activity is completed in accordance with the approved sediment control plan and released by the Administrator...”** As a matter of standard operating procedure in Jackson County’s Erosion Control Program, it has been determined by the Commissioners that the land-disturbing permit for any site required to have a surety bond will only be in effect for the same amount of time that the bond is in force. If the bond lapses before the County closes out the site, the land-disturbing permit will be revoked immediately.

If the bond applicant (which will likely be the person financially responsible for the project or the land owner of record) allows the bond to prematurely expire (before the permitted area is closed out by the County), applicable violations on the area being disturbed will be cited and a new application for a permit to disturb land will be called for by the County. Please be advised this means civil penalties may be assessed, and all application fees will again have to be paid at current applicable rates.

**An application to disturb \_\_\_\_\_ acres of land in Jackson County has been submitted by \_\_\_\_\_. At the rate of \$ \_\_\_\_\_ per acre disturbed, the total surety bond amount requested will now be stated as \$ \_\_\_\_\_. The original bond will be held by “Jackson County”, and should be sent to the above stated address.**

**By: \_\_\_\_\_ for Jackson County on \_\_\_\_\_**