



Retaining Wall Site Plan Checklist

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	

MINIMUM SUBMITTAL REQUIREMENTS:

- Completed Retaining Wall Permit Application and non-refundable review fee.
- Submit to scale plans through [Build Sandy Springs](#). 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.
- Completed Residential Erosion & Sedimentation Control and Tree Protection Agreement.
- Completed Indemnification Agreements, as applicable.
 - 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.
- 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.
- Details of retaining walls including materials, footing/foundation requirements and any reinforcing requirements.

FYI (See Development Code Sec. 9.4.3 – Retaining Walls)

- No height limitations for foundation walls, provided that the max. height allowed is not exceeded.
- Maximum Exposed Wall Height = 6 feet for RE-, RD-, and RU- Zoning Districts.
- Maximum Exposed Wall Height = 8 feet for all other Zoning Districts.
- Minimum Separation between Walls = 4 feet.

PROVIDE THE FOLLOWING SITE INFORMATION TABLE ON THE PLAN:

<u>Wall Name/Location</u>	<u>Max. Height</u>	<u>Length</u>	<u>Material</u>
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- Each wall shall be labeled in to match the corresponding wall in the above table.
- Provide minimum distance to the nearest property line for each wall.
- Label TOW/BOW elevations of wall at all ends, turns, and at the highest anticipated wall height location.
- Show all state waters, flood plain, buffers, setbacks, landscape strips, and easements on the plan.
- Show location and protection limits of any specimen trees and dimension to proposed wall(s).
- Provide cross-section through all walls located proximate to the property line. Show relationship of wall to property line including elevation and distance and add the following note to the plan:
 All walls and fences MUST be a minimum of 3 FEET off of the right-of-way.
- Wall locations shall conform to the restrictions set forth in Development Code Section 9.4 – Natural Grade Protection with relation to property line and setback location.
- Describe/show how stormwater will be conveyed proximate to the wall. Stormwater may not cascade over or collect behind retaining walls
- Walls installed along all property lines shall be constructed with a finished side toward the neighboring property.

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.
- 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’ Staff, 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 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. The cut-off time for next day inspection is 2pm.
- All retaining walls require inspection and certification by the design professional of record for the wall prior to final inspection and approval.