



Necessary Steps to Permit a Residential Building Lot in a Subdivision with Lapsed Permit Coverage

Background

Prior to the collapse of the real estate market in 2008, a number of residential subdivisions were in the process of being developed. These subdivisions were submitted for review and permitting as *common developments*. Typically, a single developer submitted the subdivision for review and the subdivision was reviewed and permitted as a whole, particularly in terms of infrastructure, floodplain, stream buffer, and erosion control. This applies to permitting at the local, state and federal agencies. When builders worked individual lots, they had coverage under some of the larger development's permits.

The situation is now different. Georgia's NPDES Construction General Permits, under which these types of projects were covered, expired in 2012. Any projects that did not apply for coverage under the permit issued in 2013, lost coverage under the new permit. As lots have been sold off, in many cases a given subdivision may have parcels owned by multiple different parties, with no unifying developer for the subdivision.

What does this mean to you, the home builder?

NPDES Construction Permits

To build you need local permits. The City cannot issue these permits until you have coverage under necessary state permits. You have three options to obtain NPDES coverage. See *Attachment #1, Georgia EPD Tertiary Permittee memo*. Whichever option you choose, you must submit a Notice of Intent to Environmental Protection Division (EPD) at least 14 days prior to the beginning of construction. A new erosion, sedimentation, and pollution control plan (E&SC plan) must be submitted as a condition of submitting the NOI. The E&SC plan must be submitted to the City and approved by the Georgia Soil & Water Conservation Commission (GSWCC). Included with the E&SC Plan must be a GSWCC *Erosion, Sedimentation, and Pollution Control Plan Checklist (Attachment #2)*. The GSWCC has 35 days to review E&SC plans.

Site Plans

Site plans are only valid for, at most, two years from their date of approval. New site plans must be submitted for your project. These site plans would be for the lots that you intend to develop, not necessarily the entire subdivision. The complete list of minimum subdivision requirements can be found Unified Development Code, Chapter 1304. See *Attachment #3, Unified Development Code, 1304 H- Final Site and Subdivision Plans Minimum Submission Requirements*.

Review Period

The City will review your submitted plans and either approve them, or return them with comments, within 10 business days. Please be advised that any State and/or Federal permits must be acquired prior to issuance of a land disturbance permit.

Attachment #1: *Georgia EPD Tertiary Permittee Memo*

TERTIARY PERMITTEES - *Current owners of lots within an existing Common Development without a designated Primary Permittee and the current owners intend to initiate construction activities –*

OPTION (1) – the owner may submit a **Notice of Intent – Initial Notification** for **each individual lot** (including individual lots with land disturbances less than one acre) as a Tertiary Permittee at least 14 days prior to commencement of construction activities for coverage and compliance under the current NPDES General Permit No. GAR100003.

A **new Erosion, Sedimentation and Pollution Control Plan** for **each individual lot** must then be prepared and submitted in compliance with the special conditions in Part III and in accordance with Part IV of the current NPDES General Permit No. GAR100003.

The Primary Permittee is solely responsible for the payment of NPDES General Permit fees for all planned land disturbing activities, including land disturbing activities within a Common Development planned by a Secondary Permittees and/or Tertiary Permittees. **Tertiary Permittees are not responsible for paying NPDES General Permit fees.**

For each Notice of Intent submitted, Tertiary Permittees must submit a **Notice of Termination** in compliance with Part VI of the current NPDES General Permit No. GAR100003.

For example, a builder/developer purchases 20 individual lots within a Common Development without a designated Primary Permittee – the builder/developer may submit a NOI as a Tertiary Permittee for each individual lot with a Plan for each individual lot (i.e., 20 Notices of Intent, 20 Plans and 20 Notices of Termination).

OPTION (2) – if the total land disturbance within the owner’s construction site is **less than five acres and the total land disturbance within each individual lot is less than one acre**, the owner may submit a **single** Notice of Intent – **Initial Notification** for the entire construction site as a Tertiary Permittee, Tertiary Permittee must submit the Notice of Intent – **Initial Notification** at least 14 days prior to commencement of construction activities for coverage and compliance under the current NPDES General Permit No. GAR100003.

A **new Erosion, Sedimentation and Pollution Control Plan(s)** for a **“typical” individual lot(s)** must then be prepared and submitted in compliance with the special conditions in Part III and in accordance with Part IV of the current NPDES General Permit No. GAR100003. Thus, an Erosion, Sedimentation and Pollution Control plan for the entire construction site is not required.

Tertiary Permittees are not responsible for paying NPDES General Permit fees. The Primary Permittee is solely responsible for the payment of NPDES General Permit fees for all planned land disturbing activities, including land disturbing activities within a Common Development planned by a Secondary Permittees and/or Tertiary Permittees.

If the total land disturbance that is *less than five acres and the total land disturbance within each individual lot is less than one acre with a Plan(s) for a “typical” individual lot(s)*, the Tertiary Permittee may submit a **Notice of Termination** for each individual lot within the construction site.

