Land Disturbance Permit Application Package

(Residential Projects Please Use Pages 1-6)

41 Perimeter Center East, Dunwoody, GA 30346 | (678)

OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Dunwoody Land Disturbance Permit for non-residential projects and certain residential projects that include large scale site work without any construction. ***Plans for projects that will disturb one acre or greater must be sent to the Georgia Soil & Water Conservation Commission for state approval after all erosion and sediment control comments from Dunwoody are properly addressed*.** Prior to LDP approval, provide an approved set of plans from DeKalb County Water and Sewer, DeKalb County Fire Marshal, and if applicable, DeKalb County Environmental Health Department.

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CONTACT US – 678-382-6800

Development Coordinator (Completeness review, scheduling, fees) ..... Becca Timms
City Planner/Arborist (zoning, tree protection) ..... Howard Koontz, AICP
City Engineer (SWM, traffic and transportation review) ..... Rich Edinger, P.E.
Public Works (Traffic Signals) ..... Carl Carver, P.E.
Chief Inspector (Erosion Control Inspections) ..... Patrick Couch, MCP

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1. HELPFUL CONTACTS

DeKalb County Fire Marshal
330 West Ponce DeLeon Avenue
Decatur, Georgia 30030
Angelo Chancellor
Fire Protection Engineer
AMChance@co.dekalb.ga.us
(404) 371-2899
Office Hours: 8:30am to 5:00pm M-F

DeKalb County Department of Watershed Management
330 West Ponce DeLeon Avenue
Decatur, Georgia 30030
(770) 621-7273
Office Hours: 8:30am to 5:00pm M-F

DeKalb County Board of Health
330 West Ponce DeLeon Avenue
Decatur, Georgia 30030
(404) 294-3700
Office Hours: 8:30am to 5:00pm M-F

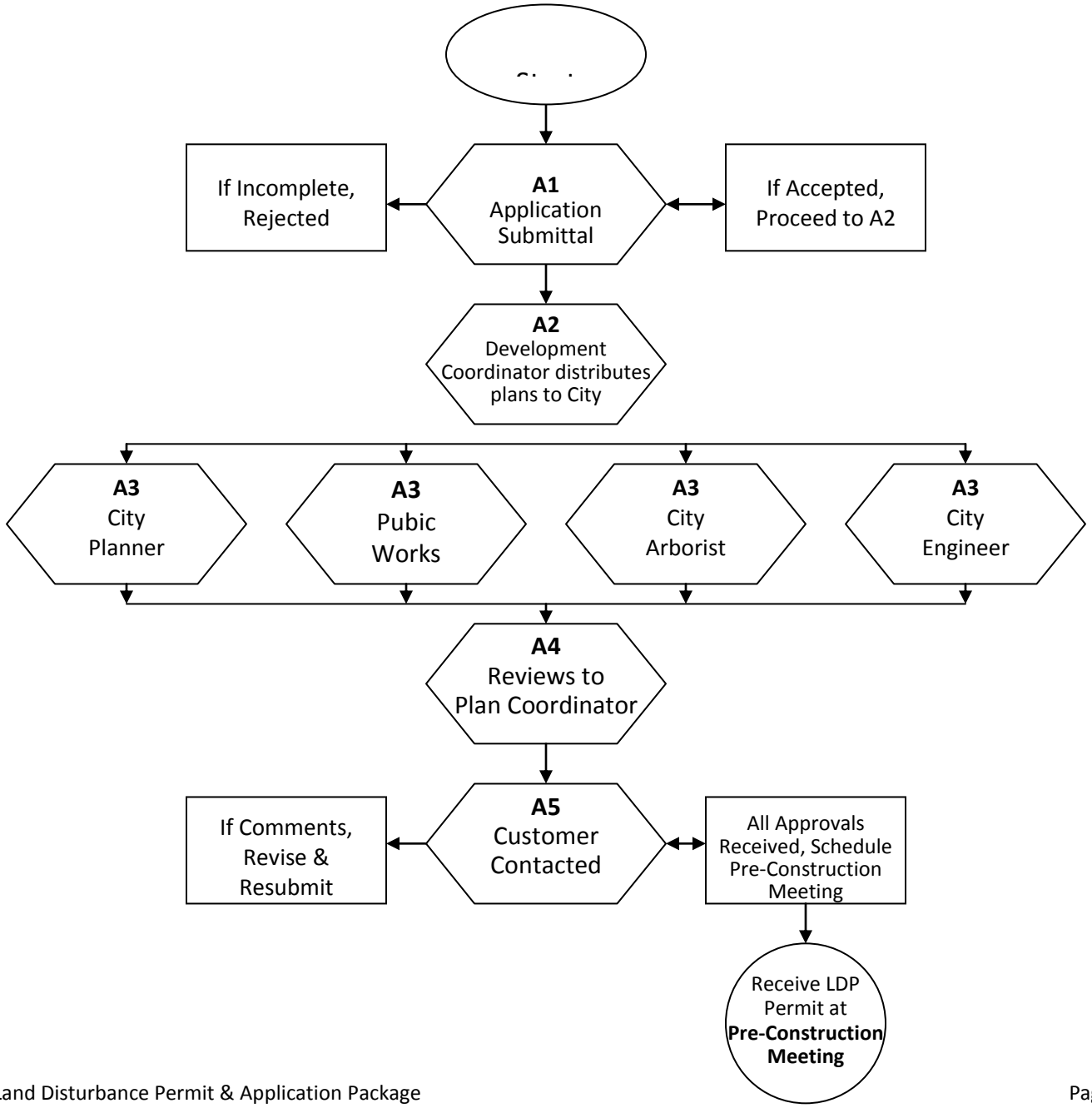
Georgia Soil and Water Conservation Commission
Region III Office
1500 Klondike Road
Conyers, GA 30094
Guerry Thomas
gthomas@gaswcc.org
(770) 761-3020
Office Hours: 8:00am to 5:00pm M-F

Georgia DOT District 7 Office
5025 New Peachtree Road
Chamblee, Georgia 30341
Patrick Allen
District Access Management Supervisor
patrick.allen@dot.state.ga.us
(770) 986-1765
Office Hours: 8:00am to 5:00pm M-F

2. PLAN REVIEW COMMENTS MEETING

To facilitate efficiency in the plan review process, a plan review comments meeting can be scheduled as needed to allow applicants to review their comments and ask questions. Those present will include the City Planner/Arborist , City Engineer, and Public Works Department, if applicable. Please call (678)382-6800 to schedule a plan review comments meeting. Meetings with DeKalb County offices, Georgia Soil and Water Conservation Commission and Georgia DOT must be scheduled separately.

