



DATE: _____

ADDRESS: _____ PERMIT # _____

RESIDENTIAL

**NOTE: THIS CHECKLIST IS TO BE CONSIDERED A GUIDE
AND NOT AN ALL INCLUSIVE LIST OF REQUIREMENTS
OTHER DOCUMENTATION MAY BE REQUIRED
DURING THE PLAN REVIEW PROCESS**

All plans must be complete and provide all applicable items listed in this checklist as well as necessary supporting documentation.

GENERAL

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | All grading plans must be signed and sealed by a Georgia registered engineer, land surveyor, architect, landscape architect, or other qualified professional as appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | All plans must include a boundary and topological survey dated within six (6) months of application date showing existing conditions and be sealed by a Georgia registered land surveyor. |
| <input type="checkbox"/> | <input type="checkbox"/> | All plans for demolition must clearly indicate all existing structures and site features to be demolished and those improvements that will remain; including foundation slabs, sidewalks, and parking areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | All plans must be submitted on standard sheets not to exceed 30" X 42" or smaller than 17" X 22" |
| <input type="checkbox"/> | <input type="checkbox"/> | All plans must be to scale 1-inch equals 30 feet or larger |
| <input type="checkbox"/> | <input type="checkbox"/> | All plans must have land lot, district and parcel number shown |

SITE PLAN

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Total site acreage shown in acres _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Disturbed area shown in acres _____ (1 acre or more NPDES requirements applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed structures shown |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed contours shown (1' minimum contours; 10' maximum contours) |
| <input type="checkbox"/> | <input type="checkbox"/> | All other site features shown (ditches, creeks, streams, detention ponds or other stormwater control features including vaults) |
| <input type="checkbox"/> | <input type="checkbox"/> | Stream/waters of the state? YES_____ NO _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Stream buffer shown 25-foot State; 75-foot City 150-foot Long Island |
| <input type="checkbox"/> | <input type="checkbox"/> | Buffer encroachment YES _____ NO _____ Encroachment approved? Date of approval: _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | All underground utilities shown including existing and/or proposed sanitary and storm sewers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Overhead utility lines outside ROW shown |
| <input type="checkbox"/> | <input type="checkbox"/> | Finished floor elevation (existing and/or proposed) shown if in floodplain |
| <input type="checkbox"/> | <input type="checkbox"/> | All easements shown and clearly labeled (existing/proposed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Cut and fill quantities shown (Haul route permit required when more than 500 cubic feet hauled to or from site) |
| <input type="checkbox"/> | <input type="checkbox"/> | All retaining walls shown (over 3' in height require detail design) |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope statement "No graded slope shall exceed 2h:1v |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood statement noting if site is within FEMA flood hazard area including FEMA FIRM map number and date. |

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Flood study for properties with non-studied creeks or streams (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 100 year flood plain shown Must be field located |
| <input type="checkbox"/> | <input type="checkbox"/> | Metropolitan River Protection Act Certificate (if applicable) |

EROSION CONTROL PLAN

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Construction entrance shown |
| <input type="checkbox"/> | <input type="checkbox"/> | Silt fence shown |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction schedule shown |
| <input type="checkbox"/> | <input type="checkbox"/> | All applicable best management practices shown |
| <input type="checkbox"/> | <input type="checkbox"/> | Erosion control detail sheet(s) and required notes included |

SANITARY SEWER

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Clean-out at property line for sewer lateral |
| <input type="checkbox"/> | <input type="checkbox"/> | Identify as new or existing sewer lateral |

STORMWATER MANAGEMENT

REQUIRED PROVIDED

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Impervious area shown (existing/proposed) |
| <input type="checkbox"/> | <input type="checkbox"/> | Green infrastructure practice _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Area treated _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Stormwater discharge 10 foot minimum from property line and show direction of flow |