APPLICATION INTAKE
In Person: 9:00 am – 4:00 pm
By Email: engineering@roswellgov.com

Roswell
georgia

LAND DISTURBANCE PERMIT APPLICATION
CHECKLISTS AND REQUIRED CONSTRUCTION NOTES

This packet contains a variety of checklists to be used by applicants in preparing a submittal for a Land Disturbance Permit application.

PACKET CONTENTS

CONTACTS

For questions regarding the checklists or permitting requirements, please contact the following City staff:

City Engineer	Danelle Murray	770-594-6196	dmurray@roswellgov.com
Planning & Zoning	Jackie Deibel	770-641-3783	jdeibel@roswellgov.com
City Arborist	Kayla Hicks	770-817-6756	khicks@roswellgov.com
Transportation	Serge Osse	770-594-6428	sosse@roswellgov.com
Fire Marshal	Charlie Vacca	770-641-3730	cvacca@roswellgov.com
Water (Roswell only)	Chris Boyd	678-639-7565	cboyd@roswellgov.com

PLANNING & ZONING AND GIS CHECKLIST (1 OF 1)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included* Application #: _____

Project Name Accepted / Denied

____ ____ A. Proposed project name: _____

____ ____ B. Project name prominently displayed on the cover sheet and in the title block area on all sheets.

____ ____ C. Project address displayed on the cover sheet and in the title block area.

____ ____ D. Project LDP Permit Number displayed on the cover sheet.

____ ____ E. PIN(s) identified on cover sheet.

Rezoning

____ ____ F. If property was rezoned, Mayor and Council approved and signed resolution should be on the front page.

____ ____ G. Check to see if all conditions of zoning have been finalized and addressed.

Design Review

____ ____ H. DRB or HPC approved signed resolution should be scanned onto the front page.

____ ____ I. Check to see if all board conditions have been finalized.

____ ____ J. Check to see if Concept Stormwater Plan has been approved.

____ ____ K Check to see if Natural Area Conservation Easement(s) has been finalized.

____ ____ L. Check to see if Natural Area Conservation Easement(s) are shown correctly on the plans.

Site Plan

____ ____ M. All site data information is on the site plan.

____ ____ N. Check to see if setbacks are shown on the site plan.

____ ____ O. Check all parking requirements for number of spaces and parking size.

____ ____ P. Check to see if any buffers if required are shown on the site plan.

____ ____ Q. All landscape strips are shown and are correct.

____ ____ R. All site data information is on the site plan.

____ ____ S. Check that all address information on plans is correct.

Addressing

____ ____ T. Confirm validity of street names shown on plans.

____ ____ U. Confirm validity of addresses shown on plans.

Metropolitan River Protection Act (MRPA) Plan

____ ____ V. If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), provide as-built survey of any and all existing development, i.e., buildings, structures, etc. Plans should include Atlanta Regional Commission (ARC) assigned vulnerability categories and allowances for existing & proposed cleared & impervious areas.

____ ____ W. Demonstrate compliance with the Metropolitan River Protection Act and the Chattahoochee River Corridor Plan.

LANDSCAPE AND TREE PROTECTION CHECKLIST (1 OF 2)

E

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included* Application #: _____

Zoning Ordinances/Zoning Conditions Requirements

____ ____ A. If zoning conditions and/or community standards apply to tree protection or landscaping, show compliance.

____ ____ B. Provide Lighting Plan showing consistent with Section 6 of Standard Construction Specifications.

Per Zoning Code Chapter 15.5, provide separate sheet(s) dedicated to a Tree Survey, Tree Protection, and Tree Replacement (legibility is required).

____ ____ C. Tree Survey and/or Tree Protection Plan may be submitted either as part of the tree replacement plan and landscape plan or as a separate drawing. Refer to the City of Roswell Tree Preservation Ordinance (Article 15 of the Zoning Code).

Landscape Plan Requirements

____ ____ D. Include all required undisturbed buffers, landscape strips, and parking islands with the required dimensions. These requirements must be drawn and dimensioned on all sheets submitted for a permit.

____ ____ E. Include planting list with proposed plant material names (common and botanical), quantity, size, any special planting notes, and tree density unit value.

____ ____ F. Include planting details.

____ ____ G. Minimum number of trees shall comply with the Zoning Ordinance Chapter 15.4 Tree Replacement and Planting. **Show the calculations on the plan.**

____ ____ H. All required buffers must be planted or replanted to buffer standards unless existing conditions meet or exceed these standards.

____ ____ I. Detention Pond Requirements: A 20-foot wide landscape buffer planted to detention pond landscape buffer details shall be provided around the exterior of all detention areas adjacent to and outside of the required 20-foot wide access easement, or as may be approved by the City of Roswell Arborist.

____ ____ J. Parking Islands must be provided as required by Conditional Zoning or Chapter 16.3 of the Zoning Ordinance. Parking islands must be planted with a minimum 3" caliper overstory trees as approved by the City Arborist. Parking Islands must be a minimum of 10 feet wide.

____ ____ K. Permanent structures cannot be permitted in landscape strips, parking islands, improvement setbacks or buffers, including but not limited to walls, fences, headwalls, drop inlets, catch basins, riprap, light fixtures, phone booths, etc. Monument signs, drainage structures, and sidewalks may be allowed with pre-approval in landscape strips only. Decorative walls or retaining walls shall be allowed in the landscape strip, provided that they are faced with brick or stacked stone to match the architectural building theme.

____ ____ L. Curb stops must be used to prevent vehicle overhang into required landscape strips and parking islands. One curb stop per parking stall is required.

____ ____ M. Live plant material shall be incorporated on or directly in front of all buildings.

Tree Protection Plan Requirements

____ ____ N. Include all tree protection zones and label all tree save areas (even in R.O.W., adjacent to sidewalk) and show areas of re-vegetation.

____ ____ O. Indicate exact location of all specimen trees onsite as verified by a field run survey. On the site plan, include the size of each specimen tree and indicate whether the specimen tree is to be saved or removed.

____ ____ P. Healthy specimen trees impacted by land disturbance will have to be recompensed per Zoning Ordinance Section 15.2.7. Replacement trees shall be 4" caliper.

____ ____ Q. Include limits of clearing and land disturbance such as grading, trenching, etc, where these disturbances may affect tree protection zones.

____ ____ R. Indicate the proposed locations of all underground utilities. Tree save areas cannot be considered in utility easements.

LANDSCAPE AND TREE PROTECTION CHECKLIST (2 OF 2)

___ ___ S. Methods of tree protection shall be indicated for all tree protection zones, including tree fencing, erosion control, retaining walls, tunneling for utilities, aeration systems, transplanting, staking, signage, etc. Provide tree protection details.

___ ___ T. This plan should indicate staging areas for parking, materials storage and concrete washout because these areas might affect tree protection.

___ ___ U. The required site tree density factor must be satisfied. Provide density calculations on plans. Existing trees or stands of trees used in the density calculation must be indicated on the drawing. Provide sampling area calculations or individual tree units.

___ ___ V. Replacement trees used in density calculations must be ecologically compatible with the intended growing site.

Clearly state the following notes on the Tree Protection/Landscape Plans

___ ___ W. Provisions for tree protection on the site shall be, as a minimum, in conformance with the requirements of the latest edition of the City of Roswell Tree Protection Ordinance, Zoning Ordinance and administrative guidelines pertaining to tree protection.

