

Application For Development Plan Review

Thank you for your interest in developing within the City of Locust Grove, Georgia. This packet includes a checklist as well as all the necessary documents for the review of the site and development plans for residential, commercial, and industrial development and all related additions and changes to existing sites for construction activities.

Please note: Fees are non-refundable. There are no exceptions.

Should you need further assistance, please contact our office between 8:00AM and 5:00 PM, Monday through Friday at: (770) 692-2321 or (770) 957-5043.

NOTE: Projects exceeding the Minimum Thresholds for Development of Regional Impact (DRI) Review must have Notice of Decision attached for any review to begin.



FIRST SUBMITTAL CHECKLIST

PROJECT

NAME: _____

1. _____ **Ten (10) sets** of civil drawings (unless submittal is a sanitary sewer ext. OR a revision to an existing permit; OR a landscape plan OR cell tower)
2. _____ **Two (2) copies of Hydrological Studies** and NPDES Checklist forms and plans signed/stamped accordingly.
3. _____ Application filled out and signed (include Engineer's Certification for Runoff, Erosion Control Affidavit, EPD Forms for new public sewer and/or public water).
4. _____ Plan Review check (payable to City of Locust Grove).
5. _____ Copy of current Business License (for developer/owner). Must be submitted prior to preconstruction meeting for the Land Disturbance Permit. Occupational Tax/Business Licenses can be obtained in the City by contacting the Business License Clerk at 770-957-5047.
6. _____ Any comments from HCWA (if applicable) must be coordinated through the HCWA Engineering Division 770.914.3688 after making an initial submittal to Locust Grove.
7. _____ If the site lies within areas served by the City's water and/or sewer system, application must be made to EPD for approval of water and/or sewer service. Plans and applications should be included in the initial submittal to the City.
8. _____ If your submittal requires a Septic permit; application must be made with the Henry County Environmental Health Department (770-288-6190). Once a septic permit is obtained, submit a copy to the City.
9. _____ If your submittal requires that you get a GDOT permit; application must be made directly to GDOT. Once all requirements are met with GDOT and you have obtained permits, the City requires copies of both the GDOT permit and the GDOT approved plan.
10. _____ If your submittal is more than an acre (disturbed) you must present a copy of the NOI sent to the State (their portion of NPDES fees) at the preconstruction meeting. In addition, a bond for an amount not to exceed \$2,500 per disturbed acre may be required prior to issuance of land disturbance permit.
11. _____ Copy of current tax receipt for current tax year. All property taxes should be paid prior to scheduling a preconstruction meeting.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE REQUIREMENTS

SIGNED: _____ DATE: _____

City of Locust Grove Development Permit Application

Project Name: _____

Location: _____

Developer Information:

Occupational Tax ID: _____

Name: _____

Address: _____

Contact Number: _____

Property Owner (if different from above): _____

Address: _____

Contact Number: _____

Engineer Information:

Name: _____

Address: _____

Contact Number: _____

THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS APPLICATION, OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICHEVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WHETHER FOR BASIC SERVICES OR ADDITIONAL SERVICES, TO PERSON(S) OR PROPERTY. THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE CITY FROM, AND AGAINST, ALL CLAIMS OR ACTIONS AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION, AND ACTIONS BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH TO PERSON(S) OR PROPERTY) CAUSED BY OR SUSTAINED IN THE CONNECTION WITH THE PERFORMANCE OF DEVELOPMENT PERMIT, OR BY CONDITIONS CREATED THEREBY, ARISING OUT OF, OR ANYWAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT OR FOR ANY AND ALL CLAIMS OR DAMAGES UNDER THE LAWS OF THE UNITED STATES OR OF GEORGIA ARISING OUT OF OR IN ANYWAY CONNECTED WITH THE ACQUISITION OF ANY CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR WITHOUT COST TO THE CITY, THE DEFENSE OF ANY AND ALL CLAIMS, LITIGATIONS, AND ACTIONS SUFFERED THROUGH ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF APPLICANT: _____ DATE: _____

COMPANY NAME: _____ PHONE: _____

Engineer's Certificate

Stormwater Run-off

I, _____, a Registered Professional
Engineer in the State of Georgia, hereby certify that the grading and drainage
plans for the project known as

lying in land lot(s) _____ of the _____ district, Henry County, have
been prepared under my supervision, and state that, in my opinion, the
construction of said project will not produce storm drainage conditions that will
cause damage or adversely affect the surrounding properties.

This _____ day of _____, 20____.

Engineer's signature

SEAL

EROSION CONTROL AFFIDAVIT

This affidavit must be submitted at time of development permit application.

Project Name: _____ Phase/Unit: _____

Job Site Address: _____

Company Name: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

24 Hour Contact Person: _____ Phone: _____

My signature hereto signifies that I am the person responsible for compliance with Chapter 15.28 (Soil Erosion and Sediment Control Ordinance). I hereby acknowledge that Best Management Practices (BMPs) must be used to control soil erosion on my job site which includes at a minimum the following:

1. Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site; and
2. Installation and regular maintenance of a stone (1.5" – 3.5") driveway entrance/exit pad (20' wide X 50' deep X 6" thick) to minimize the tracking of mud into the street; and
3. Removal of mud from the street or adjacent property immediately following any such occurrence; and
4. Maintenance and removal of mud from detention ponds and sediment basins; and
5. Conduct no land disturbing activities within 50 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters") or greater where required; and
6. Provide temporary vegetation and/or mulch in exposed critical disturbed areas.

I hereby further acknowledge that The Community Development Inspection Staff may refuse to make development inspections, may issue stop work orders, and may issue summons to appear in City Court for failure to comply with erosion control requirements.

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____

GEORGIA ENVIRONMENTAL PROTECTION DIVISION:

Watershed Protection – (copy and paste links below in browser)

Drinking Water Extension Permitting Information

<https://epd.georgia.gov/document/publication/drinking-water-project-submittal-form-04-17-17docx/download>

Sanitary Sewer Extension Permitting Information

<https://epd.georgia.gov/document/publication/sses-formpdf/download>

DEVELOPMENT PLAN REVIEW FEE SCHEDULE:

Initial Plan Review Fee:

RESIDENTIAL FEE CATEGORY

0 –10 lots \$ 500

11-50 lots \$ 1100

51–150 lots \$1750

151 + lots \$2250

COMMERCIAL FEE CATEGORY

0 –1 acre \$ 500

1 –5 acres \$ 750

5 -10 acres \$ 1000

10+ acres \$1225

Redline Review \$0 – first review, unless costs exceed original fee (**see below**)

Second Review--50% of original fee

Post-approval Revisions 50% of original fee

NOTE: All developments shall cover costs of reviews/meetings as submitted by our consultant engineer should the existing fees fail to cover such costs.

Current costs are at \$135 per hour with a 3-hour average review per submission.

Development Permit:

0 – 1.0 acre \$150.00

1.1 – 5.0 acres \$300.00

5.1 –10.0 acres \$400.00

10.1 – 20 acres \$500.00

20.1 acres and up, \$500.00 + \$25.00 per acre or fraction thereof, over 20 acres