For example, a builder/developer purchases 20 individual lots within a Common Development without a designated Primary Permittee and *total land disturbance is less than five acres and the total land disturbance within each individual lot is less than one acre* – the builder/developer may submit a single NOI as a Tertiary Permittee for all 20 lots with a Plan(s) for a typical individual lot(s) (i.e., one Notice of Intent, Plan(s) for typical individual lot(s) and multiple Notices of Termination for individual lots).

OPTION (3) – the owner may submit a single Notice of Intent – Initial Notification for the entire construction site as either a **Tertiary Permittee** or a **Primary Permittee of a Common Development** (if the total land disturbance is equal to or greater than one acre) at least 14 days prior to commencement of construction activities for coverage and compliance under the current NPDES General Permit No. GAR100003.

A new Erosion, Sedimentation and Pollution Control Plan for entire construction site must then be prepared and submitted in compliance with the special conditions in Part III and in accordance with Part IV of the current NPDES General Permit No. GAR100003. The Primary Permittee must provide a copy of the Plan or applicable portions of the Plan to the Secondary Permittees conducting any construction activities. Secondary Permittees are allowable only when there is a designated Primary Permittee of a Common Development.

Tertiary Permittees are not responsible for paying NPDES General Permit fees. The Primary Permittee of a **Common Development** is solely responsible for the payment of NPDES General Permit fees for all planned land disturbing activities, including land disturbing activities within a Common Development planned by a Secondary Permittees.

The permittee must submit a **Notice of Termination** in compliance with Part VI of the current NPDES General Permit No. GAR100003.

For example, a builder/developer purchases 20 individual lots within a Common Development without a designated Primary Permittee – the builder/developer may submit a single NOI as a Tertiary Permittee for all 20 lots with a Plan for the entire construction site (i.e., one Notice of Intent, one Plan for the entire construction site and one Notice of Termination) or the builder/developer may submit a single NOI as a Primary Permittee for all 20 lots with a Plan for the entire construction site (i.e., one Notice of Intent, one Plan for the entire construction site, NPDES General Permit fees and one Notice of Termination).

Attachment #2: *Erosion, Sedimentation, and Pollution Control Plan Checklist*

**EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST
COMMON DEVELOPMENT CONSTRUCTION PROJECTS (Primary and Tertiary Permittees)
SWCD: _____**

Project Name: _____ **Address:** _____

City/County: _____ **Date on Plans:** _____

Name & Email of person filling out checklist: _____

Plan Page #	Included Y/N
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TO BE SHOWN ON ES & PC PLAN

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1 The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land-disturbing activity was permitted.

(The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed)

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2 Level II certification number issued by the Commission, signature and seal of the certified design professional.

(Signature, seal and Level II number must be on each sheet pertaining to ES&PC Plan or the Plan will not be reviewed)

The Level II certification must be issued to the Design Professional whose signature and seal are on the Plan.

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3 Limit of disturbance shall be no greater than 50 acres at any one time without prior written authorization from the EPD District Office. If EPD approves the request to disturb 50 acres or more at any one time, the plan must include at least 4 of the BMPs listed in Appendix 1 of this checklist.*

(A copy of the written approval by EPD must be attached to the Plan for the Plan to be reviewed.)

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4 The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.

May be shown on ES&PC Plan sheets and/or ES&PC notes.

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5 Provide the name, address and phone number of the primary permittee or tertiary permittee.

May be shown on cover sheet, ES&PC Plan or under ES&PC notes.

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6 Note total and disturbed acreage of the project or phase under construction.

Must be shown on ES&PC Plan or under ES&PC notes.

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7 Provide the GPS location of the construction exit for the site. Give the Latitude and Longitude in decimal degrees.

GPS location of the construction exit must be shown on cover sheet and may also be shown on ES&PC Plan sheets and ES&PC notes. It must match the NOI.

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8 Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.

The initial Plan date should be shown on all pages. With each resubmittal the revision date and entity requesting revisions should be shown on cover sheet and each sheet that has been revised.

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9 Description of the nature of construction activity.

Provide a description of the existing site and a description of the proposed project. These must be shown on ES&PC Plan or under ES&PC notes.

10 Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.

Site location must be delineated showing surrounding area roads and highways. If the project is being done in phases, each individual phase must be delineated and labeled. This information is important for Plan reviewers if a site visit is needed, or if the site needs to be located on another map.

11 Identify the project receiving waters and describe all sensitive adjacent areas including streams, lakes, residential areas, wetlands, marshlands, etc. which may be affected.

The name of the initial receiving water(s) or if unnamed the first named blue line stream indicated on the appropriate USGS Topographic map, and when the discharge is through a municipal separate storm sewer system (MS4), the name of the local government operating the municipal separate storm sewer system and the name of the receiving water(s) which receives the discharge from the MS4, and the permittee's determination of whether the receiving water(s) supports warm water fisheries or is a trout stream. Describe any neighboring area which could be affected by the post-developed runoff from the site.

- 12 Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan as stated on page 18 of the permit.