___ ___ X. If the landscape design and plant material are changed from the permitted plan, three (3) sets of revised plans shall be submitted to the City of Roswell arborist's office for approval, prior to any landscape installation.

___ ___ Y. All landscaping for the project shall be completed prior to the issuance of certificate of occupancy. Contact the City of Roswell at 770-594-6293 for site inspection upon completion of landscape installation.

Clearly state the following notes on BOTH the Tree Protection/Landscape Plan and the Grading Sheet

___ ___ Z. Contact the City of Roswell Land Development Inspector at 770-594-6100 to determine if a pre-construction meeting prior to any land disturbance is required. All required tree fence must be installed prior to this meeting.

___ ___ AA Undisturbed buffers shall be planted to buffer standards where sparsely vegetated or where disturbed due to approved utility crossings. Replanting is subject to City Arborist approval.

___ ___ BB. Call Before You Dig (800) 282-7411 or 811.

Stream Buffer Protection Standards

___ ___ CC All State Waters (as defined by O.C.G.A.12-7) require a minimum undisturbed vegetative buffer twenty-five (25) feet wide measured from the point of wrested vegetation on both sides of the stream or normal pool level (i.e. lake/pond). Additional undisturbed and impervious buffers may apply as indicated on the Official Water Resources Map, dated October 2, 2000 and last revised July 14, 2008. (Contact the Engineering Division at 770-594-6268 for stream delineation requests.)

STORMWATER MANAGEMENT REPORT CHECKLIST (1 OF 3)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included* Application #: _____

Existing Conditions Analysis

___ ___ A. Provide topographic map of existing conditions. Show the following on the map:

___ ___ 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report.

___ ___ 2. Indicate acreage of each delineated drainage area.

___ ___ 3. Indicate CN for each delineated drainage area.

___ ___ 4. Indicate Tc for each delineated drainage area.

___ ___ 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area.

___ ___ 6. Indicate land cover condition for each drainage area.

___ ___ 7. Indicate all state waters and other surface water features.

___ ___ 8. Indicate existing stormwater conveyances and structural control facilities.

___ ___ B. Provide a summary table of peak rates of runoff and velocities from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs).

___ ___ C. Provide time of concentration determination calculations for each drainage area.

___ ___ D. Provide Soil Classifications

Post Development Conditions Analysis

___ ___ E. Provide topographic map of developed conditions. Show the following on the map:

___ ___ 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report.

___ ___ 2. Indicate acreage of each delineated drainage area.

___ ___ 3. Indicate CN for each delineated drainage area.

___ ___ 4. Indicate Tc for each delineated drainage area.

___ ___ 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area.

___ ___ 6. Indicate land cover condition for each drainage area.

___ ___ 7. Delineate and label/name each stormwater management facility.

___ ___ 8. Indicate all outflow locations for each stormwater management facility.

___ ___ 9. Indicate the location of any site design credits that are being utilized.

___ ___ 10. Indicate the location of conservation areas.

___ ___ F. Provide a summary table of peak rates of runoff and velocities from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs).

___ ___ G. Provide a summary table of developed peak rates of runoff vs. existing peak rates of runoff for each drainage area. Demonstrate no increase in peak rates of runoff for 1, 2, 5, 10, 25 or 100 year events for each drainage area.

___ ___ H. Provide graphic* hydrograph output for drainage area(s) draining to each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events.

___ ___ I. Provide calculations for the channel protection volume and demonstrate a minimum extended detention time of 24 hours for the 1 year storm event.

STORMWATER MANAGEMENT REPORT CHECKLIST (2 OF 3)

____ ____ J. Provide water quality enhancements designed to provide treatment for the runoff from 1.2 inches of rainfall. Water quality facilities shall be designed to the standards provided in the Georgia Stormwater Management Manual, a copy of which is available at http://www.georgiastormwater.com .

____ ____ K. Provide details of all water quality facilities. Provide planting plans when applicable.

____ ____ L. Provide a copy of the Stormwater Quality Site Development Review Tool. Download the Stormwater Quality Site Development Review Tool. Also available from: www.northgeorgiawater.com.

____ ____ M. Provide graphic* hydrograph output of outflow (routing) for each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events.

____ ____ N. For any bypass area hydrograph that is combined with a stormwater management facility outflow hydrograph, provide the tabular hydrograph output for the bypass area for the 1, 2, 5, 10, 25, and 100 year events. Provide the graphic hydrograph output for each combined hydrograph.

____ ____ O. Provide time of concentration determination calculations for each drainage area.

____ ____ P. For each stormwater management facility provide Stage/Storage/Outflow tabulation and outlet configuration data used for routing for each stormwater management facility.

____ ____ Q. Provide details for outlet control structures/devices for each stormwater management facility on plans and in stormwater management report. Ensure details on plans agree with details in report. Label structures so plans and details in report and on plan can be easily correlated.

____ ____ R. Provide details for trash racks or anti-clogging devices. Openings on trash racks should be a maximum of 50% of the size of the smallest opening to be protected.

____ ____ S. When Natural Area Conservation Easements are proposed provide easement documentation and clearly delineate on the plans and exhibits contained in the hydrology study.

* *Graphic hydrographs are acceptable as long as the input, peak and time are clear. Usually the graphic output includes just one sheet and not pages of tabular data. Tabular data is only necessary for stage storage data for ponds. Other tabular data that the WR engineer needs going forward can be requested.*

Post Development Downstream Analysis

____ ____ T Provide analysis of downstream conditions at each point or area along project boundary at which runoff will exit the property. Direct discharge of stormwater to an acceptable watercourse, (e.g. existing creek, swale, ditch, drainage system, etc…). Provide calculations showing the adequacy of receiving waters immediately downstream of the project site.

____ ____ U. Extend analysis of downstream conditions to include all portions of the downstream conveyances between the site and the point where the site area is 10 percent of the total basin area.

____ ____ V. Compare capacity vs. designed flows for each downstream conveyance between site and 10% point. The analysis should include the timing of all flows at each confluence point.

____ ____ W. Provide a downstream assessment for existing conditions related to channel down cutting (incisement), evidence of channel widening, bare ground, thick layers of fine sediment, and bank rock content. Assessment may be in the form of survey data or photographs provided the photographs show an accurate determination of existing sediment levels downstream.

Minimum Hydrology Design Parameters

____ ____ X. Existing condition, pervious vegetated areas maximum CN = 55.

____ ____ Y. Existing condition time of concentration determination shall be in accordance with Section 2.1.5.6 in the Georgia Stormwater Management Manual (GSMM). Sheet/Overland flow lengths less than 100 feet used in GSMM equation 2.1.9 shall be justified in stormwater management report. Use of existing time of concentrations greater than calculated in accordance with GSMM 2.1.5.6 is acceptable.

____ ____ Z. Minimum freeboard for above ground earthen stormwater management facility dams is 2 feet.

____ ____ AA. Minimum freeboard for concrete stormwater management containment facility is 1 foot.

STORMWATER MANAGEMENT REPORT CHECKLIST (3 OF 3)

Hydrology and Stormwater Management Items to be shown on the plans

____ ____ BB. Show a 20ft, graded (max 16% slope) and stabilized access easement to all stormwater management facilities from a location of public vehicle access. Adequate access should be extended to all portions of the facility, e.g. pipe outlets, forebays, outlet structures, etc. No facility shall be completely walled without providing adequate access to the bottom of the facility.

