

Application Number: \_\_\_\_\_

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

Site Address: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

DEPARTMENT OF WATERSHED MANAGEMENT  
SITE DEVELOPMENT PLAN REVIEW

SUBMITTAL REQUIREMENTS AND CHECKLIST #4  
SINGLE FAMILY AND DUPLEX RESIDENTIAL CONSTRUCTION (NEW AND ADDITIONS)

**Boundary and Topological Survey (Required for new structures, not for additions to existing structures)**

- 1. Provide boundary and topological survey drawing showing existing conditions, sealed by Georgia registered land surveyor.

**Grading Plan (May be Combined with Boundary and Topological Survey)**

- 2. 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:
  - Sanitary and storm sewers and structures
  - Top and ground elevations for retaining walls
  - Finished floor elevations for existing and proposed building structures
  - Driveways, sidewalks and other paved areas
  - Location and size of existing public sanitary sewer (for sewer connection)
- 3. Grading plan shall be signed and sealed by a Georgia registered architect, Georgia registered landscape architect, Georgia registered engineer or Georgia registered land surveyor. Beginning 1/1/07, plans must include the GA SWCC Level 2 certification number of the qualified plan preparer on the grading and erosion and sediment control plans.
- 4. Provide detail drawing for proposed retaining walls.
- 5. Dirt Statement – Identify the gross quantities for each of cut, fill, and demolition debris.
- 6. Permit required when more than 500 cubic yards of dirt and debris is hauled to or from the site (see Permit section of checklist).
- 7. Place the following note on grading plan – “No graded slope shall exceed 2h : 1 v”.
- 8. Sanitary Sewers – all sanitary sewers and appurtenances shall conform to COA Standard Details, and such details shall be shown on plans:
  - Show location, size and slope of existing or new sanitary sewer connections.
  - New connections shall be made with wye to the public sewer
  - New connections to public sewer manholes are not permitted.
  - New connections shall not exceed 15 degrees from perpendicular to public sewer.
  - Provide COA standard clean-out on existing or new sanitary sewer lateral, located just inside the property line, and show on plan.
  - Permit required for new sewer connections (see Permit section of checklist).
- 9. Construction over existing and proposed sewers is prohibited. Proposed structures shall be located completely outside existing easements. For existing sewers deeper than 10 feet, the proposed construction plans shall illustrate 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.
- 10. Building construction within the 100-year flood hazard limit is not permitted. As applicable, delineate the limits of the 100-year flood and the 100-year flood hazard elevations(s). Demonstrate that proposed construction is 2-feet higher and 15-feet horizontally away from the 100-year flood hazard contour.

- 11. For properties with creeks or streams that are not identified within the FEMA flood maps, prepare a flood study signed and sealed by a Georgia registered professional engineer that identifies the 100-year high water elevation(s) and contour location. Show on plans.

**Erosion and Sediment Control Plan (May be Incorporated into Grading Plan)**

- 12. Provide vicinity map identifying the site relative to the surrounding area streets.
- 13. Identify the name, address, and phone number of the general contractor on the plan.
- 14. Provide erosion and sediment control plan that identifies erosion and sediment control practices, in conformance with and using the uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia, Chapter 6. Practices typically required for single family residential construction include but are not limited to:
  - Construction Exit
  - Sediment Barrier
  - Matting and Blankets
  - Disturbed Area Stabilization
  - Other as appropriate for specific site
- 15. Identify the total acreage of the site, and the acreage of disturbed area. Delineate and label the limits of construction. Plans with disturbed acreage of greater than 1.0 acres require separate approval from the State of Georgia and the Fulton County Soil and Erosion Commission, at their scheduled meetings held the 3<sup>rd</sup> Tuesday of each month. The City of Atlanta Site Development Section submits approved plans to the State of Georgia not later than 2 weeks in advance of the monthly Fulton County meeting.
- 16. Provide the following notes on the erosion and sediment control plan:
  - The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures prior to or concurrent with land-disturbing activities.
  - Erosion and sediment control measures shall be maintained at all times. Additional measures beyond the approved plan shall be implemented as necessary.
  - Disturbed areas idle 14 days shall be stabilized with temporary vegetation; disturbed areas idle 30 days shall be stabilized with permanent vegetation.
  - Erosion and sediment control measures shall be inspected at least weekly, after each rain, and repaired as necessary.
  - Additional erosion and sediment control measures shall be installed if determined necessary by on-site inspection.
  - Silt fence shall be “Type C” as per the Manual for Erosion and Sediment Control in Georgia, and be wire reinforced (see attached detail).
- 17. Identify the limits for riparian stream buffers for “Waters of the State” as required by the State of Georgia and the City of Atlanta. The riparian buffer limits shall be measured from the top of stream bank or water course bank:
  - Perennial and intermittent streams – identify the 25-ft State riparian buffer and the 75-ft City of Atlanta riparian buffer.
  - Other “Waters of the State” (e.g a swale that originates off-site and drains through the site) – identify the 25-ft State riparian buffer.
- 18. Identify any off-site “Waters of the State” as defined above that are within 200-ft of the project site. Project sites within 200-ft of “Waters of the State” require separate approval from the State of Georgia and the Fulton County Soil and Erosion Commission, at their scheduled meetings held the 3<sup>rd</sup> Tuesday of each month. The City of Atlanta Site Development Section submits approved plans to State of Georgia not later than 2 weeks in advance of the monthly Fulton County meeting.

**Work in the Public Right-of-Way (where applicable)**

- 19. Identify concrete sidewalks and flared concrete driveway apron as required by City of Atlanta code (Section 138), per attached City of Atlanta Standard Details. Permit required for construction of sidewalks and driveway apron in the public right-of-way (see Permit section of checklist).

**Permits and Bonds (Required Prior to Final Stamped Approval from Site Development)**

- 20. A haul route permit is required from the Bureau of Traffic and Transportation (404-330-6501) when more than 500 cubic yards of dirt and debris is hauled to or from the site. Submit copy of the permit to Site Development Section.
- 21. A sewer connection permit is required from the Site Development Section (404-330-6249) for new sewer connections. New sewer service requires capacity certification prior to approval.
- 22. A “Qualified Contractor” permit is required from the Site Development Section (404-330-6249) for construction of new sewer connection, sidewalks or driveway apron in the public right-of-way. Requires proof of an in-force general liability insurance policy in the amount of \$3 million, a valid business license and payment of applicable fees. The City of Atlanta shall be shown as the certificate holder on the policy.
- 23. 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.

**Site Development Fees**

- 24. The following site development fees apply to single family & duplex residential construction:
  - Site Plan Review – single family residential \$100
  - Site Inspection – single family residential \$130
  - Inspection of New Sewer Connection – new single family residential \$250
  - Sewer Capacity Certification – new single family residential \$600
  - Qualified Contractor Varies

**Plan Submittals**

- 25. The original building permit application and plans shall be submitted to the Bureau of Buildings, who will distribute the plans directly to the Site Development for site plan review.
- 26. 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.
- 27. Two (2) sets of plans in final form are required for Site Development approval. An additional set is required should the plans require separate approval from the State of Georgia and the Fulton County Soil and Erosion Commission (plans with disturbed acreage greater than 1.0 acres or within 200-ft of “Waters of the State”).