The following statement and the signature of the design professional must be shown on the ES&PC Plan or under ES&PC notes. "I certify under penalty of law that this Plan was prepared after a site visit to the locations described herein by myself or my authorized agent, under my supervision."

- 13 Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMPs and sampling to meet permit requirements as stated on pages 17 & 18 of the permit. The following statement and the signature of the design professional must be shown on the ES&PC Plan or under ES&PC notes. "I certify that the permittee's Erosion, Sedimentation and Pollution Control Plan provides for an appropriate and comprehensive system of Best Management Practices required by the Georgia Water Quality Control Act and the document "Manual for Erosion and Sediment Control in Georgia" (Manual) published by the State Soil and Water Conservation Commission as of January 1 of the year in which the land-disturbing activity was permitted, provides for the sampling of the receiving water(s) or the sampling of the storm water outfalls and that the designed system of best management practices and sampling methods is expected to meet the requirements contained in the General NPDES Permit No. GAR 100003."

- 14 Clearly note the statement that "The design professional who prepared the ES&PC Plan is to inspect the installation of the initial sediment storage requirements and perimeter control BMPs within 7 days after installation."*

The Plan must include a statement indicating that the primary permittee must retain the design professional who prepared the Plan, except when the primary permittee has requested in writing and EPD has agreed to an alternate design professional, to inspect the installation of the initial sediment storage requirements and perimeter control BMPs which the design professional designed within seven (7) days after installation. The design professional shall determine if these BMPs have been installed and are being maintained as designed. The design professional shall report the results of the inspection to the primary permittee within seven (7) days and the permittee must correct all deficiencies within two (2) business days of receipt of the inspection report from the design professional unless weather related site conditions are such that additional time is required.

- 15 Clearly note the statement that "Non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wretched vegetation or within 25-feet of the coastal marshland buffer as measured from the Jurisdictional Determination Line without first acquiring the necessary variances and permits."

See Part IV. EROSION, SEDIMENTATION AND POLLUTION CONTROL PLAN (I) and (II) on pages 15,16,17 & 18 of the permit and show under ES&PC notes.

- 16 Provide a description of any buffer encroachments and indicate whether a buffer variance is required.

When the project requires an approved buffer variance from the GA EPD, an indication shall be shown on the ES&PC Plan. A description of the encroachment activity must be shown on the ES&PC Plan or under ES&PC notes.

- 17 Clearly note the statement that "Amendments/revisions to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional."

See part IV. C. on page 21 & 22 of the permit. This can be clarified in a narrative and shown under ES&PC notes. Revisions or amendments should be submitted to the Local Issuing Authority for review.

- 18 Clearly note the statement that "Waste materials shall not be discharged to waters of the State, except as authorized by a section 404 permit."

The Plan must include a description of how waste materials, including waste building materials, construction and demolition debris, concrete washout, excavated sediment, etc., will be properly disposed of. Any disposal of solid waste to waters of the State is prohibited unless authorized by a Section 404 permit.

- 19 Clearly note statement that "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to land disturbing activities."

Must be shown on ES&PC Plan or under ES&PC notes.

- 20 Clearly note statement that "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."
Must be shown on ES&PC Plan or under ES&PC notes.
- 21 Clearly note the statement "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."
Must be shown on ES&PC Plan or under ES&PC notes.
- 22 Indication that the applicable portion of the primary permittees ES&PC Plan is to be provided to each secondary permittee prior to the secondary conducting any construction activity and that each secondary shall sign the Plan or portion of the Plan applicable to their site. List the names and addresses of all secondary permittees.*
The Plan must contain a list of and contact information for all secondary permittees and a statement that the primary permittee shall provide a copy of the Plan (and any subsequent revisions to the Plan) to each secondary permittee. The Plan must include a section for each secondary to sign indicating that they have made a written acknowledgement of receipt of the Plan and a copy of the acknowledgement must be kept in the primary's records.
- 23 Any construction activity which discharges storm water into an Impaired Stream Segment, or within 1 linear mile upstream of and within the same watershed as, any portion of an Biota Impaired Stream Segment must comply with Part III. C. of the Permit. Include the completed Appendix 1 listing all the BMPs that will be used for those areas of the site which discharge to the Impaired Stream Segment.*
If any storm water associated with construction activities discharges into an Impaired Stream Segment that has been listed for the criteria violated, "Bio F" (Impaired Fish Community) and/or "Bio M" (Impaired Macroinvertebrate Community), within Category 4a, 4b or 5, and the potential cause is either "NP" (nonpoint source) or "UR" (urban runoff), the ES&PC Plan must include at least four (4) of the BMPs listed in Part III.C.2. (a) - (t) of the Permit. The Impaired Stream Segment(s) should be delineated on the ES&PC Plan. Georgia's most current and subsequent "305(b)/303(d) List Documents (Final)" can be viewed on the GAEPD website. www.gaepd.org/Documents/305b.html
- 24 If a TMDL Implementation Plan for sediment has been finalized for the Impaired Stream Segment (identified in item 23 above) at least six months prior to submittal of NOI, the ES&PC Plan must address any site-specific conditions or requirements included in the TMDL Implementation Plan.*
List of TMDL Implementation Plans can be viewed on the GAEPD website, www.gaepd.org. The TMDL Implementation Plan for sediment should be delineated on the ES&PC Plan.
- 25 BMPs for concrete washdown of tools, concrete mixer chutes, hoppers and the rear of the vehicles. Washout of the drum at the construction site is prohibited.
When the project allows the concrete washdown of tools, concrete mixer chutes, hoppers and rear of the vehicles on the project site delineate the location of the area provided for washing and provide detail of BMPs that will be used. If the project does not allow the concrete washdown on the project site, note that on the Plan.
- 26 Provide BMPs for the remediation of all petroleum spills and leaks.
The Plan must provide BMPs and guidance for the prevention of spills and leaks of petroleum products from any areas where such products are stored or used as well as guidance for the proper remediation of any spills and leaks that do occur. This information can be in the form of a separate Spill Prevention/Spill Response document so long as that information accompanies the Plan.
- 27 Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.
The Plan must contain a description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed. These may include storm water detention and retention structures, use of vegetated swales and natural depressions for flow attenuation or a combination of these practices (sequential systems). The Plan must also include a technical explanation of the basis used to select these