____ ____ CC. Provide a 20ft landscape strip as required by the City Arborist around the exterior of all detention areas adjacent to and outside the required 20 ft access easement.

____ ____ DD. If side slopes for the stormwater facility are steeper than 4:1 show a four foot high security fence with a 12 ft access gate outside of the ten foot access easement around each detention pond. Show the location of the access gate.

____ ____ EE. Provide Fulton County Standard 908 Detail for Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908.

____ ____ FF. State the Water Quality Volume, the Channel Protection Volume, the 25-year volume, and the 100-year volume on the plans. State the Water Quality elevation, the Channel Protection elevation, the 25-year elevation and the 100 year elevation on the plans in accordance with GA Stormwater Management manual.

____ ____ GG. Provide Fulton County Standard 908 Detail for Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908.

____ ____ HH. Eliminate proposed concentrated discharge from site where existing condition is sheet flow.

____ ____ II. When serving more than three lots, detention ponds shall be located on a separate parcel where no home can be constructed.

____ ____ JJ. Lowest floor elevation adjacent to a stormwater management facility shall be a minimum of 3 feet above the 100-year flood elevation within the facility.

____ ____ KK. Provide design engineer's professional seal, signature and date on plans and report. Signature and date shall be handwritten as required by the Georgia Board of Professional Engineers 180-12.02 (3) and (5).

____ ____ LL. Show the detention pond 100-year ponding contour and elevation on plan.

Required Notes

____ ____ MM. Clearly state the Environmental / Public Works Notes on the plans. (See Section 16 – Required Construction Notes.)

DRAINAGE PLAN REVIEW CHECKLIST (1 of 2)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included.* Application #: _____

Drainage Review Requirements

___ ___ A. Minimum culvert size shall be 18" and maximum velocity shall be 15 ft. /sec.

___ ___ B. Locate catch basins with 600 feet maximum spacing, designed for 25-year storm with a maximum gutter spread of 8 feet for collector or arterial streets and 10 feet for local streets.

___ ___ C. Show nearest existing catch basin and/or drop inlets that receive water from this development.

___ ___ D. Provide design calculations for all storm drainage pipes. Storm drainage pipes shall be designed for 25-year storm frequency.

___ ___ E. Culverts beneath roads shall be designed to convey the 100-year storm. Show analysis/effects of 100-year storm.

___ ___ F. Provide design calculations for all ditches and channels. Ditches and channels shall be designed for 25-year storm frequency.

___ ___ G. Provide back water effect due to constriction of pipes in ditches or swales. Limit backwater to within the property.

___ ___ H. Storm Drainage Plan

___ ___ 1. Show existing and proposed contours, clearly distinguishable.

___ ___ 2. Identify drainage structures as existing or proposed.

___ ___ 3. Show drainage easements drawn with width dimensions specified. Easement width shall be based on the pipe diameter (span) plus 2 feet, plus two times the pipe invert depth. This value shall be rounded up to the nearest 5 feet. Minimum D.E. width is 20.

___ ___ 4. Delineate and label any flood zone within the site.

___ ___ 5. Label roadway highpoints on the center line of the roadway.

___ ___ 6. Show the limits of proposed construction to be permitted.

___ ___ 7. Clearly note this statement on plans: Call Before You Dig (800) 282-7411 or 811.

___ ___ 8. Profile all existing/proposed storm pipes above which land disturbance will occur and provide pipe chart. Provide storm structure numbers.

___ ___ 9. Reference all storm drainage structures (e.g. catch basins, drop inlets, headwalls, etc.) to Fulton County or other standard (GDOT, etc.) or provide complete detail(s) if not a public standard.

___ ___ 10. Storm drainage structures are not allowed within the radius of a curb.

___ ___ 11. Provide outlet velocity at outlet structures (i.e. storm drainage profile).

___ ___ 12. Storm drainage structures shall discharge into natural draws or drainage channels/swales.

___ ___ 13. For all permit revisions, submit a letter stating the proposed changes. These changes should be highlighted on all sheets affected.

Storm Drainage Pipe Design

___ ___ I. 30" maximum cross drain pipe draining through GDOT standard catch basins or drop inlets. When larger diameter is required, provide design and detail of all structures.

___ ___ J. All storm crossings under public roadways shall be reinforced concrete pipe (RCP), class per Fulton County Standard 521.

DRAINAGE PLAN REVIEW CHECKLIST (2 of 2)

____ ____ L. Storm pipe material types, directional changes, slope changes, or transitions are permitted only at drainage structure with surface access (i.e., junction box with manhole, catch basin, etc.). Concrete collars are not acceptable at transitions.

____ ____ M. Show size, material type, class or gauge, percent slope, and length of all pipes.

____ ____ N Provide invert elevations and top elevations of drainage structures.

____ ____ O. Maximum allowable slope is 10% for RCP and 14% for CMP. Anchor collars may be required on storm pipes when the slope exceeds these standards.

____ ____ P. Cite GDOT Standard for storm sewer pipes (CMP pipe shall be fully-coated or aluminized Type II with a paved invert.)

____ ____ Q. Storm pipe outlets shall be located away from property lines and undisturbed buffers leaving adequate room for the installation of storm pipe outlet velocity dissipation controls.

____ ____ R. The starting tailwater elevation for Hydraulic Grade Line Calculations (HGL) shall be the greater of the 25 year peak water surface elevation at the discharge point or 0.8 times the diameter of the outlet pipe.

____ ____ S. The maximum hydraulic grade line elevation shall be 1 foot below ground elevation or the top of the pipe, whichever is lower.

Ditches and Swales

____ ____ T. All proposed swales and ditches shall have cross sections, centerline profiles, Q25, and V25, shown on plans.

____ ____ U. If 25-year design storm velocity in ditch is greater than 3 ft. /sec., ditch invert shall have a non-erodible material specified.

____ ____ V. The 100 year design storm should be routed through the channel system to determine if the 100-year plus applicable building elevation restrictions are exceeded structures are flooded or flood damages increased.

Storm Drain Structures

____ ____ W. Show drainage area, Q25 and headwater elevation at the inlet of all storm drain structures (include accumulative areas and Q's, and longitudinal system).

____ ____ X. Indicate the type and GDOT standard number for inlet and outlet structures of all pipes.

____ ____ Y. All pre-cast manholes shall be provided with a minimum of 9 inches clearance on each side of connecting pipe between all cutouts or penetrations.

____ ____ Z. Use online catch basins except for cul-de-sac applications in which one foot offset is required.

____ ____ AA. Show concrete spillway at the end of curb and gutter (Ref. GDOT Standard 9013, Type III) where applicable.

____ ____ BB. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).

EROSION CONTROL CHECKLIST (1 of 2)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included.* Application #: _____

City of Roswell Erosion, Sedimentation and Pollution Control Plan (ESPCP)Requirements

___ ___ A. Provide most current GASWCC Checklist on plans if ≥5,000 square-feet disturbed area. Plans will not be accepted for review without a current GSWCC checklist.

___ ___ B. Provide statement on the plans stating whether State Waters are, or are not, onsite or within 200 feet of the site. If State Waters are within 200 feet of the site, depict location of State Waters on all ESPCP sheets.

State Construction General Permit (NPDES)

___ ___ C. Submit multi-stage Erosion Control Plans (provide a minimum three stages: initial, intermediate and final). Provide additional stages as needed.

