

APPLICATION INTAKE

In Person: 8:00 am – 4:30 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

**MAJOR LAND DISTURBANCE PERMIT APPLICATION
NON-SINGLE FAMILY RESIDENTIAL PROJECTS, GREATER THAN 1 ACRE DISTURBANCE**

Description of proposed development (check all that apply):

Additional Permits:

- Commercial Common Development (E100)
- Commercial Stand Alone (E120)
- Infrastructure (E130)
- Residential Common Development (E135)
- Multi-Family Development (E140)
- Revision to Active Permit*

- Land Disturbance ≥ 1 acre
- Impervious Area > 5,000 sf
- Within 200 feet of State Waters
- Within 2,000 feet of River Corridor
- Special Flood Hazard Area
- Retaining Walls ≥ 6 feet

- Demolition
- Building
- Pool
- Retaining Wall
- Tree Removal

If land disturbance < 1 acre use the Minor Non-Single Family Residential Land Disturbance Permit Packet.

* **LDP #:** _____ *For Permit Revisions only:* Provide a revision note on the cover sheet and a letter with a detailed, specific revision description. Update the revision block on all sheets and provide "cloud" around all revised items.

PROJECT DESCRIPTION

Job Site Address:

Suite:

Project Description:

Total Parcel: _____Acres

Addition: _____SF (if applicable)

Subdivision: _____

Disturbed Area: _____Acres

New/Replaced Impervious Area: _____SF

Lot Number: _____

CONTACTS**Property Owner**

Name:

Address:

City:

State:

Zip:

Permittee

Name:

Company:

Address:

City:

State:

Zip:

Phone:

E-mail:

Applicant

Name:

Phone:

E-mail:

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the City Engineer for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of any applicable state or local law regulating development and construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with applicable development codes in effect at the time of permit issuance. I understand that this application will expire after six months if no activity takes place.

Signature of Applicant

Date

LAND DISTURBANCE PERMIT APPLICATION CHECKLIST

When submitting an application for a Land Disturbance Permit, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel upon submittal. Incomplete applications **will not** be accepted into the review process.

FOR CITY OF ROSWELL USE (to be initialed by Engineering Intake personnel):

_____ All items are present. Land Disturbance Application will be submitted for review.

_____ All items are **NOT** present. Land Disturbance Application Submission **denied** for failing to provide _____.

A digital data submission of design information is required prior to issuance of land disturbance permits. Please visit www.roswellgov.com/government/departments/community-development/digital-data-submission-standards for more information on submission requirements.

Applicant *COR* **Check each item only if complete and included**

- | | | |
|-----|-----|--|
| ↓ | ↓ | |
| ___ | ___ | 1. Completed Land Disturbance Permit Application and this Application Checklist. |
| ___ | ___ | 2. Provide proof of Fulton County or City of Roswell approval of water connection, and Fulton County approval of sanitary sewer connection or septic system, as applicable. |
| ___ | ___ | 3. Provide one (1) PDF set of plans, bearing the design professional's seal and signature. The PDF may be provided on a CD, thumb drive, or by email. |
| | | A. Minimum Required Sheets: |
| ___ | ___ | a. Cover sheet with Sheet Index and Quantities for Engineering Fees (see Page 3 of this packet) |
| ___ | ___ | b. North arrow, State Plane GA West, total & disturbed acreage, and site location map. Indicate scale (no less than 1"=10' or greater than 1"=100') and provide a graphic scale. |
| ___ | ___ | c. Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail; Erosion Control 24 hour contact name/ <u>local</u> phone/e-mail on cover sheet and all E, S & PC Plan and Detail sheets. |
| ___ | ___ | d. Zoning conditions, as applicable |
| ___ | ___ | e. Existing Conditions plan with certified boundary and topographic surveys |
| ___ | ___ | f. FEMA Flood Map (most current) shown on plans |
| ___ | ___ | g. Demolition plan, if required |
| ___ | ___ | h. Proposed Site plan |
| ___ | ___ | i. Drainage & Grading plan, including location and heights of retaining walls |
| ___ | ___ | j. Utility plan |
| ___ | ___ | k. Phased Erosion Sedimentation and Pollution Control plans and details, and most current GSWCC checklist |
| ___ | ___ | l. Sanitary sewer profiles |
| ___ | ___ | m. Storm pipe profiles |
| ___ | ___ | n. Stormwater management construction details and maintenance requirements |
| ___ | ___ | o. Landscape and Tree Protection plans and details |
| ___ | ___ | p. Site/Street Photometric Lighting plan and details |
| ___ | ___ | q. Refer to the Engineering page on the City of Roswell website for checklists, notes and additional information |
| ___ | ___ | r. Construction Details |
| ___ | ___ | B. If this property is located within the Metropolitan River Protection Act Plan Area's 2,000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), demonstrate compliance with the Metropolitan River Protection Act and the Chattahoochee River Corridor Plan on the submitted plans. |
| ___ | ___ | 4. One (1) PDF file of the Engineer's Stormwater Management Report/Hydrology Report and/or hydrology statement on plans. The PDF may be provided on a CD, thumb drive, or by email. |
| ___ | ___ | 5. Flood Study (1 PDF file, if applicable) |
| ___ | ___ | 6. Requirements for dredging projects in addition to the requirements listed in numbers 1-5. |
| ___ | ___ | a. Provide a comprehensive onsite disposal strategy for the dredged material. This should be accompanied by a written explanation and the precise locations of the disposal sites delineated on the Grading Plan. |