3. LAND DISTURBANCE PLAN REVIEW PROCESS



4. LAND DISTURBANCE PERMIT COMPLETENESS CHECKLIST

When submitting plans for review for a Commercial Development Permit, provide **all** items listed below. If not applicable, explain justification to Development Coordinator upon submittal. Incomplete applications **will not** be accepted into the review process.

FOR CITY OF DUNWOODY USE (to be initialed by Development Coordinator):

_____All items are present. Land Disturbance Application will be submitted for review.
_____All items are **NOT** present. Land Disturbance Application Submission **denied.**

Applicant ↓	CITY ↓	Please check each item only if complete and included
_____	_____	1. Completed Land Disturbance Permit Application and Submittal Fee
_____	_____	2. Approved Concept Plan from the City of Dunwoody (1 copy), if applicable
_____	_____	3. Provide three (3) sets of plans and one DVD with electronic images of each plan sheet, bearing the design professional's seal and signature.
_____	_____	4. Maximum sheet size shall be 30" x 42". On the plans include:
_____	_____	A. Minimum Required Sheets:
		1. Cover sheet
		2. Concept plan, if required
		3. Zoning conditions and all applicable private agreements
		4. Demolition plan, if required
		5. Site plan
		6. Drainage & Grading
		7. Utility plan
		8. Phased Erosion Control (initial, intermediate & final)
		9. Sanitary sewer profiles
		10. Storm pipe profiles
		11. Standard details
		12. Landscape and Tree Protection Plan
		13. Street Lighting Plan (may be combined with Landscape and Tree Protection Plan)
_____	_____	B. Per GESA 12/31/06 requirement, provide GSWCC Level II Design Professional seal and number on the Cover Sheet and on the Phased Erosion Control Sheets
_____	_____	C. Per NPDES, provide Letter/Statement of Certification of Pre-design site visit
_____	_____	D. Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail; 24 hour contact name/local phone/e-mail on cover sheet and all E, S & P sheets.
_____	_____	E. North arrow (on all sheets), total & disturbed acreage, and location map. Indicate scale (no less than 1"=10' or greater than 1"=100'), graphic scale.
_____	_____	F. If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), provide as-built survey of any and all existing development, i.e., buildings, structures, etc. Plans should include Atlanta Regional Commission (ARC) assigned vulnerability categories and allowances for existing & proposed, cleared & impervious areas.
_____	_____	G. Engineer's Stormwater Management Report/Hydrology Report, (2 copies) and hydrology statement on plans
_____	_____	H. Flood Study (2 copies, if applicable)
_____	_____	I. FEMA Flood Map (1998 or most current) shown on plans
_____	_____	J. For permit revisions only: provide a letter attached to the plan(s) with a detailed, specific revision description, and update the revision block on all sheets.

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5. LAND DISTURBANCE PERMIT APPLICATION

Type of Project:

Description of proposed development (check all that apply):

- ❑ Single-Family Development
- ❑ Multi-Family Development
- ❑ Commercial Development
- ❑ Mixed-Use
- ❑ Stream Buffers
- ❑ Land Disturbance > 5,000 sq ft
- ❑ Within River Corridor
- ❑ Other:

Possible Additional Permits:

- ❑ Demolition
- ❑ Pool
- ❑ Retaining Wall (over 4')
- ❑ Fence
- ❑ Other:

Project Information:

Name of Project: _____

Owner of Record: _____

Property Address: _____

Property ID: _____ Zoning: _____ Zoning Case # (If applicable): _____

Total Acreage: _____ Acreage & Sq. Ft. to be Disturbed: _____

Applicant Information: ☐ Check here if same as Owner ☐ Check here if to certify owner permission

Applicant Name and Company: _____

Applicant Address: _____

Phone: _____ Fax: _____ Email: _____

Permitting Information: ☐ Check here if same as Applicant

24 Hour Contact Name and Company: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contractor License Information:

State Trade License Number(s): _____ Expiration: _____

Local Business License #: _____ County|City: _____ Expiration: _____

Terms & Conditions

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

6. SCHEDULE OF FEES

Review Fees		
SKETCH PLANS	**Use**	**Cost Per Unit**
	Residential	$350 plus $5 per lot
	Commercial	$350 plus $5 per acre
LAND DISTURBANCE PERMIT	Use	Cost Per Unit
	Residential	$350 plus $20 per lot
		Additional review fee of $200 assessed for the second and
	Commercial	$350 plus $20 per acre
		Additional review fee of $200 assessed for the second and
FINAL PLAT	$350 plus $5 per lot	
MINOR SUBDIVISION	$350	

Permit Fees		
LAND DEVELOPMENT	**Inspection Fees**	
	Type	**Cost Per Unit**
	Road Vert. & Sect.	$16 per linear foot
	Curb and Gutter	$6.50 per linear foot
	Base and Paving	$25 per linear foot
	Commercial Driveway	$0.75 per square foot
	Storm Drainage	$20 per linear foot
	Wastewater	$22 per linear foot
	Water Main	$16 per linear foot
	Sidewalk	$2 per square foot
	Other	
	Permit Fees	**Cost Per Unit**
	Street Name Markers/Intersection	$75 per intersection
	Traffic Signs/Intersection	$65 per intersection
	Land Disturbance Permit	**Fee**
	LDP	$125
	Fees for Land Disturbance Permits	
	Valuation	Fee
	$1 to $5,000	$300
	$5,001 to $20,000	$300 for the first $5,000 and $150 for each additional $1,000, or
	$20,001 to $100,000	$2,250 for the first $20,000 and $100 for each additional $1,000, or
	$100,001 to $250,000	$10,550 for the first $100,000 and $50 for each additional $1,000,
	$250,001 to $500,000	$18,050 for the first $250,000 and $25 for each additional $1,000,
	$500,001 to $1,000,000	$24,300 for the first $500,000 and $15 for each additional $1,000,
	$1,000,001 and up	$31,800 for the first $1,000,000 and $10 for each additional $1,000,