___ ___ D. Per NPDES, Provide Letter/Statement of Certification of pre-design site visit, if project is ≥one acre disturbed.

___ ___ E. Upon filing any NOI and NOT for the State NPDES Construction General Permit, copies of the NOI and NOT along with proof of sending shall also be submitted to the Engineering Division of Community Development.

___ ___ F. Provide GPS coordinates at construction exit as required on the Notice of Intent under the NPDES Application.

Wetlands

___ ___ G. Provide field delineated, marked and surveyed wetlands on the plans.

___ ___ H. Show this note on the plans: Wetland certification: The design professional, whose seal appears hereon, certifies the following: 1) the National Wetland Inventory maps have been consulted; and, 2) the appropriate plan sheet [ ] does / [ ] does not (circle appropriate box) indicate areas of United States Army Corps of Engineers jurisdictional wetlands as shown on the maps; and, 3) if wetlands are indicated, the land owner or developer has been advised that land disturbance of protected wetlands shall not occur unless the appropriate federal wetlands alteration ("section 404") permit has been obtained.

___ ___ I. A land disturbance permit will not be issued until we receive a copy of documentation from the Corps of Engineers that an Individual Permit or a Letter of Permission authorizes the proposed encroachment in wetland areas. If the encroachment is authorized under a Nationwide Permit, we must receive documentation from the applicant's engineer about which Nationwide Permit is applicable and how the encroachment meets the conditions of that Nationwide permit.

Stream Buffers and Steep Slopes

___ ___ J. Provide field delineated, marked and surveyed streams on the plans for all streams with buffers or setbacks located onsite and/or within 50 feet of the disturbed area.

___ ___ K. Delineate the applicable 25-foot undisturbed buffers adjacent to state waters, measured horizontally, on both banks of the stream as measured from the point of wrested vegetation in accordance with the City Code Chapter 7.3 Soil Erosion, Sedimentation and Pollution Control Ordinance.

___ ___ L. Inside the 2000 foot River Corridor, a 50-foot undisturbed buffer adjacent to the Chattahoochee River and a 35-foot undisturbed buffer adjacent to perennial streams shown on the USGS quad maps is required by the Metropolitan River Protection Act.

___ ___ M. Delineate a 50 foot or 100 foot undisturbed natural vegetative buffer, measured horizontally, on both banks of the stream as measured from the point of wrested vegetation in accordance with the Zoning Code Chapter 21.1 Tributary Protection. No septic facilities permitted within 150 feet of the stream bank.

___ ___ N. Delineate a 25 foot or 50 foot impervious setback, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover is prohibited. Grading, filling, and earthmoving shall be minimized within the setback. (Ref: Zoning Code Chapter 21.1 Tributary Protection) No septic facilities permitted within 150 feet of the stream bank.

___ ___ O. Provide the limits (with boundary measurements) for any additional stream buffers indicated by a city engineer approved Steep Slope Analysis Report for sites with slopes steeper than 4:1 and within 500 feet of State Waters. (Ref: City Code Section 7.3.4.C.17)

___ ___ P. Check to see if Steep Slope Analysis buffers and additional requirements are correctly summarized and shown as required. The area of additional protective measures should reflect development that is appropriate in that zone. These areas should be considered as eligible for development but not to the extent as those areas outside of the protective zone.

EROSION CONTROL CHECKLIST (2 of 2)

____ ____ Q. Provide steep slope analysis for fill slopes within 500 feet of state waters when those slopes are steeper than 4:1.

Natural Area Conservation Easements

____ ____ R. When Natural Area Conservation Easements are proposed; provide easement documentation and clearly delineate on the plans.

City of Roswell Standard Construction Specifications

____ ____ S. All plans shall comply with Section 3 – Grading and Drainage in the City of Roswell Standard Construction Specifications, latest revision which is available online at www.roswellgov.com .

Best Management Practices (BMPs)

____ ____ T. In areas where the slope is greater than or equal to 33% and higher than 10 feet, a flat area length of 10 feet between the toe of the slope and the silt fence shall be provided.

____ ____ U. Provide additional protective measures for those areas where development is allowed with restrictions in compliance with the mitigation plan in a city engineer approved Steep Slope Analysis Report for sites with slopes steeper than 4:1 and within 500 feet of State Waters. (Ref: City Code Section 7.3.4.C.17)

____ ____ V. Provide vegetative plan for temporary and permanent vegetative practices (Ds2 and Ds3), including species, planting dates and seeding, fertilizer, lime and mulching rates. The vegetation plan shall show options for year round seeding.

____ ____ W. Plans, Details and Specifications shall conform to the Manual for Sediment and Erosion Control in Georgia (Green Book) and these checklist items as a minimum. Revise plans to conform to Green Book requirements noted in the review.

____ ____ X. All slopes 3:1 and steeper require matting (Mb) and permanent vegetation (Ds3) or stapled sod (Ds4).

____ ____ Y. All slopes steeper than 3:1, in addition to matting and in areas where a maintained landscape is to be expected, shall receive additional plantings to include durable shrubs and groundcovers for permanent cover per Table 6-5.3 in the Manual for Erosion and Sediment Control in Georgia.

____ ____ Z. Show tree protection fence in identical location to that shown on the Tree Protection Plans.

Retaining Walls

____ ____ AA. Clearly show walls with top of wall / bottom of wall elevations and stationing on plans. Provide details and specifications for all retaining walls four feet and less. Wall heights are measured from the bottom of the foundation to the top of the wall. Note on the plans that a separate retaining wall permit is required for all walls over four feet from the City of Roswell Building Division.

Required Notes

____ ____ BB. Provide the required City of Roswell Erosion Sedimentation and Pollution Control notes on the plans. (See Section 16 of this document – Required Construction Notes.)

FIRE DEPARTMENT CHECKLIST (1 OF 2)

Reviewed By: _____ Phone:_____ Date:_____Accepted / Denied

Comments are provided through the Development Plan Review Team (DPRT) process to help the applicant in this and future design/approval processes. Comments are based upon the plans and information submitted at the time of the review. In some cases, the reviewer, due to the lack of information provided, must make assumptions about fire protection requirements for the project.

This office is available to meet with the applicant or representatives of the applicant to discuss design issues as they pertain to requirements by the Fire Marshal's Office. Generally, a meeting can be held within one to two workdays after initial contact: Roswell Fire Marshal's Office: 770-641-3730.

Approval of plans/application by this department in the DPRT process does not give approval to occupy, construct, remodel, add on to, renovate, or change occupancy type of any commercial or multi-family structure until approval has been obtained from the fire and building officials.

Applicant COR *Check each item only if complete and included.* Application #: _____

City of Roswell Fire Department

The numbers that follow worksheet statements represent an IFC code section unless otherwise stated.

Access

____ ____ A. The required fire department access roads is a minimum unobstructed 20 ft. in width and 13 ft. 6 in. clear height, IFC 503.2.1. Check with local or state requirements that may have street planning regulations that supersede the IFC requirements.

____ ____ B. "No Parking Fire Lane" signs are provided at AHJ prescribed locations, IFC 503.3.

____ ____ C. Required fire department access roads are designed to support an apparatus with a gross axle weight of 75,000 lb, engineering specifications are provided, IFC App D102.1.

____ ____ D. Required fire department access roads are an all-weather driving surface such as asphalt, concrete, chip seal (oil matting), or similar materials, IFC 503.2.3.

