

**CITY OF Locust Grove**  
**CONSTRUCTION SITE PLAN REVIEW PROCEDURES**

- Step 1:** Plans are submitted to the Community Development Department and the Director verifies that all required documents and fees have been delivered with the plans. Once confirmed, the plans are logged in as received.
- Step 2:** Plans are then routed to the reviewer. *Currently the reviewer is the Georgia Soil and Water Conservation Commission for the Henry County Soil and Water Conservation District. Additional plans are sent to Paragon Consulting for Stormwater review.*
- Step 3:** Plans are reviewed in the order in which they were received using the *Erosion, Sedimentation and Pollution Control Plan Checklist.*
- Step 4:** Within 35 days, comments (if required) are provided to the design professional and primary permittee.
- Step 5:** Once comments are addressed and the plans have been corrected, the design professional and/or primary permittee is notified of plan status.
- Step 6:** Permits are only issued at the time the plans are picked up. Plans not permitted within 90 days will require an addendum to provide adjustments to the project calendar and seasonal adjustments to vegetative measures.
- Step 7:** Plans not permitted with one year must be resubmitted

FOR MORE INFORMATION:

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