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7. EROSION CONTROL SURETY CALCULATION FORM

QUANTITY AMOUNTS REQUIRED BELOW MUST BE PROVIDED AND VERIFIED BY THE DESIGN PROFESSIONAL AND/OR INSPECTOR OF RECORD

(Please Print)

PROJECT NAME (PHASE): _____

CDP#: _____**LAND LOT(S):**_____ **DISTRICT:**_____

OWNER: _____

DESIGN PROFESSIONAL: _____

SURETIES: All applicable sureties are required prior to the issuance of a Land Disturbance Permit by the City of Dunwoody Community Development Department.

EROSION CONTROL: (Disturbed Acreage) **$3000/ACRE x** _____**ACRES = $** _____

Every permit applicant shall be required to post a **cash surety** of $3,000 per disturbed acre prior to the issuance of a land disturbance permit. The surety is a mechanism for the City to cover any potential costs associated with stabilization and compliance of all disturbed areas and stormwater infrastructure including, but not limited to, permanent grassing, desilting detention ponds, water bodies, stormwater facilities, roadways, reestablishing damaged buffers and similar or related items. This surety will be released upon approval of final stabilization from the Department of Community Development.
City Code, Soil Erosion & Sedimentation Control Ordinance Chapter 14, Article 7, Section 6b(vii)

DESIGN PROFESSIONAL / INSPECTOR CERTIFICATION AND SIGNATURE:

I hereby certify that the amounts calculated above are in accordance with the requirements of the City of Dunwoody Community Development Department.

Signature: _____Date:_____

8. LANDSCAPE AND TREE PROTECTION CHECKLIST

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

8. 1. Zoning Ordinances/Zoning Conditions Requirements

_____ _____ A. If zoning conditions and/or community standards apply to tree protection or landscaping, show compliance.

_____ _____ B. Provide Street Lighting Plan showing consistent with Section 8.4 of Subdivision Regulations and Section 4.9 of Zoning Ordinance.

8. 2. Initial Arborist Site Visit Requirement

_____ _____ Applicant may be required to meet with the Department of Community Development Arborist to perform an on-site evaluation prior to submitting plans for LDP review. To schedule an on-site evaluation, call City Arborist @ 678.382.6810

8. 3. Per Article 34.4.1.d of the City of Dunwoody Zoning Ordinance, Show a Separate Sheet Dedicated to a Tree Protection and Landscape Plan

_____ _____ A Tree Protection Plan may be submitted either as part of the landscape plan or as a separate drawing. Refer to the City of Dunwoody Tree Preservation Ordinance Article 8 for guidance.

8. 4. Landscape Plan Requirements

_____ _____ A. Include all required undisturbed buffers, landscape strips, and parking islands with the required dimensions. These requirements must be drawn and dimensioned on all sheets submitted for a permit.

_____ _____ B. Include planting list with proposed plant material names (common and botanical), quantity, size, and any special planting notes.

_____ _____ C. Include planting detail.

_____ _____ D. All required landscape strips must be planted at a density so as to provide at least 60% spatial coverage in trees and shrubs, with no more than 40% grass, sod, or other ground cover. Show the calculations on the plan.

_____ _____ E. All required buffers must be planted or replanted to buffer standards unless existing conditions meet or exceed these standards.

_____ _____ F. Detention Pond Requirements: A 20-foot wide landscape strip planted to buffer standards shall be provided around the exterior of all detention areas adjacent to and outside of the required 10-foot wide access easement, or as may be approved by the City of Dunwoody Arborist (Zoning Resolution 34.5.4.)

_____ _____ G. Parking Islands must be provided as required by Conditional Zoning or Section 4.23.2 of the Zoning Ordinance. Parking islands must be planted with 2" caliper shade trees as approved by the City Arborist. Parking Islands must be a minimum of 10 feet wide.

_____ _____ H. Permanent structures cannot be permitted in landscape strips, parking islands, improvement setbacks or buffers, including but not limited to walls, fences, headwalls, drop inlets, catch basins, riprap, light fixtures, phone booths, etc. Monument signs, drainage structures, and sidewalks may be allowed with pre-approval in landscape strips only.

_____ _____ I. Curb stops must be used to prevent vehicle overhang into required landscape strips and parking islands. One curb stop per parking stall is required.

LANDSCAPE AND TREE PROTECTION CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

8. 5. Tree Protection Plan Requirements

_____ _____ A. Include all tree protection zones and label all tree save areas (even in R.O.W., adjacent to sidewalk) and show areas of re-vegetation.

_____ _____ B. Indicate exact location of all specimen trees onsite as verified by a field run survey. On the site plan, include the size of each specimen tree and indicate whether the specimen tree is to be saved or removed.

_____ _____ C. Healthy specimen trees impacted by land disturbance will have to be recompensed with a tree unit value that is equal to the value of the tree being removed. Replacement trees shall be 4" caliper or 2" caliper unit. Unit value of a 2" caliper recompense tree is .35, exactly ½ that of a 4" tree. In addition, recompense trees have to be paid to the City of Dunwoody Tree Fund prior to the issuance of a Land Disturbance Permit. (LDP)

_____ _____ D. Include limits of clearing and land disturbance such as grading, trenching, etc, where these disturbances may affect tree protection zones.

_____ _____ E. Indicate the proposed locations of all underground utilities. Tree save areas cannot be considered in utility easements.

_____ _____ F. Methods of tree protection shall be indicated for all tree protection zones, including tree fencing, erosion control, retaining walls, tunneling for utilities, aeration systems, transplanting, staking, signage, etc. Show detail of tree protection.

