



DEPARTMENT OF WATERSHED MANAGEMENT SITE DEVELOPMENT PLAN REVIEW

SUBMITTAL REQUIREMENTS

COMMERCIAL, MULTI-FAMILY AND SUBDIVISION CONSTRUCTION

I. General

- **1. Complete plans-** All plans submitted for permit review must be complete and provide all applicable items listed in this checklist as well as necessary supporting documents including a Hydrology Report.
- **2. Sealed plans- ALL** plans must be signed and sealed by a Georgia registered engineer, land surveyor, architect, landscape architect, or other qualified professional as appropriate. Plans with disturbed area greater than 1.0 acre must be signed and sealed by a Georgia registered engineer and must include the certification of the GSWCC Level II Design Professional (name, number and expiration date of certificate), who prepared the erosion, sedimentation & pollution control (ES&PC) plan.
- **3. Survey-** All plans must include a boundary and topological survey drawing showing existing conditions signed, sealed and dated by a Georgia registered land surveyor.
- **4. Demolition plans-** All plans for redevelopment must include a demolition plan, clearly indicating all existing structures and site features to be demolished and those structures and site features that will remain.

II. Grading Plan

- **1. General requirements-** Provide grading plan showing existing and proposed ground contours and elevations for cut and fill operations, and all pertinent information related to grading and infrastructure. Label:
 - a) **ALL** structures as existing or proposed.
 - b) Locations and top elevations of sanitary and storm sewers and structures.
 - c) Top, bottom of footing, and ground elevations for retaining walls.
 - d) Finished floor elevations for existing and proposed building structures.
 - e) Driveways, sidewalks and other paved areas.
 - f) Locations, dimensions and details of proposed storm water management facilities.
- **2. Retaining walls-** Proposed retaining walls greater than three (3) feet in height must have fully detailed design drawings; for lower retaining walls a typical detail may be used.
- **3. Dirt Statement-** Identify the gross quantities for each of cut, fill, demolition debris, and haul volumes in cubic yards.
- **4. Haul route-** A Haul Route Permit is required when more than 500 cubic yards of hauled volume to or from the site. Plans must include a statement indicating whether or not a haul route permit is required.
- **5. Graded slopes-** Every grading plan must include the following statement: "No graded slope shall exceed 2h: 1v".

- **6. Construction over sewers-** Construction of buildings or structures over existing and proposed sewers is prohibited. Proposed structures must be located completely outside all easement limits. For existing sewers deeper than 10 feet, the proposed construction plans must demonstrate that a minimum 1:1 slope is maintained from the bottom of the proposed structure's footing to the bottom outside edge of existing sewer.
- **7. FEMA flood hazard areas-** Provide the applicable FEMA FIRM map number and date noting that the site is or is not within a FEMA flood hazard area.
 - a) Filling within the 100-year flood hazard limit is not permitted.
 - b) Demonstrate that proposed construction is 2-feet higher than the nearest 100-year flood elevation and 15-feet from the nearest 100-year flood hazard contour.
- **8. Other flood hazard areas-** For properties with creeks or streams that are not identified within the FEMA flood maps, a flood study signed and sealed by a Georgia registered professional engineer is required that identifies the 100-year high water elevation(s) and contour location. Show on plans.

III. Sanitary Sewer Construction (Incorporate into Grading Plan)

- **1. General requirements-** Show location, size, slope and direction of flow for existing and proposed sanitary sewers, including easements.
 - a) The minimum easement required for proposed sanitary sewers is 20 feet; deeper lines may require wider easements.
 - b) All sanitary sewers, manholes and structures must conform to COA Standard Details, and such details must be shown on plans.
 - c) Utilize a numbering/lettering system to identify structures on the plan and profiles drawings.
- **2. Sewer profiles-** Provide profile drawings for sanitary sewers 8-inches diameter and larger. Profile drawings shall include:
 - a) Top elevations for all manholes and invert elevation of sewers at manholes
 - b) Slopes for all sewers.
 - c) Location of underground utilities or other features that may affect construction or maintenance.
 - d) Manhole inverts shall be designed to provide fall across the manhole.
- **3. Minimum cover-** The minimum cover requirements for sanitary sewers are 3-feet of cover in non-vehicular traffic areas and 6-feet of cover in vehicular traffic areas.
- **4. Manholes-** Manholes are required on all sanitary sewers 8-inch diameter and larger at the end of each sewer; at change in grade, pipe size and alignment; and at intersecting sewers.
 - a) Inside drop manholes are permitted for drops up to maximum 2-feet. Outside drop manholes are required for drops greater than 2-feet.
 - b) A manhole, located just inside the property line, is required for private sanitary sewers 8-inch diameter and larger.
- **5. Pipe material-** Ductile iron pipe (DIP) or vitrified clay pipe (VCP) are required pipe material for sewers proposed to be dedicated to the City of Atlanta.
- **6. Proposed sanitary sewer connections-** Show location, size and slope of proposed sanitary sewer connections.
 - a) For sewers of less than 8-inch diameter, new connections to the public sewer shall be made with a wye fitting, and shall not exceed 15 degrees from perpendicular to sewer main (or main line).