practices where flows will exceed pre-development levels. The Plan must indicate that velocity dissipation devices will be placed at discharge locations and along the length of any outflow channel in order to provide a non-erosive flow so that the natural physical and biological characteristics and functions of the water course are maintained and protected. The installation of these devices may be subject to Section 404 of the Federal Clean Water Act.

Note: The permittee is only responsible for the installation and maintenance of storm water management devices prior to final stabilization of the site and not the operation and maintenance of such structures after construction activities have been completed.

28 Description of the practices that will be used to reduce the pollutants in storm water discharges.

The Plan must identify all potential sources of storm water pollution expected to be present on the site and provide a narrative explaining how the pollutants will be minimized in the storm water discharges.

29 Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMPs, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).

Activity schedule must be site specific. The narrative description and timeline for each phase of construction may be shown on ES&PC Plan sheet or under ES&PC notes.

30 Provide complete requirements of inspections and record keeping by the primary permittee or tertiary permittee.

The Plan must include all of the inspections and record keeping requirements of the primary permittee or tertiary permittee as stated in Part IV.D.4.a. on page 25 of the Permit. The complete inspection and record keeping requirements shall be shown on the Plan under ES&PS notes.

31 Provide complete requirements of sampling frequency and reporting of sampling results.*

See page 31 Sampling Frequency and page 32 section E. Reporting in the permit. Complete sampling frequency and reporting requirements are to be shown on the Plan under ES&PC notes.

32 Provide complete details for retention of records as per Part IV.F. of the permit.

See page 33 section F. Retention of Records in the permit. Complete details of retention of records are to be shown on the Plan under ES&PC notes.

33 Description of analytical methods to be used to collect and analyze the samples from each location.*

This narrative must be shown on the Plan under ES&PC notes and shall include quality control/assurance procedures and precise sampling methodology for each sampling location.

34 Appendix B rationale for NTU values at all outfall sampling points where applicable.*

When the permittee has determined that some or all outfalls will be monitored, a rationale must be shown on the Plan under ES&PC notes which includes the NTU limit(s) selected from Appendix B. This rationale must include the size of the construction site, the calculation of the size of the surface water drainage area, and the type of receiving water(s) (i.e., trout stream or supporting warm water fisheries).

35 Delineate all sampling locations if applicable, perennial and intermittent streams and other water bodies into which storm water is discharged. *

The Plan shall include a USGS topographic map, a topographic map or a drawing (referred to as a topographic map) that is a scale equal to or more detailed than a 1:24000 map showing the locations of the site or the common development. The map must include (a) the location of all perennial and intermittent streams and other water bodies as shown on a USGS topographic map, and all other perennial and intermittent streams and other water bodies located during the mandatory field verification, into which the storm water is discharged and (b) the receiving water and/or outfall sampling locations. When the permittee has chosen to use a USGS topographic map and the receiving water(s) is not shown on the USGS topographic map, the location of the receiving water(s) must be hand-drawn on the USGS topographic map from where the storm water(s) enters the receiving water(s) to the point where the receiving water(s) combines with the first blue line stream shown on the USGS topographic map.

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36 A description of appropriate controls and measures that will be implemented at the construction site including: (1) initial sediment storage requirements and perimeter control BMPs, (2) intermediate grading and drainage BMPs, and (3) final BMPs. For construction sites where there will be no mass grading and the initial perimeter control BMPs, intermediate grading and drainage BMPs, and final BMPs are the same, the plan may combine all of the BMPs into a single phase.