_____ _____ G. This plan should indicate staging areas for parking, materials storage and concrete washout because these areas might affect tree protection.

_____ _____ H. The required site tree density factor must be satisfied. Compliance shall be demonstrated on the tree protection plan. Existing trees or stands of trees used in the density calculation must be indicated on the drawing. Flowering ornamental replacement trees may not be used in density calculations. If enough existing trees are not saved in order to meet density, the replacement tree cost must be paid to the City of Dunwoody Tree Fund prior to issuance of the LDP.

_____ _____ I. Replacement trees used in density calculations must be ecologically compatible with the intended growing site.

8. 6. Clearly state the following notes on the Tree Protection/Landscape Plans

_____ _____ A. Provisions for tree protection on the site shall be, as a minimum, in conformance with the requirements of the latest edition of the City of Dunwoody Tree Preservation Ordinance, Zoning Ordinance and administrative guidelines pertaining to tree protection.

_____ _____ B. If the landscape design and plant material are changed from the permitted plan, three (3) sets of revised plans shall be submitted to the City of Dunwoody arborist's office for approval, prior to any landscape installation.

_____ _____ C. All landscaping for each phase of development shall be completed prior to the recording of the final plat for that phase, prior to the issuance of certificate of occupancy for that phase, or prior to connection of permanent power for that phase. Contact the City of Dunwoody at 678.382.6800 for site inspection upon completion of landscape installation.

8. 7. Clearly state the following notes on BOTH the Tree Protection/Landscape Plan and the Grading Sheet

_____ _____ A. Contact the City of Dunwoody Planner/Arborist at 678-382-6810 to determine if a pre-construction meeting prior to any land disturbance is required. All required tree fence must be installed prior to this meeting.

LANDSCAPE AND TREE PROTECTION CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

_____ _____ B. Undisturbed buffers shall be planted to buffer standards where sparsely vegetated or where disturbed due to approved utility crossings. Replanting is subject to city planner/arborist approval. (Do not plant trees within the sanitary sewer easement).

_____ _____ C. Call Before You Dig (800) 282-7411

8. 8. Stream Buffer Protection Standards

_____ _____ A. All State Waters (as defined by O.C.G.A.12-7) require a minimum undisturbed vegetative buffer seventy-five (75) feet wide measured from the point of wrested vegetation on both sides of the stream or normal pool level (i.e. lake/pond).

9. HYDROLOGY STUDY/STORM WATER MANAGEMENT REPORT CHECKLIST

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

9. 1. Existing Conditions Analysis

_____ _____ A. Provide topographic map of existing conditions. Show the following on the map:
_____ _____ 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report.
_____ _____ 2. Indicate acreage of each delineated drainage area.
_____ _____ 3. Indicate CN for each delineated drainage area.
_____ _____ 4. Indicate Tc for each delineated drainage area.
_____ _____ 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area.
_____ _____ 6. Indicate land cover condition for each drainage area.
_____ _____ B. Provide a summary table of peak rates of runoff from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs).
_____ _____ C. Provide time of concentration determination calculations for each drainage area.
_____ _____ D. Provide Soil Classifications

9. 2. Post Development Conditions Analysis

_____ _____ A. Provide topographic map of developed conditions. Show the following on the map:
_____ _____ 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report.
_____ _____ 2. Indicate acreage of each delineated drainage area.
_____ _____ 3. Indicate CN for each delineated drainage area.
_____ _____ 4. Indicate Tc for each delineated drainage area.
_____ _____ 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area.
_____ _____ 6. Indicate land cover condition for each drainage area.
_____ _____ 7. Delineate and label/name each stormwater management facility.
_____ _____ 8. Indicate all outflow locations for each stormwater management facility.
_____ _____ B. Provide a summary table of peak rates of runoff from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs).
_____ _____ C. Provide a summary table of developed peak rates of runoff vs. existing peak rates of runoff for each drainage area. Demonstrate no increase in peak rates of runoff for 1, 2, 5, 10, 25 or 100 year events for each drainage area.
_____ _____ D. Provide tabular hydrograph output for drainage area(s) draining to each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events.
_____ _____ E. Provide graphical hydrograph output for outflow (routing) of each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events.
_____ _____ F. For any bypass area hydrograph that is combined with a stormwater management facility outflow hydrograph, provide the tabular hydrograph output for the bypass area for the 1, 2, 5, 10, 25, and 100 year events. Provide the tabular hydrograph output for each combined hydrograph.

HYDROLOGY STUDY/STORM WATER MANAGEMENT REPORT CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

_____ _____ G. Provide time of concentration determination calculations for each drainage area.
_____ _____ H. For each stormwater management facility provide Stage/Storage/Outflow tabulation and outlet configuration data used for routing for each stormwater management facility.
_____ _____ I. Provide details for outlet control structures/devices for each stormwater management facility on plans and in stormwater management report. Ensure details on plans agree with details in report. Label structures so plans and details in report and on plan can be easily correlated.

9. 3. Post Development Downstream Analysis

_____ _____ A. Provide analysis of downstream conditions at each point or area along project boundary at which runoff will exit the property.
_____ _____ B. Extend analysis of downstream conditions to include all portions of the downstream conveyances between the site and the point where the site area is 10 percent of the total basin area.
_____ _____ C. Compare capacity vs. designed flows for each downstream conveyance between site and 10% point.

9. 4. Minimum Hydrology Design Parameters

_____ _____ A. Existing condition, pervious vegetated areas maximum CN = 55.
_____ _____ B. Existing condition time of concentration determination shall be in accordance with Section 2.1.5.6 in the Georgia Stormwater Management Manual (GSMM). Sheet/Overland flow lengths less than 100 feet used in GSMM equation 2.1.9 shall be justified in stormwater management report. Use of existing time of concentrations greater than calculated in accordance with GSMM 2.1.5.6 is acceptable.
_____ _____ C. Minimum freeboard for above ground earthen stormwater management facility dams is 2 feet.
_____ _____ D. Minimum freeboard for concrete stormwater management containment facility is 1 foot.