____ ____ E. The proposed building does have an emergency vehicle access road within 150 ft. of any exterior portion of the structure, if not, a fire department access road must be provided, IFC 503.1.1.

____ ____ F. The grade for required fire department access road does not exceed 10 percent unless approved by the Chief, Appendix D103.2.

____ ____ G. A local jurisdiction alternative to the 10 percent grade restriction could be the following: If the grade exceeds 10 percent, the first portion of the grade shall be limited to 15 percent for a length of 200 ft. and then 15 percent to 20 percent for a maximum of 200 ft., repeat the cycle as necessary unless the building is sprinklered.

____ ____ H. No access drive grades are greater than 10 percent if Appendix D is applicable at the local level, Appendix D 103.

____ ____ I. The access road design for a maximum grade conforms to specifications established by the fire code official, IFC 503.2.7.

____ ____ J. The dead-end fire department access roads (s) in excess of 150 ft. is provided with a turn-around, IFC 503.2.5.

____ ____ K. The turn-around cul-de-sac has an approved inside and a outside radius, e.g. 30 ft. 50 ft. respectively, a hammerhead design is a minimum 70 ft. L x 20 ft. W, or another approved design may be used, IFC 503.2.4.

____ ____ L. The turning radius for emergency apparatus roads is 30 ft. inside and 50 ft. outside radius or as approved by the code official.

____ ____ M. Fire department access roads shall be constructed and maintained for all construction sites, IFC 1410.1.

____ ____ N. Dead-end streets in excess of 150 ft. resulting from a phased project are provided an approved temporary turnaround, IFC 503.2.5.

FIRE DEPARTMENT CHECKLIST (2 OF 2)

Hydrants and FDC's:

An in-depth plan review for private hydrants and private water mains will occur during the building plan review phase.

____ ____ O. A fire flow test and report is provided to verify that the fire flow requirement is available.

____ ____ P. Water mains and pipe sizes are detailed on the site plan, IFC 508.1.

____ ____ Q. All water mains and hydrants shall be installed and operate as soon as combustible materials arrive on a construction site, IFC 1412.1.

____ ____ R. The nearest hydrant(s) to the project structure and/or property road frontage are shown on the plan.

____ ____ S. No fire service mains shall be of a pipe smaller than a nominal 8-inch diameter when used:

____ ____ 1. to supply more than one hydrant, or
____ ____ 2. to supply one hydrant and automatic extinguishing system, or
____ ____ 3. to supply one hydrant on a dead-end main over 500 feet.

____ ____ T. In no case shall a dead end main(s) exceed 600 feet in length for main sizes less than 10 inches. GA Safety Fire Commissioner, 120-3-3, NFPA 24.

____ ____ U. Fire Department connections shall be on the street side of buildings and so located and arranged that hose lines can be readily and conveniently attached to the inlets without any interference. They shall also be free standing at approved location by the Fire Department. NFPA 24.

____ ____ V. A fire hydrant shall be located within 400 feet of the most remote portion of the building and maintain a 3-foot clearance around the hydrant. IFC 2006 Section 508.

____ ____ W. If new hydrants are installed they shall be placed a minimum of 40 feet from the building and be installed according to the specifications of Fulton County Water Systems. NFPA 24.

____ ____ X. The center of the hose outlet shall be not less than 18 inches above the final grade. NFPA 24.

____ ____ Y. Hydrants shall not be placed near retaining walls where there is a danger of frost through the walls. NFPA 24.

____ ____ Z. Hydrants shall be protected from mechanical damage. The means of protection shall be arranged so that it will not interfere with the operation of the hydrant (3 feet clearance). NFPA 24.

Transformer Pads:

____ ____ AA. Transformer pad locations shall be a minimum of 10'-0" from any walkway, balcony, building overhang, canopies, exterior walls, and exterior stairs.

____ ____ BB. Transformer pad edges shall be no less than 14'-0" from any door way.

____ ____ CC. Transformer pad edges shall be no less than 10'-0" from any window or other opening.

____ ____ DD. If the building has an overhang, the 10'-0" clearance shall be measured from a point below the edge of the overhang.

____ ____ EE. Fire escapes, outside stairs, and covered walkways attached to or between buildings, shall be considered as part of the building.

____ ____ FF. Pad locations shall be no less than 3'-0" from any solid wall of non-combustible construction with no overhang. Ga. Safety Fire Commissioner, 120-3-3, NFPA 70

Required Notes:

____ ____ GG. Include notes marked "FIRE MARSHAL'S OFFICE CONSTRUCTION REQUIREMENTS" on the plans. (See Section 16 – Required Construction Notes.)

TRANSPORTATION CHECKLIST (1 OF 3)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included.* Application #: _____

Georgia Department of Transportation (GDOT)

___ ___ A. GDOT Driveway Permit Number - This development accesses on a road maintained by GDOT and/or a City road with a currently programmed state improvement project. Provide GDOT driveway permit number and approval. No Land Disturbance Permit will be issued showing roadway improvements until GDOT plans and approval are presented to Roswell Department of Community Development.

___ ___ B. GDOT right-of-way (R.O.W.) Dedication and Reservation - Plans must show GDOT mandated R.O.W. dedications and reservations for all projects adjacent to any road maintained by GDOT and/or any City road with a currently programmed state improvement project.

Manual of Uniform Traffic Control Devices (MUTCD) Traffic Control Plan

___ ___ A. A separate sheet dedicated to a Traffic Control Plan should be submitted with the Land Disturbance Permit approval drawings if the improvements associated with the development will create the need for supplemental road improvement, signing, or striping of a City road, which will either be accessed on or dedicated by the development. The plan should be at a scale of between 1" = 20' and 1" = 60', contain a location map and north arrow. It must include all warning devices, barricades, signage, and operational changes to all affected roads, including any necessary detour routes. All work zone signage and marking must conform to the MUTCD 2009 or later edition.

American Association of State Highway Transportation Officials (AASHTO) Compliance

___ ___ A. All road designs shall conform to AASHTO (Green Book) 2011 or later edition and these checklist items as a minimum. Revise plans to conform to AASHTO requirements noted in the review.

Curb Cuts

___ ___ A. Show all existing and proposed curb cuts which are within 300 feet of proposed driveway(s) along property frontage.

___ ___ B. Dimension distance from centerline of project curb cuts to existing and/or proposed curb cuts.

___ ___ C. Show angle of incidence of centerline of driveway and entrance, with centerline of road.

___ ___ D. Show width of driveway entrance from back of curb to back of curb. Driveway widths must conform to Fulton County Driveway Manual and Standard Details.

___ ___ E. Show concrete apron per Roswell Standard Details. For private residential street entrances and commercial and industrial entrances; add this detail to your plans.

___ ___ F. Show right in/right out only curb cut design per Roswell Standard Details; add this detail to your plans.

___ ___ G. Show any proposed walls and/or fences along the property frontage. No portion of the fence or wall may be closer than 3' to the R.O.W. line. If the fence is located within the R.O.W. reservation, an agreement must be filed, before LDP issuance, that the fence will be removed at no cost to the City at any future time that the City may purchase the reservation. Such agreement must be filed with the City Clerk and the Department of Public Works, and tied to the property deed.