- b) For sewers of 8-inch diameter or greater, new connections to the public sewer shall be made at manhole.
 - c) Provide COA standard clean-out on existing or new sanitary sewer lateral, located just inside the property line, and show on plan.
 - d) Permit required for new sewer connections (see Permit section of checklist).
- **7. Dumpsters-** Dumpsters must be on reinforced concrete pads, sloped to drain. A concrete apron is recommended in front of the dumpster. Dumpster pad drains must be connected to a sanitary sewer and be a minimum of 4-inches in diameter. For sites in Fulton County, Fulton County Health Department dumpster permit is required and the Fulton County Health Department construction details must be included in the site plan.

IV. Storm Sewer Construction

- **1. General requirements-** Show location, size, slope and direction of flow for existing and proposed storm sewers, including easements.
 - a) The minimum easement required for proposed storm sewers is 20 feet; deeper lines may require wider easements.
 - b) All storm sewers, manholes and structures must conform to COA Standard Details, and such details must be shown on plans.
 - c) Utilize a numbering/lettering system to identify structures on the plan and profiles drawings.
- **2. Sewer profiles-** Provide profile drawings for storm sewers 12-inch diameter and larger. Profile drawings shall include:
 - a) Top elevations for all manholes and structures, and invert elevation of sewers at manholes and structures.
 - b) Slopes for all sewers
 - c) Type of storm sewer structure proposed (manhole, catch basin, drop inlet, etc)
 - d) Location of any underground utilities or other features that may affect construction or future maintenance
 - e) Manhole and structure inverts shall be designed to provide fall across the manhole
- **3. Minimum cover-** The minimum cover requirements for storm sewers are 2-feet of cover in non-vehicular traffic areas and 3-feet of cover in vehicular traffic areas.
- **4. Sizing-** Storm sewers shall be a minimum 12-inch diameter. In general, storm sewers shall be sized to convey not less than a 25-year storm flow. Storm sewers that convey run-off to a storm water detention facility shall be sized to convey a 100-year storm flow.
- **5. Pipe material-** Reinforced concrete pipe (RCP) or Ductile iron pipe (DIP) are required pipe material for storm sewers proposed to be dedicated to the City of Atlanta. Truss-ribbed, smooth bore polyvinyl chloride pipe (PVC) may be used for private storm sewers and shall be limited to maximum pipe size of 18-inches. Corrugated metal pipe (CMP) may be used only as storm water detention facilities for storage purposes, **NOT FOR CONVEYANCE**.
- **6. Structures-** Structures are required on all storm sewers 12-inch diameter and larger at the end of each sewer; at change in grade, pipe size, and alignment; and at intersecting sewers.
- **7. Scouring effect-** Due to potential scouring effect, proposed drops within a storm water structure shall be limited to a maximum of 48-inches, measured invert to invert.

- **8. Discharge velocity-** The maximum discharge velocity for storm sewer outlet pipes shall not exceed 10-ft per second based on Manning's Equation. The maximum slope on storm sewers is 15%.
- **9. Discharge points-** Discharge points from the storm sewer system shall be located a minimum 10-ft from property lines and directed to an acceptable outlet point (e.g. creek, stream, river, swale or existing storm drainage system).
 - a. Outlet points shall not cause ponding of water or increased erosion.
 - b. Demonstrate the flow patterns for all proposed drains (e.g. roof and yard drains).