9. 5. Hydrology and Drainage Items

_____ _____ A. Show a 20ft, graded (max 16% slope) and stabilized access easement to all stormwater management facilities from a location of public vehicle access.
_____ _____ B. Provide a 20ft landscape strip as required by the City Arborist around the exterior of all detention areas adjacent to and outside the required 10 ft access easement.
_____ _____ C. Show a six foot high security fence with a 10 ft access gate outside of the ten foot access easement around each detention pond. Show the location of the access gate.
_____ _____ D. Provide Standard 908 Detail for Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908.
_____ _____ E. State the Water Quality Volume, the Channel Protection Volume, the 25-year volume, and the 100-year volume on the plans. State the Water Quality elevation, the Channel Protection elevation, the 25-year elevation and the 100 year elevation on the plans in accordance with GA Stormwater Management manual.
_____ _____ F. Eliminate proposed concentrated discharge from site where existing condition is sheet flow.
_____ _____ G. When serving more than three lots, detention ponds shall be located on a separate parcel where no home can be constructed.
_____ _____ H. Provide design engineer's professional seal and signature on plans and report.

10. STORM WATER PLAN REVIEW CHECKLIST

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ CITY ↓ Please check each item only if complete and included

10. 1. Drainage Review Requirements

_____ _____ A. Minimum culvert size shall be 18" and maximum velocity shall be 15 ft. /sec.

_____ _____ B. Locate catch basins with 600 feet maximum spacing, designed for 10-year storm with a maximum gutter spread of 8 feet.

_____ _____ C. Show nearest existing catch basin and/or drop inlets that receive water from this development.

_____ _____ D. Provide design calculations for all storm drainage pipes. Storm drainage pipes shall be designed for 25-year storm frequency.

_____ _____ E. Culverts beneath roads shall be designed to convey the 100-year storm. Show analysis/effects of 100 year storm.

_____ _____ F. Provide design calculations for all ditches and channels. Ditches and channels shall be designed for 25-year storm frequency.

_____ _____ G. Provide back water effect due to constriction of pipes in ditches or swales. Limit backwater to within the property.

_____ _____ H. Storm Drainage Plan

_____ _____ 1. Show existing and proposed contours, clearly distinguishable.

_____ _____ 2. Identify drainage structures as existing or proposed.

_____ _____ 3. Show drainage easements drawn with width dimensions specified. Typical D.E. width is 20 ft minimum.

_____ _____ 4. Delineate and label any flood zone within the site.

_____ _____ 5. Label roadway highpoints on the center line of the roadway.

_____ _____ 6. Show the limits of proposed construction to be permitted.

_____ _____ 7. Clearly note this statement on plans:
Call Before You Dig (800) 282-7411

_____ _____ 8. Profile all existing/proposed storm pipes above which land disturbance will occur.

_____ _____ 9. Reference all storm drainage structures (i.e., catch basins, drop inlets, headwalls, etc.) to Dunwoody or other standard (GDOT, etc.) or provide complete detail(s) if not a public standard.

_____ _____ 10. Storm drainage structures are not allowed within the radius of a curb.

_____ _____ 11. Provide outlet velocity at outlet structures (i.e. storm drainage profile).

_____ _____ 12. Storm drainage structures shall discharge into natural draws or drainage channels/swales.

_____ _____ 13. For all permit revisions, submit a letter stating the proposed changes. These changes should be highlighted on all sheets affected.

10. 2. Storm Drainage Pipe Design

_____ _____ A. 30" maximum cross drain pipe draining through GDOT standard catch basins or drop inlets. When larger diameter is required, provide design and detail of all structures.

_____ _____ B. Storm drain cross section:

_____ _____ 1. Minimum pipe cover:

_____ _____ a. Storm drains: 18 inches outside roadway, 36 inches within roadway (Ref. FC Standard 524).

_____ _____ b. Berming or trenching is not allowed to achieve minimum or maximum cover.

_____ _____ 2. Minimum pipe slopes:

_____ _____ a. Concrete or smooth walled HDPE 0.5%

_____ _____ b. CMP 1.0%

STORM WATER PLAN REVIEW CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

_____ _____ C. All storm crossings under public roadways shall be reinforced concrete pipe (RCP).
_____ _____ D. Storm pipe material types, directional changes, slope changes, or transitions are permitted only at drainage structure with surface access (i.e., junction box with manhole, catch basin, etc.). Concrete collars are not acceptable at transitions.
_____ _____ E. Show size, material type, class or gauge, percent slope, and length of all pipes.
_____ _____ F. Provide invert elevations and top elevations of drainage structures.
_____ _____ G. Anchor collars are required on storm pipes when the slope is greater than 30%.
_____ _____ H. Cite GDOT Standard for storm sewer pipes (CMP pipe shall be half-coated with a paved invert.)

10. 3. Ditches and Swales

_____ _____ A. All proposed swales and ditches shall have cross sections, centerline profiles, flow rates, and velocities shown on plans.
_____ _____ B. If velocity in ditch is greater than 3 ft. /sec., ditch invert shall have a non-erodible material.

10. 4. Storm Drain Structures

_____ _____ A. Show drainage area, Q25 and headwater elevation at the inlet of all storm drain structures (include accumulative areas and Q's, and longitudinal system).
_____ _____ B. Indicate the type and GDOT standard number for inlet and outlet structures of all pipes.
_____ _____ C. All pre-cast manholes shall be provided with a minimum of 9 inches clearance on each side of connecting pipe between all cut-outs or penetrations.
_____ _____ D. Use online catch basins except for cul-de-sac applications in which one foot offset is required.
_____ _____ E. Show concrete spillway at the end of curb and gutter (Ref. GDOT Standard 9013, Type III) where applicable.
_____ _____ F. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).
_____ _____ G. Engineer's seal and signature required on all plans and reports.

11. FLOODPLAIN CHECKLIST

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

12. 1. General (all projects)

_____ _____ A. Provide FEMA Flood Insurance Rate Map (FIRM) excerpt on the cover sheet for the subject site development plans on which the site is delineated.