The Plan must be shown in a minimum of three phases with each phase shown on a separate sheet. Initial phase of the Plan must include the required 67 cy per acre sediment storage, construction exit, tree-save fence if applicable and any other BMPs necessary to prevent sediment from leaving the site such as silt fence, inlet protection on existing storm drain structures, diversions, check dams, temporary ground cover, etc. Limits of disturbance for the initial phase are to be only the areas needed to install initial BMPs. The intermediate phase should show rough grading and utility construction. BMPs should include initial inlet protection, additional silt fence as needed, any revised sediment storage needed as drainage basins are altered, outlet protection, retrofit if applicable, matting with temporary or permanent vegetation as needed, temporary down drains, filter rings, etc. Final phase of Plan should show finished grade, curbing and paving if applicable, building construction if applicable, etc. BMPs should include permanent vegetation, appropriate inlet protection, etc. For construction sites where there will be no mass grading and the initial perimeter control BMPs, intermediate grading and drainage BMPs, and the final BMPs are the same, the Plan may combine all of the BMPs into a single phase Plan. The Plan will include appropriate staging and access requirements for construction equipment.

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37 Plan addresses BMPs for all phases of common development including individual building lots and out-parcels, etc regardless of who owns or operates the individual sites. Include a typical and any situational lots applicable.

The Erosion, Sedimentation & Pollution Control plans for a common development is designed for the life of the project and must include practices to be implemented by all secondary permittees involved, whether the primary permittee relinquishes ownership of the land rights or not. This includes providing an ES&PC Plan for typical and situational lots for each secondary permittee (builder) who purchases a lot from the primary permittee (developer). Situational lots may include, but are not limited to, lots adjacent to State waters buffers (in which a double row of Type S sediment barriers must be shown adjacent to wetlands, lots with an extreme grade, etc.

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38 Graphic scale and North arrow.

The graphic scale and North arrow must be clearly shown on all phases of the ES&PC Plan sheets.

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39 Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
1 inch = 100ft or larger scale	Flat 0 - 2%	0.5 or 1
	Rolling 2 - 8%	1 or 2
	Steep 8% +	2,5 or 10

The initial, intermediate and final phase sheets of the Plan must show the proposed grade in bold contour lines with the above intervals overlaying the original contour lines. Elevations of both the existing and proposed contour lines must be shown.

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40 Use of alternative BMPs whose performance has been documented to be equivalent to or superior to conventional BMPs as certified by a Design Professional (unless disapproved by EPD or the Georgia Soil and Water Conservation Commission). Please refer to the Alternative BMP Guidance Document found at www.gaswcc.org.

Please refer to the Alternative BMP Guidance Document found at www.gaswcc.georgia.gov

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41 Use of alternative BMP for application to the Equivalent BMP List. Please refer to Appendix A-2 of the Manual for Erosion & Sediment Control in Georgia 2016 Edition.

Please refer to Appendix A-2 of the Manual for Erosion & Sediment Control in Georgia 2016 Edition.

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42 Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to State waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.

The State Law of Georgia mandates these minimum undisturbed buffers, but the Local Issuing Authorities are allowed to

require more stringent buffers of State waters. The minimum undisturbed buffers required by the State and all other buffers of State waters required by the issuing authority must be delineated. Any undisturbed buffer area that is impacted by the project site must be noted on the Plan.

- 43 Delineation of on-site wetlands and all State waters located on and within 200 feet of the project site.
ALL STATE WATERS LOCATED ON AND WITHIN 200 FEET OF THE PROJECT SITE MUST BE DELINEATED ON ALL PHASES OF THE PLAN. When a project is located in a jurisdiction with a certified Local Issuing Authority and the LIA must make a determination of State waters that are not delineated on the plan, the Plan review could be delayed for beyond the full forty-five day review time allowed to the LIA, or the full thirty-five day review time allowed to the District if the District is reviewing the plan. For all projects in a jurisdiction where there is no certified Local Issuing Authority regulating that project, EPD is responsible for State waters determinations and there is no time limits for reviewing the Plan.
ALL WETLANDS LOCATED WITHIN THE PROJECT SITE ONLY MUST BE DELINEATED.
If the Local Issuing Authority requires an undisturbed buffer of wetlands, delineate required buffer.

- 44 Delineation and acreage of contributing drainage basins on the project site.
All existing drainage basins on the project site and their acreage must be delineated on the existing conditions and/or on the initial phase of the Plan. As the basins are altered or new ones created during intermediate and final phases, the new basins and their acreage must be delineated throughout each phase of the Plan.

- 45 Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.*
Hydrology study and drainage maps should be separate from the Plan. Maps should include each individual basin draining to, through and from the project site, with each one delineated, labeled and showing its total acreage.

- 46 An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed. *
The Plan must provide both pre- and post-construction estimates of the runoff coefficient or peak discharge flow for the site. This can be in the form of a hydrologic study so long as that study is made a part of the Plan and accompanies the Plan. A complete hydrologic study is not a required element of the Plan, only the pre and post-construction estimates of the run-off coefficient or peak discharge flow for the site.