V. Stormwater Management Plan

- **1. General requirements-** Plans must include a stormwater management plan, in accordance with the submittal requirements found in the current edition of the [Georgia Stormwater Management Manual](#) ("[Blue Book](#)"), including, as applicable, but not limited to the following:
 - a) Common address and legal description of site
 - b) Vicinity map
 - c) Existing conditions/proposed site plans
 - d) Natural resources inventory
 - e) Existing conditions hydrologic analysis
 - f) Post-development hydrologic analysis
 - g) Stormwater management system plan
 - h) Post-development downstream analysis
 - i) Construction phase erosion and sedimentation control plan
 - j) Landscaping and open space plan
 - k) Operations and maintenance plan
 - l) Maintenance access easements
 - m) Inspection and maintenance agreements
 - n) Evidence of acquisition of applicable local and non-local permits
- **2. Peak rate of outflow-** The allowable outflow for new development or redevelopment construction shall be limited to seventy percent (70%) of the pre-development peak outflow as follows:
 - a) For new development or redevelopment, the discharge rate limitation shall be applied to the area of site disturbance provided that the impacted area does not exceed 35% of the total parcel;
 - b) For new development or redevelopment in which the area of the site impacted by the work exceeds 35% of the total site area, the discharge rate limitation shall be applied to the total site area; or
 - c) For a subdivision of land, whether in an undeveloped or redeveloped condition, the discharge rate limitation shall be applied to the total site area.
 - d) Note the area of disturbance and site area in acres.
- **3. Better Site Design-** Better site design practices for stormwater management must be considered and utilized to preserve the natural drainage and treatment systems and reduce the generation of additional stormwater runoff and pollutants to the fullest extent practicable.

[Blue Book 1.4](#)
- **4. Water Quality-** All stormwater runoff generated from the site shall be adequately treated before discharge; stormwater management system must be designed to remove 80% of the average annual post-development total suspended solids (TSS) load and is able to meet any other additional watershed or site specific water quality requirements.
 - a) System must be sized to capture and treat the runoff volume resulting from the first 1.2 inches of rainfall from the site

- b) Appropriate structural stormwater controls or nonstructural management practices must be selected, designed, constructed or preserved, and will be appropriately maintained.
- c) Runoff from hotspot land uses and activities identified by the City of Atlanta must be adequately treated and addressed through the use of appropriate structural stormwater controls, nonstructural management practices and pollution prevention practices.

[Blue Book 1.3.2.1](#)

- **5. Stormwater credits for nonstructural measures-** The use of one or more site design measures by the applicant may allow for a reduction in the water quality treatment volume. The applicant may, if approved by the department of watershed management take credit for the use of stormwater better site design practices and reduce the water quality volume requirement. For each potential credit, there is a minimum set of criteria and requirements which identify the conditions or circumstances under which the credit may be applied. The site design practices that qualify for this credit and the criteria and procedures for applying and calculating the credits are included in the Blue Book. Additional nonstructural measures may include the use of green/vegetated roofs, rain gardens, stormwater cistern systems, and others as approved by the department of watershed management. [Blue Book 1.4.4](#)
- **6. Stream channel protection-** Protection of stream channels from bank and bed erosion and degradation shall be provided by using all of the following three approaches:
 - a) Provide for the preservation, restoration and/or reforestation (with native vegetation) of the applicable stream buffer.
 - b) Provide 24-hour extended detention storage of the one-year, 24-hour return frequency storm event.
 - c) Provide erosion prevention measures such as energy dissipation and velocity control.[Blue Book 1.3.2.2](#)
- **7. Overbank and extreme flooding protection-** A stormwater management system designed in accordance with item #2 is presumed to be in compliance with the applicable code requirements for overbank and extreme flooding protection.
- **8. Downstream analysis-** Provide a downstream hydrologic analysis to determine if there are any additional impacts in terms of peak flow increase or downstream flooding while meeting minimum standards #2 through 6. This analysis shall be performed at the outlet(s) of the site, and downstream at each tributary junction to the point(s) in the conveyance system where the contributory area of the site draining into the system is less than or equal to 10% of the total drainage area above that point. [Blue Book 2.1.9](#)
- **9. Structural stormwater controls-** All structural stormwater management facilities shall be selected and designed to meet their intended function using the appropriate criteria from the Georgia Stormwater Management Manual.
 - a) The effectiveness and pollutant removal of structural stormwater controls not included in the Blue Book, or for which pollutant removal rates have not been provided must be documented through prior studies, literature reviews, or other means and receive approval from City of Atlanta before being included in the design of a stormwater management system. [Blue Book 3.1](#)
- **10. Hydrology Report-** All data presented in the hydrology report must match the information shown on the grading plan, profiles and details.
 - a) Include the "Professional Engineer's Statement Form" with the hydrology report after the cover page.
 - b) Provide pre-development and post-development drainage basin maps based on topography. Show the limits of areas, size in acres, and run-off coefficients for:
 - i. On site areas of flow
 - ii. Off site areas of flow