_____ _____ B. Provide statement below FEMA FIRM excerpt on cover sheet of plans:
"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by FIRM Community Panel Number 13121C for unincorporated Fulton County, Georgia. (Use June 22, 1998 or most current map)."

12. 2. If Flood Zone AE, Zone A and/or shaded Zone X within site:

_____ _____ A. Cleary delineate flood zone extents and both the existing and proposed 100 year flood elevations on plans.

_____ _____ B. Provide project benchmark with elevation, tied to Dunwoody or Fulton County G.I.S. monument. Use N.G.V.D. or Mean Sea Level Datum.

_____ _____ C. If the proposed work encroaches within Zone AE, A or X. The following is required:

_____ _____ 1. Professional Engineer's certification that the proposed work will not:

_____ _____ a. raise the base flood elevation outside of the property limits

_____ _____ b. reduce the flood storage capacity in the flood plain (fill placed within floodplain must be compensated and all cut areas must gravity drain to watercourse);

_____ _____ c. impede the movement of flood waters;

_____ _____ d. change the flow characteristics of the flood waters; and

_____ _____ e. create hazardous or erosion-producing velocities.

_____ _____ 2. Flood study, prepared and certified by Professional Engineer, which determines both the existing and proposed extents and elevations of the flood zone.

_____ _____ 3. At the request of Dunwoody, provide application to FEMA for a conditional FIRM revision to be submitted to FEMA.

_____ _____ D. Locate all flood study sections on the plans and state the existing and proposed flood elevations at each section.

_____ _____ E. Provide a RECORDED copy of the Dunwoody Flood Plain Indemnification Agreement.

12. 3. General

_____ _____ A. State the "lowest floor elevation" including basement and attached garage for each lot affected by the floodplain. Note: lowest flood elevation shall be a minimum of 3 ft. above the 100 year storm elevation.

_____ _____ B. Per Floodplain Ordinance, certify and submit calculated areas to demonstrate that no lot area has less than 50% of the minimum lot area (as established by the applicable zoning district regulations) above the base flood elevation, and/or no less than 70% of the buildable land area of any lot lies above the base flood elevation by a minimum of one foot.

_____ _____ C. Clearly state the following notes on the cover sheet and construction plans:

_____ _____ 1. The flood zone(s) _____ shown hereon are based on the Fulton County Community Panels (FIRM) [Numbers/Numbers] 13121C _____.

_____ _____ 2. The base flood (IRF) elevations shown hereon are based on the flood elevation study by _____, (signature, seal, date of design professional.);

FLOODPLAIN CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓	CITY ↓	Please check each item only if complete and included
_____	_____	The base flood (IRF) elevations shown hereon are based on the flood insurance studies for Fulton County and unincorporated Fulton County.
_____	_____	3. All construction including grading and filling within the floodplain shown hereon shall be in conformance with the Dunwoody Floodplain Ordinance.
_____	_____	4. All cut and fill within the floodplain shall be field verified and certified by a Professional Engineer.
_____	_____	5. All intermediate regional floodplain shall be field located and staked prior to encroachment within them. Such location shall be maintained clear and visible throughout construction and final approval.
_____	_____	6. When utility (storm drains, sewers, etc.) construction is within a floodplain:
_____	_____	a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion.
_____	_____	b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored.
_____	_____	7. When any construction borders a floodplain:
_____	_____	a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion.
_____	_____	b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored.
_____	_____	8. The lowest floor elevation includes basement and attached garage and shall be a minimum of 3 ft. above the 100 year storm elevation.
_____	_____	D. Show the limits of construction and the quantities of cut/fill proposed within the floodplain on the construction plans. Show a grading plan with quantities and proposed contours for the area where the compensating cut is to be made. When fill or cut is proposed within a floodplain, a plan and profile based on field run cross sections shall be submitted as part of the land disturbance permit. The horizontal and vertical scales shall be such that the contractor can clearly determine the extent and amount of work and such as to facilitate the engineer in submitting the required certification.
_____	_____	E. Any disturbance of 50 foot Dunwoody Stream or the additional 25' non-impervious setback must receive approval from the City of Dunwoody - Board of Zoning Appeals. See the Stream Buffer Protection Ordinance for the minimum requirements for requesting a variance.
_____	_____	F. Disturbance of the 25 foot State of Georgia buffer requires a variance from the GA DNR-Environmental Protection Division.

12. TRANSPORTATION CHECKLIST

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

13. 1. Georgia Department of Transportation (GDOT)

_____ _____ A. GDOT Driveway Permit Number - This development accesses on a road maintained by GDOT and/or a City road with a currently programmed state improvement project. Provide GDOT driveway permit number and approval. No Land Disturbance Permit will be issued showing roadway improvements until GDOT plans and approval are presented to Dunwoody Department of Community Development.

_____ _____ B. GDOT right-of-way (R.O.W.) Dedication and Reservation - Plans must show GDOT mandated R.O.W. dedications and reservations for all projects adjacent to any road maintained by GDOT and/or any City road with a currently programmed state improvement project.

13. 2. Manual of Uniform Traffic Control Devices (MUTCD) Traffic Control Plan

_____ _____ A separate sheet dedicated to a Traffic Control Plan should be submitted with the Land Disturbance Permit approval drawings if the improvements associated with the development will create the need for supplemental road improvement, signing, or striping of a City road which will either be accessed on or dedicated by the development. The plan should be at a scale of between 1" = 20' and 1" = 60', contain a location map and north arrow. It must include all warning devices, barricades, signage, and operational changes to all affected roads, including any necessary detour routes. All work zone signage and marking must conform to the MUTCD.

13. 3. American Association of State Highway Transportation Officials (AASHTO) Compliance

_____ _____ All road designs shall conform to AASHTO and these checklist items as a minimum. Revise plans to conform to AASHTO requirements noted in the review.

13. 4. Curb Cuts

_____ _____ A. Show all existing and proposed curb cuts which are within 300 feet of proposed driveway(s) along property frontage.

