



# DEPARTMENT OF WATERSHED MANAGEMENT SITE DEVELOPMENT PLAN REVIEW

## SUBMITTAL REQUIREMENTS

### ONE & TWO FAMILY RESIDENTIAL CONSTRUCTION

#### I. General

- **1. Complete plans-** All plans submitted for permit review must be complete and provide all applicable items listed in this checklist.
- **2. Survey-** All plans for new buildings or proposing work within or near a stream buffer, floodplain, wetland or sewer easement must include a recent boundary and topological survey drawing showing existing conditions signed, sealed and dated by a Georgia registered land surveyor. Such survey is highly recommended for other projects needing Site Development review and may be required after plan review
- **3. Sealed plans-** Grading 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 or for new buildings or proposing work within or near a stream buffer, floodplain, or wetland 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
- **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/Site Plan

- **1. General requirements-** A grading plan is required for all projects involving any significant changes of grade. The grading plan showing must show existing and proposed ground contours and elevations for cut and fill operations, and all pertinent information related to grading and infrastructure. A grading plan is not required for minor improvements with no grade changes and minimal land disturbance. All site plans must show:
  - a) All buildings and structures clearly identified as existing or proposed.
  - b) Driveways, sidewalks, patios and other paved areas.
  - c) All proposed site improvements
  - d) Appropriate erosion and sediment control plan.Grading plans must also show:
  - e) Locations and top elevations of sanitary and storm sewers and structures.
  - f) Top, bottom of footing, and ground elevations for retaining walls.
  - g) Finished floor elevations for existing and proposed building structures.
  - h) Location and size of existing public sanitary sewer (for sewer connection when required)
  - i) Disposition of excavated materials
- **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. Footing details are required for any wall along a property line.

- **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”.

### **III. Sewers**

- **1. Sanitary sewers-** All sanitary sewers and appurtenances shall conform to COA Standard Details and such details shall be shown on plans.
  - a) Show location, size and slope of existing or proposed sanitary sewer connections.
  - b) 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)..
  - c) New connections to public sewer manholes are not permitted.
  - d) Provide COA standard clean-out on existing or new sanitary sewer lateral, located just inside the property line, and show on plan.
  - e) Permit required for new sewer connections (see Permit section of checklist).
- **2. Construction over sewers-** Construction of buildings or structures over existing and proposed sewers or within drainage easements 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 the bottom of a proposed structure’s footing is below a line running at a 1:1 slope from the bottom outside edge of existing sewer.
- **3. Septic systems-** When public sewer is not available and a septic system is proposed for installation or renovation the plans must show the location of the septic tank and drain fields. A stamped, approved copy of the septic system installation plan and a copy of the applicable County Health Department permit must be included with the building permit application. Such plans cannot be reviewed or approved without prior Health Department approval.

### **IV. Flood hazard areas**

- **1. Applicability-** Any proposed construction, reconstruction, repair, modification or demolition of structures within a Special Flood Hazard Area is regulated by City Code Chapter 74 – Article VI Flood Area Regulations.
- **2. Prohibitions-** New building construction or any placement of fill within floodplains is prohibited.
- **3. Delineation of floodplains-** As applicable, delineate the limits of the 100-year flood and the 100-year base flood elevations(s).
  - a) Demonstrate that proposed construction is 2-feet higher and 15-feet horizontally away from the 100-year base flood contour.
  - b) 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.
- **4. Elevation of existing structures-** An existing single family residential structure already located within floodplain may be elevated via jacking on an existing foundation or demolition and rebuilding on an equivalent footprint area. The elevation of such structure’s lowest floor shall be the greater of either: three (3) feet above the base flood elevation or two (2) feet above the highest observed flood.

## **V. Erosion, Sedimentation, and Pollution Control (ES&PC) Plan**

- **1. General requirements-** 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.
  - a) Provide vicinity map identifying the site relative to the surrounding area streets.
  - b) Identify the name, address, and phone number of the general contractor on the plan.
  - c) Identify the total acreage of the site and the acreage of disturbed area.
  - d) Delineate and label the limits of construction.
  - e) If proposed construction activity involves one acre or greater, the ES&PC plans must meet all requirements found in the applicable NPDES General permit.
  
- **2. Best Management Practices-** Practices typically required for single family residential construction include but are not limited to:
  - a) Construction Exit (Co)
  - b) Perimeter Control Silt Fence (Sd1-C)
  - c) Disturbed Area Stabilization (Ds1, Ds2, Ds3, Ds4)
  - d) Stone Check Dams (Cd-S) in areas of concentrated flow
  - e) Other BMPs as appropriate for specific site
  
- **3. Required notes-** Provide the following notes on the erosion and sediment control plan:
  - a) 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.
  - b) 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.
  - c) Disturbed areas left idle 14 days shall be stabilized with temporary vegetation and mulch; disturbed areas remaining idle 30 days shall be stabilized with permanent vegetation.
  - d) Erosion and sediment control measures shall be inspected at least weekly, after each rain, and repaired as necessary.
  - e) Additional erosion and sediment control measures shall be installed if determined necessary by on-site inspection.
  - f) Silt fence shall be "Type C" as per the Manual for Erosion and Sediment Control in Georgia, and be wire reinforced (see attached detail).
  
- **4. State waters / wetlands** – Delineate all state waters and wetlands that are within 200 feet of proposed project limits. Call Site Development (404-330-6249) for a determination of state waters if needed.
  
- **5. Buffers** – Delineate all applicable buffers on state waters and wetlands:
  - a) State Waters – 25 foot undisturbed buffer measured from the point of wrested vegetation.
  - b) Perennial and intermittent streams – 75 foot undisturbed buffer measured from the point of wrested vegetation.
  - 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 an authorized encroachment from the City of Atlanta (75 foot buffer), and a state waters buffer variance from GA EPD (25 foot buffer when 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.

**VI. Permits and Bonds**

- o **1. Haul route-** A Haul Route Permit is required from the Traffic and Transportation Section (404-330-6501) of the Department of Public Works (DPW-Traffic) 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 DPW-Traffic for construction of new sewer connection, sidewalks, driveway apron or other work in the public right-of-way. Qualified Contractor permits require 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.
- o **3. Sewer connection-** A sewer connection permit is required from DPW-Traffic for new sewer connections. New sewer service requires capacity certification prior to approval.
- o **3. Septic system-** A septic system permit issued by the County Health Department having jurisdiction is required for installation or other work on private septic sewerage systems.
- o **4. 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.

**VII. Site Development Fees**

- o **1. Site Development Fees- Commercial, Multi-family and Subdivisions**
  - o Site plan review \$100
  - o Site inspection \$130
  - o Inspection of new sewer connection \$250
  - o Sewer Capacity Certification – new single family residential \$600
  - o Starting work without a permit Double fee

**XII. Plan Resubmittals**

- o **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.
- o **2. Required plans-** Four (4) sets of plans 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 are required; however additional sets of plans may be required by Bureau of Buildings for other agency reviews.
- **3. Final stabilization and final sign-off-** Following the completion or cessation of land-disturbing activities at a site, all unpaved areas and areas not covered by permanent structures shall be uniformly covered (one-hundred (100) percent of the soil within the disturbed area) with permanent vegetation with a density of seventy (70) percent or greater, or equivalent permanent stabilization measures, including, but not limited to, rip rap, gabions, permanent mulches, or geotextiles. A final sign-off by the Department of Watershed Management shall be required for all projects involving land-disturbing activities, and said sign-off shall occur prior to the issuance of a Certificate of Occupancy or the recording of any final plat. **Call 404-546-1305**