- iii. On site area "to pond"
 - iv. Post-development areas bypassing detention
 - v. The pre-development and post-development acreage must be identical.
 - c) Provide calculated flows for all required storm events (1, 2, 5, 10, 25, 50 and 100-yr) at pre-development and post-development conditions.
 - i. Provide peak inflow hydrographs for all required storm events at pre-development and post-development conditions.
 - ii. For peak inflow hydrographs, calculate the minimum time to peak inflow to pond based on 5xs the time of concentration selected for the routings in the hydrology report.
 - d) Calculations for all areas, flows, elevations and storage volumes shall utilize a minimum of 2 decimal places.
 - e) The Rational Method is recommended for small (less than 25 acres) highly impervious drainage areas. This method can be used for estimating peak flows and the design of small site or subdivision storm sewer systems, **but not for volume calculations**. For volume calculations use the SCS Method or the Modified Rational Method.
[Blue Book 2.1.1](#)
 - f) Provide "weighted" C value calculations for all required storm events at pre-development and post-development conditions.
 - g) Provide complete time of concentration calculations.
 - h) Use City of Atlanta standard intensity factors and list the values used.
 - i) Provide documentation for all areas of proposed bypass and pass-through, including appropriate allowable outflow calculations.
- **11. Stormwater Detention and Outlet Control Structure**
- a) Detention, if required, shall be designed for the 1-year through the 100-year storm.
 - b) Identify the 100-year water surface elevation and the 100-year storage volume on the grading plan and in the hydrology report.
 - c) In combined sewer areas, the detention volume shall incorporate the sanitary flow from the proposed development.
 - d) Provide a detail of the outlet structure on the plans and in the hydrology report.
 - e) The outlet control structure shall be designed with manhole access for maintenance.
 - f) Control devices utilizing metal plates or inlet grates are not permitted.
 - g) Control weirs or orifices in curbs or walls alone are not permitted.
 - h) Overflows over curbs or walls are not permitted.
 - i) Provide documentation for the stage/storage/discharge (S/S/D) data used in the report. Shall include (at minimum) the size, configuration, and elevation of control orifices and weirs, the weir coefficient associated with the configuration of the proposed detention facility, and the elevations and storage volumes generated by the proposed detention facility.
 - j) The outlet control structure shall be designed to accept and convey the 25-year storm flow (routed or unrouted) as overflow above the 100-year storage elevation, based on the complete blockage or failure of the control orifice or weirs. Provide appropriate weir calculations.
 - k) Calculation of storage volume shall not include the volume below the invert of the lowest control orifice or weir. Calculation of storage volume shall not include volume unavailable due to placement of the outlet control structure, interior structural elements, slope, etc.
 - l) Provide calculations to document the storage volumes available within the proposed detention facilities. Minimum data shall include:
 - i. For pipe storage – length, diameter and slope
 - ii. For vault storage – interior dimensions and slope (require positive slope to drain)
 - iii. 100 year hydraulic grade line
 - m) Proposed storage is not permitted below the 100-year flood hazard elevation or the 100-year high water limits for streams not in a FEMA flood hazard area.

- n) Provide routed outflow hydrographs, storage elevations and required storage volumes for all required storm events.
 - o) All inlets and pipes carrying the storm flows to detention shall be sized to intercept and convey the unrouted 100-year storm flow without surcharging or overflows. Provide pipe charts or other exhibits necessary to document the calculations.
 - p) For open detention ponds, show an access easement to and utility easement around the pond.
 - q) For open detention ponds 3 ft deep or more, show a fence with gate access around the pond.
- **12. Operations and Maintenance Plan-** Provide detailed description of ongoing operations and maintenance procedures for all stormwater management facilities and practices on site including:
 - a) Narrative describing how stormwater management system is designed to function, including capture, runoff control, water quality treatment, channel protection and flood protection :
 - b) Narrative describing ongoing operations and maintenance procedures for all stormwater management facilities and practices as shown on Stormwater Management Site Plan.
 - c) Inspection and maintenance schedule
 - d) Description of maintenance tasks
 - e) Name, legal address and phone number of responsible parties for maintenance activities
 - f) Description of funding source
 - g) Review of access and safety issues
 - **13. Easements-** Plans must show maintenance access easements from public r-o-w to all stormwater management facilities and practices requiring maintenance.