_____ _____ B. Dimension distance from centerline of project curb cuts to existing and/or proposed curb cuts.

_____ _____ C. Show angle of incidence of centerline of driveway and entrance, with centerline of road.

_____ _____ D. Show width of driveway entrance from back of curb to back of curb. Driveway widths must conform to Fulton County Driveway Manual and Standard Details.

_____ _____ E. Show concrete apron per Dunwoody Standard Details. For private residential street entrances and commercial and industrial entrances; add this detail to your plans.

_____ _____ F. Show right-in/right-out only curb cut design per Dunwoody Standard Details; add this detail to your plans.

_____ _____ G. Show any proposed walls and/or fences along the property frontage. No portion of the fence or wall may be closer than 3' to the R.O.W. line. If the fence is located within the R.O.W. reservation, an agreement must be filed, before LDP issuance, that the fence will be removed at no cost to the City at any future time that the City may purchase the reservation. Such agreement must be filed with the City Clerk and the Department of Public Works, and tied to the property deed.

_____ _____ H. Show separate dimensioned entrance detail for all gated entrances.

TRANSPORTATION CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

13. 5. Roadway Construction/Drainage

_____ _____ A. Show proposed improvement(s) on City roads dimensioned from legal centerline of road. Include deceleration, left turn lanes, road widening, and other improvements as required by Dunwoody Driveway Manual. All improvements must conform to Dunwoody Standard Details.

_____ _____ B. Show how the proposed road improvement(s) will be tied into the City road existing conditions at the limits of the properly frontage with the adjacent parcel(s).

_____ _____ C. Show roadway widening per Dunwoody Standard Details, if required; add the appropriate detail to your plans.

_____ _____ D. Show concrete with topping construction detail when roadway widening is less than four feet, per Dunwoody Standard Detail.

_____ _____ E. Show curb and gutter improvements on all frontages, per Dunwoody Standard Details; add the appropriate detail to your plans.

_____ _____ F. Show sidewalks as required per Dunwoody Subdivision Regulations, and Dunwoody Standard Details; add this detail to your plans.

_____ _____ G. Show drainage flow lines, minimum slopes, high points and low points with spot grades along your road frontage.

_____ _____ H. Show internal roadway cross-sections and widths per Dunwoody Standard Details; add the appropriate detail to your plans.

13. 6. Signing/Striping

_____ _____ A. Show legal centerline of all existing and proposed City roads. Show speed limits for all roads (existing and proposed); locate any adjacent speed limit signs; label proposed as future public or private.

_____ _____ B. Show deceleration lane(s) striping and signage, if required. Show signing and striping on the plans per Dunwoody Standard Details and the MUTCD.

_____ _____ C. Show left turn lane(s) striping and signage, if required. Show signing and striping on the plans per Dunwoody Standard Details and the MUTCD.

_____ _____ D. Show striping plan for frontage resurfacing. Show signing and striping on the plans per Dunwoody Standard Details and the MUTCD.

13. 7. Intersection Sight Distance Profile

_____ _____ Show intersection sight distance (not to be confused with stopping sight distance) of each proposed intersection entrance, street or driveway. Intersection sight distance is determined with an assumed height of driver's eye of 3.5 feet and an assumed height of object of 3.5 feet when measuring in the vertical plane. When measuring in the horizontal plane, the intersection sight distance is determined with an assumed driver's eye location from a point 4' offset from the centerline and 15' from the edge of closest travel lane to a point along the centerline of the closest oncoming travel lane. When measuring in either plane, the line of sight must remain in the proposed standard dedicated R.O.W. and may not be obstructed by monuments, walls, fences, trees, hedges or other visual impediments / obstructions.

TRANSPORTATION CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

13. 8. Right of Way / Utilities

_____ _____ A. Show proposed R.O.W. dedication and reservation, dimension from centerline.

_____ _____ B. Show a 10.5 foot R.O.W. shoulder dimensioned from the back of curb of all road improvements, if the road improvement plus 10.5 feet will be greater than the proposed R.O.W. dedication.

_____ _____ C. Show R.O.W. miter at external street intersections of at least 20 feet radius. Ensure intersection site distance, free of obstructions, is provided.

_____ _____ D. All utility locations must conform to Dunwoody Standard Details; add this detail to your plans.

_____ _____ E. Show R.O.W. widths for all proposed streets and cul-de-sacs per Dunwoody Standard Details, Subdivision Regulations, and Driveway Manual.

13. 9. Vertical Alignment (for internal streets)

_____ _____ A. Minor street (44' R.O.W.) = 14% maximum grade. All grades exceeding 12% shall not exceed a length of 250 feet.

_____ _____ B. Show minimum centerline profile and longitudinal gutter slopes with grade of at least 0.5 percent when used as a tangent.

_____ _____ C. Show minimum Vertical curve lengths, per Dunwoody Subdivision Regulations.

_____ _____ D. Show compliance with Dunwoody Subdivision Regulations for leveling course design at approaches to an intersection.

13. 10. Horizontal Alignment (for internal streets)

_____ _____ A. Show minimum horizontal centerline curve radius, per Dunwoody Subdivision Regulations.

_____ _____ B. Show minimum tangent lengths between reverse horizontal curves of 50 or 100 feet, per Subdivision Regulations.

_____ _____ C. Show desired ninety degree angle of incidence between intersections, per Subdivision Regulations.

13. 11. Notes

Clearly state the following notes on the plans prior to approval:

_____ _____ A. New pavement / surfacing is required across all property frontages to existing centerline, to be installed per Dunwoody Standard Details or as additionally directed by Dunwoody Traffic Engineer:

_____ _____ B. All traffic control and warning devices must be shown and placed per MUTCD.

_____ _____ C. Temporary traffic control and warning devices shall be placed prior to the commencement of any road improvement work on City roads and shall remain in place until the conclusion of all signing and striping work.

_____ _____ D. All signs shall conform to the MUTCD Standards and Dunwoody for color, size, reflectivity, height, and placement.

