

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: engineering@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

SINGLE FAMILY RESIDENTIAL LAND DISTURBANCE PERMIT APPLICATION

Description of proposed development (check all that apply):

- New Home Construction (E200)
 Addition to Existing Home (E220)
 Pool (E210)
 Accessory Structure (E220)
 Deck (E220)
 Land Disturbance \geq 5,000 sf
 Other _____ (E220)

- Impervious Area \geq 5,000 sf
 Common Development (see E203, E205)
 Within 200 feet of State Waters
 Within 2,000 feet of River Corridor
 Special Flood Hazard Area
 Retaining Wall
 Revision to Active Permit*

Additional Permits:

- Building
 Demolition
 Pool
 Deck
 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 plans for review for a Land Disturbance Permit, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel. Incomplete applications **will not** be accepted into the review process.

FOR CITY OF ROSWELL USE (to be initialed by Land Disturbance Permit Plans Intake personnel):

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

_____ All items are **NOT** present. Land Disturbance Application Submission **denied**.

Applicant COR Check each item only if complete and included; mark as Not Applicable as appropriate.

↓ ↓

- ___ ___ 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. Single family projects that disturb one acre or more must provide a copy of their Notice of Intent (NOI) and proof of submittal to EPD with this application.
- ___ ___ 4. Single family projects located in a subdivision (Larger Common Plan of Development) and were not completed (there is no current Primary Permittee) require a Tertiary Permittee in compliance with the NPDES State Construction General Permit. A copy of the NOI and proof of submittal must be provided with this application.
- ___ ___ 5. As applicable, Secondary Permittees must provide a copy of NOI and proof of submittal to EPD with this application.
- ___ ___ 6. 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.
- ___ ___ 7. If new or replaced impervious area is 1,000 to 4,999 square-feet, provide for runoff reduction per the City of Roswell Unified Development Code (UDC) Section 12.5. If new or replaced impervious surface is 5,000 square feet or more, Stormwater Management Standards for runoff reduction and detention are to be provided for per the UDC Section 12.5.
- ___ ___ 9. Provide one (1) PDF set of plans. Site plans must be to scale. The PDF may be provided on a CD, thumb drive, or by email.

Minimum Required Site Plan contents for a LDP review are listed below.

- ___ ___ a. Provide project name/address and owner's name/address/phone; As applicable provide the design firm name/address/phone/e-mail; and Erosion Control 24-Hour contact name/local phone/e-mail on cover sheet.
- ___ ___ b. Existing Conditions plan including, but not limited to current zoning conditions, structures, easements, streams, ditches, buffers, floodplain, building setbacks, grade contours or elevations and specimen trees.
- ___ ___ c. Site Plan including, but not limited to proposed structures such as buildings, accessory structures, or retaining walls with top of wall / bottom of wall elevations. Clearly show the limits of disturbance (LOD) on the site plan and dimensions from structures to each property line.
- ___ ___ d. Utility, Drainage & Grading plan(s) showing all proposed work.
- ___ ___ e. Most current GSWCC Checklist if projects are one acre or more land disturbance or part of a larger common plan of development, completed as applicable.
- ___ ___ f. Erosion, Sedimentation and Pollution Control plans and details. As applicable, provide phased erosion control plans, the GSWCC Level II Design Professional seal and contact number on the Cover Sheet and on the Erosion Control Sheets. Provide the 24-Hour contact name and number on each erosion control plan sheet.
- ___ ___ g. Stormwater detention and runoff reduction calculations, hydrology report, and construction details, as applicable.
- ___ ___ h. Landscape and Tree Protection plan and details, as applicable.
- ___ ___ i. Construction Details, as required.
- ___ ___ j. Refer to the Engineering page on the City of Roswell website for checklists, notes and additional information.