- 47 Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion. Identify/Delineate all storm water discharge points.
The storm-drain pipe and weir velocities must show the flow characteristics of the pipe at full flow including pipe diameter, flow rate (cfs), velocity (fps), and tailwater conditions. This information should be shown in a chart shown on storm-drain profile sheet, ES&PC intermediate phase sheet or on the ES&PC detail sheet that shows outlet protection.
The dimensions of the apron must include length (La), width at the headwall (W1), down-stream width (W2), average stone diameter (d50), and stone depth (D) designed in accordance with Figures 6-24.1 and 6-24.2 in the Manual. These should be shown in a chart on ES&PC intermediate and/or final phase sheet or ES&PC detail sheet with outlet protection.
velocity dissipation devices shall be placed at all discharge locations and along the length of any outfall channel for the purpose of providing a non-erosive velocity flow from the structure to a water course so that the natural physical and biological functions and characteristics are maintained and protected.

- 48 Soil series for the project site and their delineation.
Soil series delineations are required for the Plan review and can be found on the NRCS web site. The highest level of soil survey required for the project site, such as a level three or level four survey for projects that will be using septic systems, must be delineated on the Plan. The soil series delineation should be shown on the existing site Plan or the initial phase Plan. A chart listing the soils located on the project should be shown on the sheet with their delineation.

- 49 The limits of disturbance for each phase of construction.
The limits of disturbance for the initial phase should delineate only the area required to be disturbed for the installation of perimeter control and initial sediment storage. The intermediate phase should delineate the entire area to be disturbed for that phase, such as grading, drainage, utilities installed, etc. The final phase should delineate any additional areas to be

disturbed such as individual lots, etc.

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- 50 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 justification explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the plan for each common drainage location in which a sediment basin is not provided. A written justification as to why 67 cubic yards of storage is not attainable must also be given. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls. When discharging from sediment basins and impoundments, permittees are required to utilize outlet structures that withdraw water from the surface, unless infeasible. If outlet structures that withdraw water from the surface are not feasible, a written justification explaining this decision must be included in the plan.
- For each common drainage location, a temporary (or Permanent) sediment basin (Sd3, Sd4, Rt, or excavated Sd2) providing at least 67 cubic yards of storage per acre drained, or equivalent control measures, shall be provided until final stabilization of the site. The 67 cubic yards of storage per acre does not apply to flows from off-site areas and flows from on-site areas that are either undisturbed or have undergone final stabilization where such flows are diverted around both the disturbed area and the sediment basin. Sediment basins may not be appropriate for some common drainage locations and a written justification explaining the decision not to use sediment basins must be included in the Plan. Worksheets from the Manual must be completed and shown on the Plan or attached to the Plan for each temporary sediment basin designed for the project. All cross sections and details required per the Manual for Sd3's must be shown on the ES&PC detail section of the Plan. Completed worksheets from the Manual must be shown on the Plan for each retrofit and excavated inlet sediment trap. When the design professional chooses to use equivalent controls the calculations used to obtain the required 67 cubic yards per acre drained must be included on the Plan. If outlet structures that withdraw water from the surface are not feasible, a written justification explaining this decision must be included in the plan.

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- 51 Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend.
- BMPs for all phases of the Plan must be consistent with and no less stringent than the Manual and shown using uniform coding symbols from the Manual. The uniform coding symbols legend from the Manual must be included and may be shown on detail sheet or any of the ES&PC Plan sheets.

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- 52 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.
- The erosion and sediment control detail sheet must show a detailed drawing for each structural BMP shown on the Plan. All BMPs and details shown must, at a minimum, meet the guidelines given in the Manual. Note that a worksheet is provided in the Manual for most structural BMPs that must be included on the ES&PC Plan or detail sheet.

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- 53 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.
- Must be shown on ES&PC Plan, on the ES&PC detail sheet or under ES&PC notes.

*This requirement of the Common Development permit is not applicable to Tertiary Permittees with a Plan(s) for a typical individual lot(s), if the total land disturbance within the construction site is less than five (5) acres and the total land disturbance within each individual lot is less than one (1) acre. If applicable, the * checklist item would be N/A.

Effective January 1, 2018

APPENDIX 1

THE ES&PC PLAN MUST INCLUDE AT LEAST FOUR (4) OF THE FOLLOWING BMPs FOR THOSE AREAS OF THE SITE WHICH DISCHARGE TO A IMPAIRED STREAM SEGMENT AND FOR SITES WHICH EPD HAS APPROVED IN WRITING A REQUEST TO DISTURB 50 ACRES OR MORE AT ANY ONE TIME.

The four items chosen must be appropriate for the site conditions.

