



Residential Site Plan Checklist Single Family House

| Project Information | |
|------------------------------|--|
| Permit Number | |
| Project Address or Parcel ID | |
| Lot/Building/Suite | |
| City, State, and Zip Code | |
| Subdivision/Development Name | |
| Property Owner Name | |

| Applicant Information | |
|------------------------|--|
| Applicant Name | |
| Business Name | |
| Business Address | |
| Business Phone & Email | |

THE FOLLOWING DOCUMENTS ARE REQUIRED PRIOR TO ISSUANCE OF PERMIT:

- Retaining Wall Permit, if any walls on Site exceed four (4') feet in height.
- Copy of approved Plans from Fulton County Department of Public Works if a new sewer tap is required.
- Copy of approved Plans from the City of Atlanta if a new Water Meter is required.
- Copy of Fulton County Health Department Approved Building Plans with location of primary and reserve septic, if property is not served by sanitary sewer.
- Demolition Permit, if an existing structure is to be demolished.
- Residential Pool Permit, if a Pool is shown on the Site Plan.

REQUIRED ITEMS:

Provide all items listed on checklist. If an item is "not applicable", applicant shall note this both on the checklist and on the plans. An incomplete application will not be accepted for review.

- Submit electronic plans/documents through the City's Portal:
Plan must bear Professional Seal, signed and dated, of a Professional Engineer, Registered Land Surveyor or Landscape Architect having registration in the State of Georgia. The date on the Seal should be equivalent to the last revised date on the Plan.

- Submit completed application
- Project description on plans

PLAN REQUIREMENTS:

- Maximum sheet size shall be 24" x 36" (All lettering shall be legible). PDF shall be high resolution to view details.
- Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- Owner's name and complete address including zip code.
- Name and telephone number of a 24-hour contact.
- Plan Preparer name, address, and phone number.
- North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- Boundary information including bearings and distances along all property lines and a Location Sketch. Provide Source.
- Street name and Lot address.
- Building setback lines shown & labeled.
- Names of Adjoiners and respective Zonings.
- Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines including reserve field, fences, etc.) with distances to property lines for all above ground structures.
- Provide existing Topography within the Limits of Disturbance and surrounding area, including appropriate Trees, all existing pipes with their appropriate Easements. Provide Source.
- Locations of all proposed structures (including driveways, houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to property lines for all above ground structures.
- Location of State Waters with applicable Buffers and setbacks, zoning buffers, access easements, sewer easements, and drainage easements, etc.
- Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.

- Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin fire hydrant, and the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.
- Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia." (Use September 18, 2013 map).
- If property is located within the FEMA determined flood plain or the City of Sandy Springs Future Conditions Flood Plain, site plan shall comply fully with Development Code Section 9.5.
- If property is located in a flood zone as determined by FEMA or City of Sandy Springs Future Conditions Floodplain, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the FEMA 100-year elevation and 1 foot above the City's Future Flood Plain, whichever is greater. The house must be at least 10 feet (horizontally) away from the 100-year limit.
- Provide a complete Grading Plan showing proposed contours, pipes, retaining walls, etc.
- If the site includes a storm water detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- Retaining Walls over four feet in height require a separate Retaining Wall permit in accordance with the City of Sandy Springs' Development Code.
- Driveway Entrance to be in accordance with Fulton County Standard Detail 304.
- If this Property is in the City of Sandy Springs' Sidewalk network, provide a six-foot sidewalk with a two-foot grass strip between sidewalk and curb. Provide curb and gutter if none exists, or if the existing curb height is less than five inches.

Installation of sidewalk may be waived if sufficient right-of-way and permanent easement is provided for the City's future installation and maintenance of a sidewalk.

(Note: This is only applicable if the addition doubles the existing structure square footage or the Limits of Disturbance are greater than 30% of the site area.)
- Two driveway entrances are allowed only on Single Family Residential Lots that front on Local Streets. The driveways will require Sight Distance Certification in accordance with the City of Sandy Springs' Technical Manual.

STORMWATER:

- ARC approval, if required.
- If proposed impervious area is 1,000 square feet or greater, provide storm water management facilities that will provide storm water storage (Runoff Reduction) for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v / RR_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the storm water management facilities. Provide supporting calculations with the site plan.
- If proposed projects creates, adds or replaces 5,000 square feet or more of impervious surface, the project must meet the requirements of Development Code Sections 9.6.12.A.2 through 9.6.12.A.4.
- If site is 1.00 acre or more, provide Green Infrastructure Feasibility Checklist.
- If site is located within Nancy Creek Declared Sensitive Area, above calculations must provide for the infiltration of 1.2 inches over the disturbed area, plus 1.2 inches over the new/replaced impervious areas, plus 1.2 inches for any disturbed impervious setbacks, plus 1.2 inches for any disturbed buffers.
- Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development. Provide a level spreader or equivalent means to discharge pipes and/or overflows.
- If drainage patterns are altered, ensure developed flows will not cause adverse impacts to downstream and/or upstream properties.
- Provide calculations for Water Quality, if applicable.
- Provide Test Data to insure that the Soil underneath all Water Quality devices using infiltration has a minimum 0.5 Inches per Hour Infiltration Rate.
- Infiltration type BMPs should be a minimum of 10 Feet away from property Lines and/or Foundations and a minimum of 20 Feet away from Septic Systems, subject to Fulton County Health Department approval.
- The Modified Taft Method is not acceptable to determine Infiltration Rates. A Percolation Test may be used to obtain Infiltration rates provided it is performed using the "Porchet Method".
- Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP on the Site Plan.