___ ___ H. Show separate dimensioned entrance detail for all gated entrances.

TRANSPORTATION CHECKLIST (2 OF 3)

Roadway Construction/Drainage

____ ____ A. Show proposed improvement(s) on City roads dimensioned from legal centerline of road. Include deceleration, left turn lanes, road widening, and other improvements as required by Roswell Driveway Manual. All improvements must conform to Roswell Standard Details.

____ ____ B. Show how the proposed road improvement(s) will be tied into the existing conditions, on the City road at the limits of the properly frontage with the adjacent parcel(s).

____ ____ C. Show roadway widening per Roswell Standard Details, if required; add the appropriate detail to your plans.

____ ____ D. Show concrete with topping construction detail when roadway widening is less than four feet, per Roswell Standard Detail.

____ ____ E. Show curb and gutter improvements on all frontages, per Roswell Standard Details; add the appropriate detail to your plans.

____ ____ F. Show sidewalks as required per Roswell Subdivision Regulations, and Roswell Standard Details; add this detail to your plans.

____ ____ G. Show drainage flow lines, minimum slopes, high points and low points with spot grades along your road frontage.

____ ____ H. Show internal roadway cross-sections and widths per Roswell Standard Details; add the appropriate detail to your plans.

Signing/Striping

____ ____ A. Show legal centerline of all existing and proposed City roads. Show speed limits for all roads (existing and proposed); locate any adjacent speed limit signs; label proposed as future public or private.

____ ____ B. Show deceleration lane(s) striping and signage, if required. Show signing and striping on the plans per Roswell Standard Details and the MUTCD.

____ ____ C. Show left turn lane(s) striping and signage, if required. Show signing and striping on the plans per Roswell Standard Details and the MUTCD.

____ ____ D. Show striping plan for frontage resurfacing. Show signing and striping on the plans per Roswell Standard Details and the MUTCD.

Intersection Sight Distance Profile

____ ____ A. Show intersection sight distance (not to be confused with stopping sight distance) of each proposed intersection entrance, street or driveway. Intersection sight distance is determined with an assumed height of driver's eye of 3.5 feet and an assumed height of object of 3.5 feet when measuring in the vertical plane. When measuring in the horizontal plane, the intersection sight distance is determined with an assumed driver's eye location from a point 4' offset from the centerline and 15' from the edge of closest travel lane to a point along the centerline of the closest oncoming travel lane. When measuring in either plane, the line of sight must remain in the proposed standard dedicated R.O.W. and may not be obstructed by monuments, walls, fences, trees, hedges or other visual impediments / obstructions.

Right of Way / Utilities

____ ____ A. Show proposed R.O.W. dedication and reservation, dimension from centerline.

____ ____ B. Show a 10.5 foot R.O.W. shoulder dimensioned from the back of curb of all road improvements, if the road improvement plus 10.5 feet will be greater than the proposed R.O.W. dedication.

____ ____ C. Show R.O.W. miter at external street intersections of at least 20 feet radius. Ensure intersection site distance, free of obstructions, is provided.

____ ____ D. All utility locations must conform to Roswell Standard Details; add this detail to your plans.

____ ____ E. Show R.O.W. widths for all proposed streets and cul-de-sacs per Roswell Construction Standard Specifications and Subdivision Regulations.

TRANSPORTATION CHECKLIST (3 OF 3)

Vertical Alignment (for internal streets)

____ ____ A. Minor street (44' R.O.W.) = 14% maximum grade. All grades exceeding 12% shall not exceed a length of 250 feet.

____ ____ B. Show minimum centerline profile and longitudinal gutter slopes with grade of at least 0.5 percent when used as a tangent.

____ ____ C. Show minimum Vertical curve lengths, per Roswell Construction Specifications Section 2.

____ ____ D. Show compliance with Roswell Subdivision Regulations for leveling course design at approaches to an intersection.

Horizontal Alignment (for internal streets)

____ ____ A. Show minimum horizontal centerline curve radius, per Roswell Subdivision Regulations.

____ ____ B. Show minimum tangent lengths between reverse horizontal curves of 50 or 100 feet, per Subdivision Regulations.

____ ____ C. Show desired ninety-degree angle of incidence between intersections, per Subdivision Regulations.

Required Notes

____ ____ A. Clearly state the Transportation Notes on the plans. (See Section 16 – Required Construction Notes.)

Signal Permit

____ ____ Include separate signal plans if a signal is required for this development. Signal plans must be submitted to, but not necessarily approved by, Roswell Transportation prior to the Transportation sign-off for LDP. Contact the Roswell Traffic Engineer (770-594-6428) for more information.

FLOODPLAIN CHECKLIST (1 of 2)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included.* Application #: _____

General (all projects)

____ ____ A. Provide FEMA Flood Insurance Rate Map (FIRM) excerpt on the cover sheet for the subject site development plans on which the site is delineated.

____ ____ B. Provide statement below FEMA FIRM excerpt on cover sheet of plans:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by FIRM Community Panel Number 13121_____ for Fulton County, Georgia and incorporated areas. (Use June 22, 1998 or most current map)."

If Flood Zone AE, Zone A and/or shaded Zone X within site:

____ ____ C. Cleary delineate flood zone extents and both the existing and proposed 100-year flood elevations on plans.

____ ____ D. Provide project benchmark with elevation, tied to Roswell or Fulton County G.I.S. monument. Use N.A.V.D. or Mean Sea Level Datum.

____ ____ E. If the proposed work encroaches within Zone AE, A or X. The following is required:

____ ____ 1. Professional Engineer's certification that the proposed work will not:

____ ____ a. raise the base flood elevation equal to or more than 0.01 foot.

____ ____ b. reduce the flood storage capacity in the flood plain (fill placed within floodplain must be compensated and all cut areas must gravity drain to watercourse);

____ ____ c. impede the movement of flood waters;

____ ____ d. change the flow characteristics of the flood waters; and

____ ____ e. create hazardous or erosion-producing velocities.

____ ____ 2. Flood study, prepared and certified by Professional Engineer, which determines both the existing and proposed extents and elevations of the flood zone.

____ ____ 3. At the request of Roswell, provide application to FEMA for a conditional FIRM revision to be submitted to FEMA.

____ ____ F. Locate all flood study sections on the plans and state the existing and proposed flood elevations at each section.

____ ____ G. Provide a RECORDED copy of the Roswell Flood Plain Indemnification Agreement.

General

____ ____ H. State the "lowest floor elevation" including basement and attached garage for each lot affected by the floodplain. Note: lowest flood elevation shall be a minimum of 3 ft. above the 100-year storm elevation.

____ ____ I. Clearly state the following notes on the cover sheet and construction plans:

____ ____ 1. The flood zone(s) _____ shown hereon are based on the Fulton County Community Panels (FIRM) [Numbers/Numbers] 13121 _____.

____ ____ 2. The base flood (IRF) elevations shown hereon are based on the flood elevation study by _____, (signature, seal, date of design professional.);

FLOODPLAIN CHECKLIST (2 of 2)

___ ___ 3. All construction including grading and filling within the floodplain shown hereon shall be in conformance with the Roswell Floodplain Ordinance.

___ ___ 4. All cut and fill within the floodplain shall be field verified and certified by a Professional Engineer.

___ ___ 5. All floodplain shall be field located and staked prior to encroachment within them. Such location shall be maintained clear and visible throughout construction and final approval.

___ ___ 6. When utility (storm drains, sewers, etc.) construction is within a floodplain:

___ ___ a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion.

___ ___ b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored.

___ ___ 7. When any construction borders a floodplain:

___ ___ a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion.

___ ___ b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored.

___ ___ 8. The lowest floor elevation includes basement and attached garage and shall be a minimum of 3 ft. above the 100 year storm elevation.