VI. Erosion, Sedimentation, and Pollution Control (ES&PC) Plan

For ALL sites requiring a building permit

- **1. General requirements** – Plans must show:
 - a) Signature and seal of the qualified design professional. Show on all ES&PC plan sheets and ES&PC detail sheets.
 - b) Graphic scale [1" = 100 feet or larger] and north arrow on all ES&PC plan sheets.
 - c) Revision dates and/or initial date of plan set.
 - d) Land Lot, District #, and address of site location.
 - e) Name, address, and phone # of developer/owner.
 - f) Name, phone #, and GSWCC Certification (if applicable) of the 24-hr local contact responsible for erosion and sediment control.
- **2. Vicinity Map** – Provide a map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
- **3. Nature of the construction activity** – Provide a detailed description of existing land use at project site and a description of proposed project.
- **4. Contour lines** – Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

a) Flat slope-	0-2%	shown at 0.5 or 1 foot contours
b) Rolling slopes-	2-8%	shown at 1 or 2 foot contours
c) Steep slopes-	8% or greater	shown at 2, 5, or 10 foot contours
- **5. Limits of Disturbance** – Delineate the limits of disturbance on the plans for each phase of construction, including all disturbances on and off the site. Disturbances off site will include any

required sanitary and/or drainage line installation work, temporary access easements, slope grading easements, etc.

- **6. Soil series** – Indicate the name of the soil series and their delineation.
- **7. Outlet protection** – Storm-drain pipes and weirs must be designed to limit velocities with appropriate outlet protection to accommodate discharges without erosion. Provide required calculations per the Manual for Erosion and Sediment Control in Georgia; give average and maximum stone sizes, and dimensions of pad [La, W1, W2, D].
- **8. Sediment storage** – Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided. Include specific design information (dimensioned figures and required calculations) for each of these designed structural practices used on the project site.
- **9. BMP location** – Show the location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia, Chapter 6, with legend.
 - a) Use uniform coding symbols from the MANUAL, Chapter 6, with legend.
 - b) Practices typically required for commercial construction include, but are not limited to:
 - i. Construction Exit – Co
 - ii. Dust Control – Du
 - iii. Sediment Barrier – Sd1-C
 - iv. Temporary Sediment Basin – Sd3
 - v. Storm Drain Inlet Protection – Sd2
 - vi. Storm Drain Outlet Protection – St
 - vii. Stone Filter Ring – Fr
 - viii. Stone Check Dams – Cd-S
 - ix. Detention Pond Retrofitting – Rt
 - x. Diversion Channels – Di
 - xi. Temporary Down Drains – Dn1
 - xii. Matting and Blankets – Mb
 - xiii. Temporary Disturbed Area Stabilization – Ds1, Ds2
 - xiv. Permanent Disturbed Area Stabilization – Ds3, Ds4
 - xv. Topsoiling and stockpile locations – Tp
- **10. Alternative BMP's** – The use of alternative BMP's whose performance has been documented to be equivalent or superior to conventional BMP's as certified by a Design Professional may be allowed (unless disapproved by EPD of GSWCC) in accordance with the GSWCC Guidance Document for Alternative BMP's.
- **11. Drainage basins** – Show delineation and acreage of contributing drainage basins on the project site. Revise basin areas for each phase of ES&PC plans.
- **12. State waters / wetlands** – Show delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
 - a) If no Waters of the State are present within 200 feet of the project site, note on the ES&PC plan: "No Waters of the State exist on or within 200 feet of the project site".
 - b) If no wetlands are present within 200 feet of the project site, note on the ES&PC plan: "No wetlands exist on or within 200 feet of the project site".

- **13. Buffers** – Delineate all applicable buffers on state waters and wetlands:
 - a) State Waters – 25 foot undisturbed buffer measured from the point of wretched vegetation.
 - b) Perennial and intermittent streams – 75 foot undisturbed buffer measured from the top of bank.
 - c) Jurisdictional wetlands – 25 foot undisturbed buffer measured from the edge of delineated wetland
 - d) Long Island Creek Basin – Streams that are a tributary to the water supply and within a 7-mile radius of the reservoir boundary shall be protected by the following criteria:
 - i. A natural vegetative buffer shall be maintained for a distance of 100 feet on both sides of the stream.
 - ii. No impervious surface shall be constructed within a 150 foot setback area measured horizontally from the stream banks.
 - iii. Septic tanks and septic tank drain fields are prohibited in the setback area.
 - e) Any proposed non-exempt buffer encroachment will require a stream buffer variance from GA EPD (25 foot buffer) and the City of Atlanta (75 foot buffer), if applicable, prior to permit issuance.
 - f) For all proposed buffer encroachments, plans must demonstrate how contractor will access and withdraw from, stabilize, and restore the area (GDOT approved matting and blankets in conjunction with native riparian vegetation preferred) after construction.