Plan Page #	Included Y/N	
<input type="checkbox"/>	<input type="checkbox"/>	a. During construction activities, double the width of the 25 foot undisturbed vegetated buffer along all State waters requiring a buffer and the 50 foot undisturbed vegetated buffer along all State waters classified as "trout streams" requiring a buffer. During construction activities, EPD will not grant variances to any such buffers that are increased in width.
<input type="checkbox"/>	<input type="checkbox"/>	b. Increase all temporary sediment basins and retrofitted storm water management basins to provide sediment storage of at least 3600 cubic feet (134 cubic yards) per acre drained.
<input type="checkbox"/>	<input type="checkbox"/>	c. Use baffles in all temporary sediment basins and retrofitted storm water management basins to at least double the conventional flow path length to the outlet structure.
<input type="checkbox"/>	<input type="checkbox"/>	d. A large sign (minimum 4 feet x 8 feet) must be on the site on the actual start date of construction visible from a public roadway identifying the construction site, the permittee(s), and the contact person(s) and telephone number(s) until a NOT has been submitted.
<input type="checkbox"/>	<input type="checkbox"/>	e. Use anionic polyacrylamide (PAM) and/or mulch to stabilize areas left disturbed for more than seven (7) calendar days in accordance with Part III. D.1. of the NPDES Permit.
<input type="checkbox"/>	<input type="checkbox"/>	f. Conduct turbidity sampling after every rain event of 0.5 inch or greater within any 24 hour period, recognizing the exceptions specified in Part IV.D.6.d. of the NPDES Permits.
<input type="checkbox"/>	<input type="checkbox"/>	g. Comply with the applicable end-of-pipe turbidity effluent limit, without the "BMP defense" as provided for in O.C.G.A. 12-7-6 (a)(1).
<input type="checkbox"/>	<input type="checkbox"/>	h. Reduce the total planned site disturbance to less than 50% impervious surfaces (excluding any State-mandated buffer areas from such calculations). All calculations must be included on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	i. Limit the amount of disturbed area at any one time to no greater than 25 acres or 50% of the total planned site, whichever is less. All calculations must be included on the plan.
<input type="checkbox"/>	<input type="checkbox"/>	j. Use "Dirt II" techniques available on the EPD website, www.gaepd.org (e.g., seep berms, sand filters, anionic PAM) to model and manage construction storm water runoff (including sheet flow). All calculations must be included on the Plan.
<input type="checkbox"/>	<input type="checkbox"/>	k. Add appropriate organic soil amendments (e.g., compost) and conduct pre- and post-construction soil sampling to a depth of six (6) inches to document improved levels of soil carbon after final stabilization of the construction site.
<input type="checkbox"/>	<input type="checkbox"/>	l. Use mulch filter berms, in addition to a silt fence, on the site perimeter wherever construction storm water (including sheet flow) may be discharged. Mulch filter berms cannot be placed in waterways or areas of concentrated flow.
<input type="checkbox"/>	<input type="checkbox"/>	m. Apply the appropriate Georgia Department of Transportation approved erosion control matting or blankets or bonded fiber matrix to all slopes steeper than 3:1. All graphical illustrations must be included on the Plan.
<input type="checkbox"/>	<input type="checkbox"/>	n. Use appropriate erosion control matting or blankets instead of concrete in all construction storm water ditches and storm drainages designed for a 25 year, 24 hour rainfall event.
<input type="checkbox"/>	<input type="checkbox"/>	o. Use anionic PAM under a passive dosing method (e.g., flocculant blocks) within construction storm water ditches and storm drainages that feed into temporary sediment basins and retrofitted management basins.
<input type="checkbox"/>	<input type="checkbox"/>	p. Install sod for a minimum 20 foot width (in lieu of seeding) after final grade has been achieved, along the site perimeter wherever storm water (including sheet flow) may be discharged.
<input type="checkbox"/>	<input type="checkbox"/>	q. Conduct soil tests to identify and to implement site-specific fertilizer needs.

r. Certified personnel for primary permittees shall conduct inspections at least twice every seven (7) calendar days and within 24 hours of the end of the storm that is 0.5 inches rainfall or greater in accordance with Part IV.D.4.a.(3).(a) – (c); secondary permittees, Part IV.D.4.b.(3). (a) – (c); and tertiary permittees Part IV.D.4.c.(3).(a) – (c). *

s. Apply the appropriate compost blankets (minimum depth 1.5 inches) to protect soil surfaces until vegetation is established during the final stabilization phase of the construction activity.

t. Use alternative BMPs whose performance has been documented to be superior to conventional BMPs as certified by a Design Professional (unless disapproved by EPD or the State Soil and Water Conservation Commission).

(If using this item please refer to the Alternative BMP guidance document found at www.gaswcc.georgia.gov)

u. Limit the total planned site disturbance to less than 15% impervious surfaces (excluding any state mandated buffer areas from such calculations). All calculations must be included in the plan.

* This requirement is different for infrastructure projects.

Certified personnel for primary permittees shall conduct inspections at least once every seven (7) calendar days and within 24 hours of the end of the storm that is 0.5 inches rainfall or greater in accordance with Part IV.D.4.a.(3).(a) – (c) of this permit.

Effective January 1, 2018

Attachment #3: Unified Development Code, 1304 H- Final Site and Subdivision Plans Minimum Submission Requirements

1304 H. - Final site and subdivision plans minimum submission requirements.

The following items shall be included with all final site and subdivision plan application submissions in order to have them accepted for review:

1. *Administrative items.*

- a. A City of Griffin Department of Development Services Development Application Form completed in its entirety. If the property owner does not sign the form, a limited power of attorney form must accompany the application form.
- b. Traffic impact analysis, if applicable.