___ ___ J. Show the limits of construction and the quantities of cut/fill proposed within the floodplain on the construction plans. Show a grading plan with quantities and proposed contours for the area where the compensating cut is to be made. When fill or cut is proposed within a floodplain, a plan and profile based on field run cross sections shall be submitted as part of the land disturbance permit. The horizontal and vertical scales shall be such that the contractor can clearly determine the extent and amount of work and such as to facilitate the engineer in submitting the required certification.

CITY WATER DEPARTMENT CHECKLIST (1 OF 2)

Reviewed By: _____ Phone: _____ Date: _____ Accepted / Denied

Applicant COR *Check each item only if complete and included* Application #: _____

WATER SUPPLY

____ ____ A. Verify whether project is served by City of Roswell water or Fulton County water. If on Fulton County Water, Fulton County will need to approve the Water Line Plan Sheet(s) and Details. For more information, contact Fulton County Department of Public Works at 770-640-3040.

LOCATION AND SIZES

____ ____ B. Verify that the location of water lines, services and fire hydrants.

____ ____ C. Verify tie in points to existing water main

____ ____ D. Verify that the sizes meet City of Roswell Standard Construction Specifications Section 4 for pipe and material.

APPURTENANCES

____ ____ E. Private Water Line Requirements

____ ____ 1. Master meter will be installed with approved backflow

____ ____ 2. All units will be sub-metered with approved backflow

____ ____ F. Verify tie in points to existing water main

____ ____ G. Show location of water meter and backflow device and sizes. Meters shall not be installed in sidewalks, driveways, or any type of pavement.

____ ____ 1. Ensure proper meter and size is being installed for use and not in the sidewalk.

____ ____ 2. Ensure proper approved backflow device and size is being installed

____ ____ H. Verify the locations of new hydrants being installed

____ ____ I. Verify the locations of valves being installed. Valves shall not be installed in sidewalks, driveways, or any type of pavement.

DETAILS AND SPECIFICATIONS

____ ____ J. Verify that the proper approved detail specifications have been included

____ ____ 1. Service Saddle Detail

____ ____ 2. Vault Detail

____ ____ 3. Meter box Detail

____ ____ 4. Flush Station Detail (if determined that one should be provided)

____ ____ 5. Trench Repair Detail

____ ____ 6. Valve Box Detail

____ ____ 7. Pipe Location Detail

____ ____ 8. Thrust Block Detail and Thrust Collar Detail

____ ____ 9. Valve Fitting and Thrust Restraint Detail

____ ____ 10 Tapping Sleeve Detail

____ ____ 11. Valve Detail

____ ____ 12. Hydrant Detail

CITY WATER DEPARTMENT CHECKLIST (2 OF 2)

____ ____ K. Include the City of Roswell Water Utility Detail Spec Sheet for Double Check Backflow Prevention Device

____ ____ L. Include the City of Roswell Water Utility Detail Spec Sheet for RPZ Backflow Prevention Device.

____ ____ M. Include the City of Roswell Water Utility Detail Spec Sheet for Double Detection Check Assembly (DDCA) Backflow Prevention Device, if required.

____ ____ N. Include the City of Roswell Water Utility Detail Spec Sheet for ¾" Meter and Meter Box

____ ____ O. Include the City of Roswell Water Utility Vault Detail Spec Sheet.

REQUIRED NOTES

____ ____ P. Include the City of Roswell Water Department Notes

REQUIRED CITY OF ROSWELL CONSTRUCTION NOTES

CITY OF ROSWELL GENERAL CONSTRUCTION NOTES

1. A preconstruction meeting with the Land Disturbance Inspector is required prior to release of the Land Disturbance Permit.
2. An Encroachment Permit is required for any work within the public right of way from the Roswell Department of Transportation. The contractor shall furnish and maintain all necessary barricades while roadway frontage improvements are being made. Contact John Wooten for Encroachment Permits and Traffic Control Plan approval at 770-594-6108.
3. A Tree Removal Permit is required for all trees 3-inch caliper or greater; and for removal of specimen trees.
4. Tree protection fencing must be installed and approved by the City Arborist prior to issuance of The Land Disturbance Permit, as applicable. Contact the City Arborist at 770-594-6293 for inspection whenever specimen trees, buffers, or tree save areas are located on or adjacent to the site.
5. Construction is only allowed Mon.-Sat. between the hours of 7:00 AM and 7:00 PM; however this does not apply to any person performing construction activity at his or her residence, but such persons are subject to the noise restrictions set out in subsection 8.8.3(s) of the city code.
6. All construction shall minimally comply with the City of Roswell Standard Construction Specifications and Subdivision Regulations and the best management practices as set forth in the City of Roswell Soil Erosion, Sedimentation and Pollution Control Ordinance.
7. No grading shall be done until the initial erosion control installation passes inspection, and a Land Disturbance Notification is issued by the land development inspector.
1. Contractor must notify Land Development Inspector twenty-four (24) hours prior to beginning construction and at the beginning of each new phase or after a lull of more than 14 days. Contact your land disturbance inspector to schedule inspections.
8. Owner agrees to provide and maintain off-street parking on the subject property during the entire construction period.
9. Burning of debris or construction materials is not permitted within the City of Roswell.
10. Burial of construction materials is not permitted within the City of Roswell.
11. The owner/developer is responsible to coordinate with the US Army Corps of Engineers concerning permits or requirements when wetlands or streams are proposed to be disturbed on the property. Failure to request a determination of permit requirement before disturbing any wetlands or streams could result in penalties being imposed by the Corps of Engineers.
12. A City of Roswell Trenching Permit is required prior to any trenching activity. Contact your City of Roswell Land Development Inspector to obtain a trenching permit.
13. No additional drainage areas shall be diverted onto City right-of-way unless shown on the approved site plan(s).
14. All corrugated metal storm drainpipe shall be fully bituminous-coated galvanized steel or aluminized type II with re-rolled ends and bands.
15. All exterior lighting shall be placed so as not to directly illuminate adjacent property.
16. As-built plans of all stormwater management facilities shall be approved by the City of Roswell Engineering Division prior to the issuance of any Certificate of Occupancy, Certificate of Completion, release of bonds, or closeout of the Land Disturbance Permit, as applicable. As-built plans shall be certified by a professional engineer for compliance with the approved hydrology study and construction plans. All as-built document submittals are to be provided in accordance with the City's Digital Data Submission Standards as found on the City of Roswell website.

CITY OF ROSWELL EROSION SEDIMENTATION AND POLLUTION CONTROL NOTES

1. If applicable, the Contractor/Operator / Owner upon filing the NOI and NOT for the State NPDES Construction General Permit shall submit copies of the NOI and NOT to the City Engineer along with a copy of the certified mail receipt.
2. Notice is hereby given that all erosion and sediment devices and practices must be installed and maintained at all times. No further notice will be given. Any site upon which the Land Development Inspector finds any deficiency will be subject to an immediate enforcement action without warning. All sediment control will be maintained until all up gradient ground within the construction area has been completely stabilized with permanent vegetation and all roads/driveways have been paved.
3. Prior to commencing land disturbance activity, the limits of land disturbance should be clearly and accurately demarcated with stakes, ribbons, or other appropriate means. The location and extent of all authorized land disturbance shall occur within the approved limits indicated on the approved plans. No clearing beyond the limits of disturbance shown on the approved plans shall be allowed.
4. No land disturbing activity or storage of materials within any tree save area shall be allowed.