- **14. Critical areas** – Describe critical areas and any additional measures (BMP's or project sequencing) that will be utilized for these areas. Critical areas may include roadway or utility crossings at Waters of the State, disturbances inside buffer areas, or steep slopes.

- **15. Discharge points** – Identify/Delineate all storm water discharge points.

- **16. Acreage** – Note the total and disturbed acreage of the project for each phase under construction. Disturbed acreage must include both primary and secondary permittees (if applicable).

- **17. BMP Details** – Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia. For designed structural practices (such as Rt, Sd3, Sd2-Ex, St, Dn1, Sr) provide **ALL** required information and figures with dimensions from the Manual. For all structural practices, list the maintenance requirements for **EACH BMP**, and show on detail sheet.

- **18. Vegetative Plan** – Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia. The vegetative plan must include a **MINIMUM** of two (2) cool and two (2) warm season grasses.

- **19. Revisions** – Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMP's with a hydraulic component must be certified by the design professional, and subsequently approved as a revision by Site Development staff.

- **20. Construction Activity Schedule** – Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site. Provide a detailed construction activity schedule that includes:
 - a) Starting and completion dates
 - b) Initial erosion control BMPs installation
 - c) Intermediate erosion control BMPs
 - d) Final phase E&SC BMPs
 - e) Maintenance of E&SC practices
 - f) Demolition
 - g) Installation/removal of temporary sediment basins

- h) Retrofitting of detention pond
- i) Clearing and grubbing
- j) Grading
- k) Storm and sanitary sewer installation
- l) Paving
- m) Building Construction
- n) Temporary grassing @ 14 day intervals
- o) Permanent grassing @ 30 day intervals
- p) Removal of temporary BMP's
- q) Final Clean-Up

o **21. Standard notes-** The following City of Atlanta standard notes should be included in the E&SC plans:

- a) On the cover sheet, note "Prior to land-disturbing activities, the Contractor shall schedule a pre-construction meeting with the area Erosion Control inspector. Call (404) 546-1300 to contact the inspector."
- b) "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."
- c) "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."
- d) "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch and temporary seeding."
- e) "Any disturbed areas remaining idle for 30 days shall be stabilized with permanent vegetation."
- f) "Erosion and sediment control measures shall be inspected at least weekly, after each rain, and repaired as necessary."
- g) "Additional erosion and sediment control measures shall be installed if determined necessary by on-site inspection."
- h) "Silt fence shall meet the requirements of Section 171 – Type C temporary silt fence, of the Georgia Department of Transportation Standard Specifications, 1993 edition, and be wire reinforced."
- i) "The property owner and contractor are equally responsible for all erosion control activities."
- j) "It is the responsibility of the contractor to obtain qualified professional advice when questions arise concerning design and effectiveness of erosion control devices, not the City of Atlanta."
- k) "All temporary and permanent seeding must be performed at the appropriate season. In such instances where the establishment of vegetation is inopportune due to season or drought, disturbed areas shall be temporarily stabilized using 2"-4" of mulch (Ds1). Additional plantings will be necessary if a sufficient stand of grass fails to grow."
- l) "The City's designee will verify adequate cover (100% cover, 70% density) of permanent stabilization (Ds3, Ds4)."
- m) "Silt fences shall not be placed in stream buffer or floodplains, unless utilized for the construction of an exempt activity (i.e. roadway drainage structures, sewer/water crossings, or drainage structures) per the approved plans. For such disturbances within the buffer, the area shall be immediately stabilized using erosion control matting and/or blankets once the activity is complete."
- n) "Individual builder (within a common development) must file a Notice of Intent (NOI) with EPD for coverage under NPDES GAR 100003 as secondary permittee 14 days prior to land disturbance activity. NOI must be posted on site at all times."
- o) "Sediment storage volume @ 67 cy/acre must be installed prior to any other land disturbance activity and in place until final stabilization occurs."