UTILITIES AND OTHER STRUCTURES (NOT INCLUDING THE HOUSE):

- Show location of existing Sanitary Sewer Lateral and Note that it is to be re-used. If a cleanout does not exist in accordance with Fulton County Standard Drawing Number 711, show on Plan where one is required. LABEL SIZE & TYPE
- Show Sanitary Sewer Line from Cleanout to house. LABEL SIZE & TYPE
- Show location of existing Water Meter and Note that it is to be re-used. LABEL SIZE
- Show Water Service from WM to house. LABEL SIZE & TYPE
- If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: A Pool Permit will be required prior to SFSP approval. See Pool Permit Checklist).**
- If installation of a septic system is proposed or required (including replacements), the location of the system must be shown on the plan exactly the same as the approved Plans by the Fulton County Health Department. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the house, other structures and the property lines.
- Heights of all retaining walls with spot elevations along wall at top and bottom. Assumed elevations will not be accepted. Elevations must be field verified.
 - Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.
 - For wall heights 6 feet and over, plans must bear a State of Georgia Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION/INDEMNIFICATION FOR RETAINING WALLS.
- If a fence is proposed, the location of the fence must be shown on the plan. Provide dimensions relating the fence to the house, other structures, and the property lines. **(Note: A Fence Permit may be required prior to SFSP approval).**

TREES:

- Location, size, and species of all Protected, Landmark, and Boundary trees as defined by the City of Sandy Springs' Tree Conservation Ordinance.
- Location of all landscape strips and tree save areas.
- Location of any "Waters of the State" and associated Buffers.
- Show critical root zone (1.25 feet/inch (DBH)) of all trees in 1 above.
- Indicate all trees proposed for protection/removal.
- Landmark Trees:
 - Sandy Springs Arborist determines the survivability of Landmark Trees.
 - Landmark replacement of comparable species and size.
 - Provide canopy mitigation.
- Funds placed in escrow for removal and replacement costs, if required for all impacted Boundary Trees.

- Show location, species, and caliper size of all trees proposed to be planted.
- Provide location of Tree Protection Fencing and appropriate Detail.
- Provide Tree Canopy calculations which includes:
 - Protected Canopy (measured)
 - Replacement Canopy (attributed by species); and
 - Sandy Springs Tree Bank contribution.

SEDIMENT & EROSION CONTROL:

All Erosion Control BMPs shall be labeled using Symbols from the Manual for Erosion and Sediment Control in Georgia Sixth Edition. Provide Details for all BMPs from the Manual for Erosion and Sediment Control in Georgia Sixth Edition.

- Show, label and quantify the Limits of Disturbance in square feet and acreage.
- IF the Limits of Disturbance is equal to 1.00 acre or greater, A separate Land Disturbance Permit (LDP) is required along with a Three Phase Erosion Control Plan, compliance with the current GSWCC Checklist and NPDES Notice of Intent Filed with Georgia EPD will be required.
- Provide Structural BMPs in accordance with the Manual. Note that some Structural BMPs require worksheets or specifications to be shown on the Plans.
- The following Note should be on the Site Plan or the Erosion Control Plan:
Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate “Stop Work” Order.
- Direction of existing and proposed storm water or drainage flow by use of arrows.
- At the sole discretion of the City of Sandy Springs’ City Engineer, the existing driveway may be used as a Construction exit provided it is labeled with the appropriate Symbol and the Site Disturbance is minimal and the following Note appears on the Pool Site Plan:
“The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate ‘Stop Work’ Order. The ‘Stop Work’ Order will not be lifted until a Construction Exit is constructed in accordance with the current Detail.”

ADD GENERAL NOTES:

- Topography is based on field run data by (Company) on (date).
The field run topography date should not be earlier than the Site’s Final Plat date.
- No decks, patios, or permanent structures permitted in buffers or easements.
- Non-exempt activities shall not be conducted within the 25 or 50-Foot undisturbed buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits.
- Waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 Permit.

- 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.
- Erosion and Sediment Control measures shall 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.
- Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
- The Design Professional whose signed and dated Seal appears hereon, affirms that the Site was visited prior to the preparation of this Site Plan by (himself / herself) or (his / her) authorized Agent under (his / her) supervision.
- Contact the Department of Community Development through the portal to schedule a Pre-Construction Meeting with the site inspector prior to any land disturbance.
- All stormwater runoff reduction, water quality and green infrastructure BMPs will require inspection and certification by the design professional prior to final site inspection approval. As-built drawings must include this certification, bmp dimensions (length, width and depth) and as-built coordinates (Georgia State Plane – West Zone).
- An As-Built Drawing, containing a Boundary Survey, Site Improvements, Top and Bottom of Walls, Finished Floor Elevations of Buildings, Decks, and Pool, Utilities, Easements, pertinent Site Development Data, and any other requirements of the Community Development Director, shall be submitted to and approved by the Department of Community Development prior to the issuance of a Certificate of Occupancy or a Certificate of Completion.
- A foundation form survey is required for all new construction/new additions where the building is located within 5 feet of any set-back, easement, or buffer. The foundation form survey shall be signed by a surveyor licensed in the State of Georgia.
- Any work within a City of Sandy Springs Right-of-way requires a separate Utility Permit from the City of Sandy Springs Public Works Department.
- Any work within a Georgia DOT State Highway Right-of-way requires a separate permit from GDOT.
- Stockpile areas must be placed and maintained within the Limits of Disturbance and have appropriate erosion control BMPs in place or be hauled immediately from the project site. Failure to properly maintain and protect stockpile areas may result in a Stop Work Order and/or may require a plan revision.