_____ _____ E. Striping (white and yellow) and arrow marking shall be applied using GDOT standards for thermoplastic striping.

_____ _____ F. When necessary, existing striping shall be removed by grinding, unless specified by Dunwoody Traffic Engineer.

TRANSPORTATION CHECKLIST (continued)

Reviewed By: _____Phone:_____ Accepted / Denied

Applicant ↓ **CITY** ↓ Please check each item only if complete and included

_____ _____ G. All final signage must be installed concurrently with the performance of the striping work.

_____ _____ H. Contact the Dunwoody Public Works (678-382-6700) one week prior to commencement of any striping work.

_____ _____ I. Clearly note this statement on plans:

Call Before You Dig (800) 282-7411

13. 12. Signal Permit

_____ _____ Include separate signal plans if a signal is required for this development. Signal plans must be submitted to and approved by Dunwoody Public Works prior to the sign-off for LDP. The signal plan checklist is available on our website at www.DunwoodyGA.gov.

13. PRECONSTRUCTION MEETING INFORMATION

All Land Disturbance Permit applicants need to schedule a pre-construction meeting with the Development Coordinator prior to any major site activity. These onsite pre-construction meetings provide an opportunity to meet the Dunwoody site inspectors, discuss city regulations, enforcement protocol, project expectations, and identify critical areas that may require special attention during development.

The pre-construction meeting will be held **onsite prior to any land disturbance activity or after the initial perimeter sediment controls are installed**. If possible, the developer/owner, design engineer, and site contractors should be present. The Land Disturbance Permit (LDP) will be presented after the meeting.

Items that will be discussed during the meeting include:

- Initial erosion & sediment controls (E&SC), tree save, installation sequencing (Sd3, Re, etc.)
- State waters, buffers, and wetlands delineation
- Construction exit (Co) and LDP/site plan location
- Temporary vegetation (14 day rule) and dust control (Du)
- Conditions of Zoning
- Site inspections and enforcement procedures
- Department of Public Works issues, site distance, and rights of way disturbance
- Final plat or plan requirements and procedures
- Copy of the NPDES General Construction Permit Notice of Intent (NOI)
- Site contact information

Please contact Development Coordinator, at 678-382-6800 to schedule a pre-construction meeting.

Erosion Control/Stabilization Surety
Every permit applicant shall be required to post a cash surety of $3,000 per disturbed acre prior to the issuance of a land disturbance permit. The surety is a mechanism for the City to cover any potential costs associated with stabilization and compliance of all disturbed areas and stormwater infrastructure including, but not limited to, permanent grassing, desilting detention ponds, water bodies, stormwater facilities, roadways, reestablishing damaged buffers and similar or related items. This surety will be released upon approval of final stabilization from the Department of Community Development. Surety calculation forms and templates are available upon request.

City Code, Soil Erosion & Sedimentation Control Ordinance Chapter 14, Article 7, Section 6b(vii)

Local Issuing Authority Land Disturbance Fee
Every permit applicant proposing to disturb over one (1) acre shall be required to pay a $40 per disturbed acre fee prior to the issuance of a land disturbance permit. This fee, in addition to other city permitting fees, is to be paid by the primary permittee as defined in the National Pollutant Discharge Elimination System state general permit.

City Code, Soil Erosion & Sedimentation Control Ordinance Chapter 14, Article 7, Section 6b(vi)

Land Disturbance Permit Application Package

(Residential Projects Please Use Pages 1-6)

41 Perimeter Center East, Dunwoody, GA 30346 | (678)

14. ROUTE SHEET

Project Name _____

Project Address _____

Project Type _____ District _____ Land Lot _____ Parcel _____

Zoning _____ Number of Lots _____ Acreage _____ Sewer or Septic _____

Owner Name _____

Owner Address _____

_____

Owner Phone _____ Owner Fax _____

Contact _____

Contact Address _____

_____

Contact Phone _____ Contact Fax _____

The date of review begins on the date a complete plan/plat is submitted **and** the review fee is paid.

Submitted by: _____ Date _____ Print Name _____

Accepted by: _____ Date _____ Print Name _____

Applicant's LDP Permit Checklist

Review Fee:_____Paid by:_____Date:_____

Permit Fee:_____Paid by:_____Date:_____

City NPDES Fee:_____Paid by:_____Date:_____

State NPDES Fee:_____Paid by:_____Date:_____

Erosion Control Bond Amount:_____Delivered by:_____Date:_____

Erosion Control Affidavit Submitted by:_____Date:_____

BMP Maintenance Agreement Submitted by:_____Date:_____

Primary Permittee NOI Submitted by:_____Date:_____

Land Disturbance Permit Application Package

(Residential Projects Please Use Pages 1-6)

41 Perimeter Center East, Dunwoody, GA 30346 | (678)

Reviewing Agency (responsibility)	Approval	Date
City of Dunwoody Community Development Department	Signed:	
	Print Name/Conditions:	
Georgia Department of Agriculture and Consumer Protection	Signed:	
	Print Name/Conditions:	
Dekalb County Health Department (Septic Tanks and/or associated structures)	Signed:	
	Print Name/Conditions:	
Dekalb County Fire Department (Fire Safety and ADA compliance)	Signed:	
	Print Name/Conditions:	
Dekalb County Department of Public Utilities (Existing or proposed water and/or sewer)	Water Signed:	
	Sewer Signed:	
Dekalb County Planning and Development Department (Street names and assign addresses)	Signed:	
	Print Name/Conditions:	
City Engineer (Storm water review)	Signed:	
	Print Name/Conditions:	
City Engineer (Development Compliance)	Signed:	
	Print Name/Conditions:	
City Planner (Zoning Compliance)	Signed:	
	Print Name/Conditions:	
Dekalb County Department of Transportation (Construction in county right of way)	Signed:	
	Print Name/Conditions:	
Georgia Department of Transportation (Construction in State right of way)	Signed:	
	Print Name/Conditions:	
Other	Signed:	
	Print Name/Conditions:	
Final Approval		
City of Dunwoody	Signed:	
	Print Name/Conditions:	