- p) “For each site on which land disturbing activity occurs, each entity or person acting as either a primary, secondary, or tertiary permittee, as defined in the state general permit, shall have as a minimum one person who is in responsible charge of erosion and sedimentation control activities on behalf of said entity or person and meets the applicable (Level 1A) education or training certification requirements (O.C.G.A. 12-7-19(a)(2)).”
 - q) “Subcontractors involved with land disturbance activities shall meet the education requirements (Level 1) described in O.C.G.A 12-7-19.”
- **22. Army Corps of Engineers –** Pre-Construction Notification [PCN] MAY be required to the Northern Section offices of the U.S. Army Corps of Engineers for stream channel or wetlands impacts within the proposed project scope. Please provide copies of all correspondences and any remediation requirements as a condition of Corps permit approval. Please be sure and check the most recent Savannah District Regional permitting conditions (www.sas.usace.army.mil).
 - **23. MRPA –** If the site is within the 2,000 foot Chattahoochee corridor, provide a Metropolitan River Protection Act (MRPA) Certificate from the Atlanta Regional Commission (ARC).

For sites that disturb one (1.0) acre or more

- **24. NPDES requirements-** ES&PC plans must meet all requirements found in the applicable NPDES General permit.
- **25. Design Professional-** must be GSWCC Level II Certified.
- **26. GSWCC checklists-** Provide a completed copy of the applicable GSWCC Erosion, Sedimentation, and Pollution Control Checklist [Plan Review Checklists \(2009\)](#) (established January 1, 2009) for:
 - a) Stand Alone Construction Projects (NPDES GAR# 100001);
 - b) Infrastructure Construction Projects (NPDES GAR# 100002); or
 - c) Common Development Construction Projects (NPDES GAR# 100003).
- **27. NOI-** A Notice of Intent (NOI) must be sent to the EPD Mountain District-Atlanta Satellite office 14 days prior to beginning land disturbance activity (for more information, visit www.gaepd.org). A copy of the NOI and certified mail receipt (or equivalent) must be submitted to the City prior to permit issuance and an additional copy present during the Pre-Construction meeting and posted on site throughout the life of the project.

VII. Work in the Public Right-of-Way

- **1. General requirements-** Add the following note to the site plan: “Prior to the dedication and acceptance of sanitary sewer, storm sewer or street infrastructure to the City of Atlanta, “as built” drawings and 3-year maintenance bonds are required. The street construction shall demonstrate adequate compaction with professional testing and reports prepared by a Georgia registered Professional Civil Engineer. The sanitary sewer installation shall include an internal television inspection, a successful mandrell pull and successful leak-down pressure test.”
- **2. Sidewalks-** Installation of sidewalk along public right-of-way is required by City of Atlanta code (Section 138). Sidewalks, concrete curb and gutter and granite curb shall conform to the City of Atlanta Standard Details. Identify sidewalks, curb and standard details on the grading plans. The back of the sidewalk shall be located at the property line.
- **3. Curbs-** Add the following note to the site and grading plans: “At all points along the public right of way where the existing curb height is less than 5 inches high, the existing curb shall be

removed and replaced or reset to minimum City of Atlanta requirements and the sidewalk replaced.”

- **4. Driveway aprons-** Concrete driveway aprons with flares are required by City of Atlanta code (Section 138), and shall conform to the City of Atlanta Standard Details. Identify concrete driveway aprons on the grading plans. The back of the driveway apron shall be located at the property line.
- **5. Streets Proposed for Dedication to COA**
 - a) All vertical curves shall be symmetrical
 - b) Maximum rate of change for vertical grade shall be 4 ft per 100 ft for streets with R-O-W widths of at least 40 ft, and 6 ft per 100 ft for streets with R-O-W widths of 32 ft.
 - c) Pavement section shall conform to the City of Atlanta Standard Details, and shall be shown on the plans.

PERMITS, BONDS, AGREEMENTS AND FEES

Standard agreements and forms are available from the Office of Site Development and Policy located in Suite 4400 City Hall (call 404-330-6249).

VIII. Permits

- **1. Haul route-** A Haul Route Permit is required from the Bureau of Traffic and Transportation (404-330-6501) when more than 500 cubic yards of material is hauled to or from the site.
- **2. Qualified Contractor-** A Qualified Contractor Permit is required from the Traffic and Transportation Section (404-330-6501) of Public Works for construction of new sewer connection, sidewalks, driveway apron or other work in the public right-of-way. Requires proof of an in-force general liability insurance policy in the amount of \$3 million, and valid business license and payment of applicable fees. The City of Atlanta shall be shown as the certificate holder on the policy.
- **3. GA DOT-** A Georgia Department of Transportation (GDOT) Permit is required from GDOT for work in the public right of way on a State Route.