- ___ ___ b. If disposal onsite of the dredged material is not feasible, a written explanation as to the reason why onsite disposal cannot be achieved on the subject property or surrounding properties.
- ___ ___ c. Provide the type of equipment, including trucks that will be used for the dredging and disposal.
- ___ ___ d. Provide the designated haul routes (primary and secondary) for trucks.
- ___ ___ e. Specify the estimated amount of dredged material (in cu yd.) to be disposed of as well as the average frequency of trips departing from and entering the site per day.
- ___ ___ f. Specify the estimated total number of rounds trips for all vehicles.
- ___ ___ g. Indicate the type of dredging and dewatering techniques that will be used.
- ___ ___ h. Provide the timeframe for the dredging operations, specifying the approximate commencement and conclusion dates.

ENGINEERING FEE SCHEDULE (1 OF 2)

| APPLICATION FEE | | |
|--|--------------------------------------|--|
| \$25 – nonrefundable application fee in additional to the applicable fees below | | |
| REVIEW FEES | | |
| MAJOR LAND DISTURBANCE PLAN REVIEW | Use | Cost Per Submittal/Resubmittal* |
| | All except single family residential | \$300, plus \$20 per lot on common development |
| LPD Permit Revisions | Use | Cost Per Revision* |
| | All except single family residential | \$300 |
| AS-BUILT | Use | Cost Per Submittal/Resubmittal* |
| | All | \$250 |
| *The initial submittal receives one free resubmittal review to address comments. Additional review cycles are \$250 or \$300 per resubmittal or revision, as applicable. | | |

This table shall be completed and included on the cover sheet of the Land Disturbance Plans.

| QUANTITIES FOR ENGINEERING FEE CALCULATIONS | | |
|---|-------------------------------|--------------|
| Item | Measurement / Quantity | |
| Site Area of Parcel | | acres |
| Total Disturbed Area (all phases and including Public Right of Way) | | acres |
| Road Vert. & Sect. | | linear feet |
| Curb and Gutter | | linear feet |
| Base and Paving (roadway or parking lot) | | square yards |
| Number of Commercial Driveways | | each |
| Storm Drainage | | linear feet |
| Earthen Stormwater Pond Storage to the 100 year elevation | | cubic feet |
| Engineered Structure Stormwater Pond Storage to the 100 year elevation | | cubic feet |
| Linear Feet of Water Main | | linear feet |
| Square Feet of Sidewalk / Multi-Use Trails | | square feet |
| Number of Storm Drainage Structures | | each |
| Number of Water Quality Facilities (BMPs) | | each |
| Number of Stormwater Headwalls | | each |
| Pavement markings | | linear foot |
| Traffic Signal | | each |
| <i>The design engineer shall provide and certify the measurements / quantities and ensure that if plans are revised, that the quantities are kept up to date for each resubmittal or revision.</i> | | |

ENGINEERING FEE SCHEDULE (2 OF 2)

| PERMIT FEES | | |
|--|--|---|
| Land Development | Permit | Fee Amount (acres disturbed to the nearest 1/10th acre) |
| | Major Land Disturbance Permit | \$250 per acre disturbed (\$250 minimum) |
| | NPDES (State CGP) | \$40 per acre disturbed |
| | Inspection | Cost Per Unit |
| | Erosion Control | \$100 per acre disturbed |
| | Road Vert. & Sect | \$0.50 per linear foot |
| | Curb and Gutter | \$.0.50 per linear foot |
| | Base and Paving | \$0.75 per square yard |
| | Driveway | \$75.00 each |
| | Storm Drainage | \$1.00 per linear foot |
| | Drainage Structure | \$50 each |
| | Headwalls | \$35 each |
| | Water Quality BMP | \$75 each |
| | Earthen Stormwater Pond | \$0.05 per cubic foot |
| | Engineered Structure Stormwater Pond | \$0.10 per cubic foot |
| | Water Main | \$0.50 per linear foot |
| | Sidewalk | \$0.15 per square foot |
| | Traffic signal | To be determined by Transportation Department |
| | Other Fees | |
| Trenching Permit | No Fee | |
| BMP (Best Management Practices) Stormwater Facilities Covenant – Document Recording at Fulton County | \$10 for the first page and \$2 per every other page recording fee payable to Fulton Co. | |
| Erosion and Sedimentation Control Bond (required prior to issuance of LDP) | \$3,000 per disturbed acre or portion thereof | |
| Right-Of-Way Dedication | No Fee | |
| Performance Bond (required prior to Final Plat) | 125% of cost per Code of Ordinances | |
| Maintenance Bond (required prior to Final Plat) | 33% of cost per Code of Ordinances | |
| Landscape Performance Bond (required prior to Final Plat) | 100% of planting cost | |
| Landscape Maintenance Bond (2 year, required prior to Certificate of Occupancy) | 100% of replacement cost per Zoning Ordinance, | |
| Steep Slope Variance | \$100 | |
| Tree Removal Permit - Others (per parcel) | \$50 not to exceed \$500 | |
| Specimen Tree Removal | \$500 per density unit | |
| State Stream Buffer Variance LIA Letter Request | \$100 | |