

APPLICATION INTAKE

In Person: 8:00 am – 4:30 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

MINOR LAND DISTURBANCE PERMIT APPLICATION**NON-SINGLE FAMILY RESIDENTIAL PROJECTS, LESS THAN 1 ACRE DISTURBANCE**

Description of proposed development (check all that apply):

Additional Permits:

- Land Disturbance < 1 acre (E125)
- New Commercial Building
- New Multi-unit Residential Building
- Addition to Existing Building
- Retaining Walls ≥ 6 feet
- Other _____

- 1,000 sf < Impervious Area < 5,000 sf
- Impervious Area ≥ 5,000 sf
- Within 200 feet of State Waters
- Within 2,000 feet of River Corridor
- Special Flood Hazard Area
- Revision to Active Permit *

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

* **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: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

E-mail: _____

Applicant

Name: _____

Address: _____

City: _____

State: _____

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**

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| ↓ | ↓ | |
| _____ | _____ | 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. 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. |
| _____ | _____ | 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. Zoning conditions, as applicable |
| _____ | _____ | d. Existing Conditions plan with certified boundary and topographic surveys |
| _____ | _____ | f. Current Copy of the FEMA FIRM Map and delineation on plans |
| _____ | _____ | g. Demolition plan, if required |
| _____ | _____ | h. Site Plan with proposed structures, impervious surfaces to be created or replaced, existing structures to remain and a Site Data Chart with Parcel Area, Disturbed Area, Area of impervious surfaces to be created or replaced, lot coverage, property boundary and building setbacks. |
| _____ | _____ | 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 copy if applicable) |
| _____ | _____ | 6. Requirements for dredging projects, refer to the Major Land Disturbance Application. |