IX. Bonds

- **1. Performance Bond-** An Erosion Control Performance Bond is required in the amount of \$3,000 per disturbed acre for sites with disturbed acreage of greater than 1.0 acres or where the proposed cut and fill quantities exceed 500 cubic yards (\$3,000 minimum). Bond must be issued by a licensed surety with power of attorney in the State of Georgia. The bond ensures that disturbed areas can be stabilized in the event the owner or contractor cannot or will not stabilize the site. This Surety Bond must have a raised seal and bond number.
- **2. Maintenance Bond-** An original copy of a 3-year Maintenance Bond is required for proposed sewer and streets that will be dedicated to the City of Atlanta. Bonds are to be provided after construction and acceptance of infrastructure to be dedicated.

X. Agreements

- **1. Stormwater Management Inspection and Maintenance/Indemnification Agreement-** An agreement signed by the property owner is required for storm water management facilities. The complete agreement must include:
 - a) The signed agreement
 - b) Written legal description of the property parcel (Exhibit "A")
 - c) Stormwater Management Site Plan showing: (Exhibit "B")
 - i. Catchments, conduits, channels & structures
 - ii. Drainage basins & flowpaths
 - iii. Stormwater management controls and practices
 - iv. Drainage easements & maintenance access routes & easements
 - d) Detail of all stormwater management controls as shown on the Stormwater Management Site Plan. (Exhibit "B")
 - e) Detail of all outlet control structures. (Exhibit "B")
 - f) Copy of Operations & Maintenance plan (Exhibit "C")
 - g) All text documents must be on 8.5-inch by 11-inch sheets. Drawings must be clear and legible on sheets not to exceed 11 inch by 17 inch. The entire package shall be filed for recording in the Fulton County or DeKalb County clerk's office, as applicable. Submit the original recorded document to the Site Development Section.
 - h) Submit the agreement and required exhibits for recording after the site plan and the agreement have been approved by Site Development

- **2. Easements-** Show proposed easements on site plan.
 - a. Any easement agreements required for off-site construction shall be obtained by the property owner or developer and submitted to the Site Development Section. A copy is acceptable for private easement agreements.
 - b. The original easement agreement as signed and recorded in the Fulton County or DeKalb County clerk's office, as applicable, is required.
 - i. For construction of public facilities not located in the public right-way.
 - ii. For maintenance access to stormwater management facilities and practices
 - c. Final recorded easements must be updated as necessary to reflect as-built conditions before final inspection and/or issuance of C.O.

XI. Site Development Fees

Note: Fees will be calculated by the plan reviewer after approval of the site plan

- **1. Site Development Fees- Commercial, Multi-family and Subdivisions**
 - Site plan review \$550 per site
 - Site inspection \$830 per site
 - Driveway and sidewalk inspections \$2.50 per LF
 - Curb and gutter installation \$0.50 per LF
 - Inspection of new sewer connection \$250 minimum
 - National Pollutant Discharge Elimination System (NPDES) \$40 per disturbed acre
 - Starting work without a permit Double fee

- **2. Pipe Inspection Fees- Commercial, Multi-Family and Subdivisions**
 - Storm drains 12-inch diameter and larger \$0.25 per LF
 - Sanitary sewers 8-inch diameter and larger \$1.00 per LF
 - Inspection of all sewer structures, not including connections \$5 each

- **3. Subdivision Review Fees**

- Subdivision review \$50.00 per lot
- Street Paving \$2 per SY
- Land Disturbance \$125 per acre

XII. Plan Resubmittals

- **1. Red-lines-** Refer to the red-lined plans enclosed with this checklist for additional site plan review comments. Resubmit the revised plans, the red-lined plans, and this checklist directly to the Site Development Section.
- **2. Required plans-** Four (4) sets of plans and two (2) copies of the hydrology report in final form are required for Site Development approval.

XIII. Construction & Final Inspection

- **1. Pre-construction meeting-** Before starting any land-disturbing activities, the contractor is required to schedule a pre-construction meeting with Erosion & Sediment Control.
Call 404-546-1305. Failure to schedule may result in a Stop Work order or permit revocation.
- **2. Revisions to permitted plans-** Revisions to permitted plans must be submitted through the Bureau of Buildings. For Site Development purposes four (4) sets of plans and two (2) copies of the hydrology report (if applicable) are required; however additional sets of plans may be required by Bureau of Buildings for other agency reviews.
- **3. As built plans-** "As built" plans for any stormwater management facilities or practices must be submitted in both paper and electronic form after construction is complete and prior to final signoff and Certificate of Occupancy (CO) issuance. These plans must show the as built configuration for all stormwater facilities and practices and must be certified by a professional engineer.