2. *Plan details.*

- a. The sheet size shall not exceed 24" × 36". Plans consisting of more than two sheets shall be indexed and indicate match lines for lots of five acres (2.02 hectares) or less in size. The match lines shall follow property lines.
- b. A scale of no less than 1" = 50' for subdivisions, and 1" = 30' for all other site plans; the scale shall be displayed on all plan sheets.
- c. Topographic contours with intervals no greater than two feet, referred to USGS datum, extending 50 feet beyond the parcel's property lines, or additional distance as may be necessary in order to show major features or conditions that may affect the project.
- d. Date of plan, north arrow with designation, and sheet numbers annotated in consonance with any required subdivision plans, or meridian of record, if subdivision plans are not required.
- e. A vicinity map preferably at a scale of 1" = 2,000', but no smaller than 1" = 3,000'.
- f. The seal and signature of the design professional that prepared the plan shall be on each plan sheet.
- g. The present zoning of the project parcel(s), and all adjacent parcels, within 50 feet of project site, along with their present use.
- h. The project site's tax map, block and lot number(s).
- i. Total project site acreage.
- j. Street rights-of-way; including name, number, and widths.
- k. Revisions to an approved plan shall have a completed revision block on each sheet identifying the revisions. All revisions shall be circled in red on the initial submission. The project and plan number(s) for any previously approved plan shall also be referenced on the revision.
- l. Street rights-of-way; including names, route numbers, and widths.
- m. Boundary survey, including area tabulation, meeting minimum standards of Georgia Law.
- n. All existing and proposed easements; including type, width, deed book and page reference, and use restrictions, if any. If any proposed improvements are located within the easements of these utilities, documentation shall be provided from the appropriate companies acknowledging permission to make the improvements, prior to final plan

- approval. For ingress/egress easements, a note shall be provided certifying that the applicant has been granted the right to use, and make improvements, within the easements.
- o. Streams, ponds, marshes, wetland areas on the project parcel(s), and within 100 feet of the property lines, including names, if applicable.
 - p. The 100-year flood area boundary and the source of the information.
 - q. Permanent open spaces (tabulated in acreage), including buffers, parks, and recreation areas, identifying proposed ownership and type of use.
 - r. Municipal or other publicly-owned land within 50 feet of the property lines, or additional distance as may be necessary in order to show major features or conditions that may affect the project, including the distance to the nearest school or school site.
 - s. Utility lines and structures, such as water, sewer, gas, electric, telephone, wells, and drainfields on the project parcel(s), including size and/or capacity, and within 50 feet of the property lines, or additional distance as may be necessary in order to show major features or conditions that may affect the project.
 - t. Buildings and other structures on the project parcel(s) and within 50 feet of the property lines, or additional distance as may be necessary in order to show major features or conditions that may affect the project.
 - u. Traffic counts (vehicles per day).
 - v. Percent of grade noted at all driveway entrances.
 - w. A subdivision, easement, and/or dedication plan(s), if applicable.
 - x. Floodplain study, if applicable.
 - y. Lot layout; including lot numbers, area of each lot, and street dedication area. All resultant areas of recorded parcels, less than ten acres in size, shall be shown on the plans, and indicated in the area tabulation.
 - z. Density tabulation (provide by section and overall), total number of proposed lots and/or dwelling units.
 - aa. Streets, roads, travelways, and other rights-of-way, including deed book and page number, street classification, widths, rates of roadway super-elevation, when applicable, vertical curves with the sight distance noted, vertical and horizontal sight distances verified at all intersections, and improvements within the right-of-way. Guardrail and paved ditches shall be shown as required. Handicapped access curb ramps shall be provided at all street intersections.
 - bb. Off-street parking (including handicap) and loading layout, if applicable, including typical size, number of spaces by location, and tabulation by use type.
 - cc. Existing and proposed buildings and structures; including use, height, square footage, distance to property lines and between buildings, and any applicable building restriction lines (site plans only).
 - dd. Utility lines and structures, including sewer, water, gas, with sizes, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations, and anticipated flows and calculations (three copies of fire flow calculations submitted separately).
 - ee. Utility easements, including gas, electric, telephone and cable television, with the width and type indicated.

- ff. Storm drainage system, including all required computations on the project parcel and within 50 feet of the property line, or additional distance as may be necessary in order to show major features or conditions that may affect the project, with sizes, type of pipe, gradients, invert elevations, direction of flow, drainage divides and areas for each structure.
- gg. Storm water management facilities; including ten, 25, and 100 year water surface elevations and all required computations, access and maintenance easements.
- hh. Final grading plan.
- ii. Limits of clearing and grading; clearly labeled.
- jj. Erosion and sediment control devices, their design and locations.
- kk. Location of street name signs, traffic control signs, streetlights, stub-outs, and their easements, if applicable.
- ll. Buffer areas, screening and landscaping including number, species and size.
- mm. Tree save areas, if applicable.
- nn. The seal and signature of the licensed professional engineer that prepared the plan shall be on each plan sheet.