5. The property owner and contractor are equally responsible for all erosion control activities.
6. All work shall be performed in accordance with the specifications in the Manual for Erosion and Sediment Control in Georgia and applicable updates thereto on the GASWCC website.
7. A construction site copy of the Erosion Sediment and/or Pollution Control Plan must be kept up to date. Revisions to the plan shall be approved by the City Engineer or assigned Plan Reviewer. It is the responsibility of the contractor to obtain qualified professional advice when questions arise concerning design and effectiveness of erosion control devices, not the City of Roswell.
8. Erosion control devices that are installed as directed by the Land Development Inspector but not shown on the approved plan and which also subsequently fail are the responsibility of the contractor.
9. The construction exit(s) shall be maintained in a condition which will prevent tracking or flow of mud on to public right-of-way or private roads. This may require periodic top dressing with stone, as conditions demands, and repair and/or clean-out of any structures used to trap sediment. All materials spilled, dropped, washed, or tracked from vehicle onto public/private roadway or into storm drain must be removed.
10. Type C silt fence fabric shall be comprised of Ga. Department of Transportation qualified products list (QPL) 36 for silt fence fabric. Type "A" silt fence fabric and construction may be allowed with prior written approval from the Land Development Inspector.
11. Silt fences shall not be placed in stream buffers, flood plains or across areas of concentrated flow. Check dams or rock filter dams, as appropriate are to be installed across areas of concentrated flow.
12. Topsoil shall be stockpiled and used to dress final grades.
13. Below all fill slopes greater than 25% and higher than 10 feet, a flat area length of 10 feet between the toe of the slope to the fence shall be provided.
14. All open drainage swales must be grassed, and riprap must be placed as required to control erosion. A minimum of 10 square yards of 40 lb. stone shall be placed at all headwalls or flumes.
15. Plan revisions which involve a hydraulic component must be revised by the design engineer and approved by the City Engineer.
16. Whenever feasible, natural vegetation shall be retained, protected and supplemented. The disturbed area and the duration of exposure to erosive elements shall be kept to a practicable minimum. Disturbed soil shall be stabilized as quickly as practicable; Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
17. Temporary vegetation and/or heavy mulching shall be employed to protect exposed critical areas during development. In no case shall a critical area be left bare for more than seven (7) days.
18. All temporary and permanent seeding must be performed at the appropriate season. Ryegrass shall not be used in any seeding mixtures containing perennial species due to its ability to out-compete desired species chosen for permanent perennial cover.
19. Additional plantings will be necessary if a sufficient stand of grass fails to grow.
20. The Land Development Inspector will determine adequate cover of new plantings in accordance with the applicable Erosion Control Manual.
21. Grading equipment must cross flowing streams by means of bridges or culverts except when such methods are not feasible, provided, in any case, that such crossing is kept to a minimum.
22. Concentrated flow areas, all slopes steeper than 2.5:1 and with a height of ten feet or greater, and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.
23. All slopes steeper than 3:1 shall receive surface roughening treatment or be stabilized with GDOT approved erosion control blankets or soil reinforcement matting. Mowed slopes shall not be steeper than 3:1. All slopes must be protected until a permanent vegetative stand is established.

CITY OF ROSWELL FIRE MARSHAL'S OFFICE CONSTRUCTION REQUIREMENTS

1. Please refer to and comply with all requirements listed in appendices B, C and D of the latest adopted edition of the International Fire Code.
2. Fire sprinkler contractor and Civil Engineer shall coordinate with Fire Marshal's Office as to the size, type and location of fire department connection in accordance with the fire sprinkler system design as required by fire sprinkler code as adopted by the State of Georgia. (When buildings contain fire sprinkler systems)
3. Contractor shall contact Fire Marshal's Office for an inspection prior to placing back-fill over newly installed water (fire) lines. FAILURE TO CALL WILL RESULT IN REMOVING BACK-FILL FOR INSPECTIONS OF LINES, THRUST BLOCKS, ETC. (24 HOUR NOTICE REQUIRED – 770-641-3730)
4. Hydrant(s) and mains shall be installed, tested, approved and under pressure before any combustible construction materials are delivered to the site.
5. Maintain access for emergency vehicles around and to all buildings under construction. Access shall be a minimum width of twenty (20) feet and capable of supporting fire trucks at times of rain or mud. (Paved or having a crushed rock base, etc.) Roadways shall be capable of supporting a gross weight of 75,000 pounds.
6. This Office requires a hydraulic study of the water supply on all new projects or building additions to determine if adequate fire protection can be obtained. Minimum fire flow requirements are established by the Fire Marshal's Office using the State of Georgia adopted International Fire Prevention Code, Appendix B and C. If desired, you may contact this Office for a meeting to determine the minimum fire flow requirements and fire hydrant spacing. Copies of these requirements along with the requirements for Fire Flow Analysis reporting and provider list will be attached to the preliminary site plans upon Fire Marshal's Office Review.
7. Fire hydrants shall be 3-way and located so that all portions of the building(s) are within two hundred fifty (250) feet of the nearest fire hydrant measured along fire access roadways and public streets. Depending on the required fire flow, more than one (1) fire hydrant may be required within this distance. The required spacing distance may change due to spacing requirements found in the Appendix C, Table C105.1 of the Fire Prevention Code.
8. Hydrants are to be installed so that the large fire department connection faces the street or parking lot as approved by this Office. The same connection is to be no less than eighteen (18) inches or no more than thirty-six (36) inches above finished grade.
9. No private fire hydrant shall be installed within forty (40) feet of a building unless approved by the Fire Marshal's Office.
10. All fire hydrants and installation shall be in accordance with City of Roswell standards. All water mains installed for fire protection shall be inspected, tested and approved by the City Engineering Division and the Roswell Fire Marshal's Office.
11. Fire hydrants shall not be blocked from view or use by landscaping, other utilities, parked vehicles, storage or other obstructions.
12. All fire mains shall be a minimum of eight (8) inches or larger.
13. A underground materials test certificate in accordance with NFPA 24 shall be provided to the Fire Marshal's Office Inspector, on the installation of private fire service mains and hydrants, after pressure test has been completed and approved by the City of Roswell's Engineering Division.
14. A state licensed plumber, fire sprinkler contractor or utility contractor shall install underground fire mains.
15. Fire department connections for sprinkler systems and standpipe systems shall be located within one hundred (100) feet of a fire hydrant. This requirement may increase the number of fire hydrants required.
16. When required by the International Fire Prevention Code as adopted by the State of Georgia or required by the Fire Marshal's Office, required fire lanes/access roads to and around new building(s) shall have a minimum clear width of twenty four (24) feet with a minimum turning radius of fifty (50) feet outside and a maximum thirty (30) feet inside, with a vertical clearance of 13 feet and 6 inches, with an all-weather surface supporting a gross vehicle weight of 75,000 pounds. Widths and radius shall be measured from face of curb or end of parking space, etc. This access is required for fire department aerial equipment. Access through the remaining parking areas shall be provided with turning radius of forty (40) feet outside and twenty (20) feet inside.
17. Required fire lanes/access roads to and around new building(s) and in and through remaining parking areas shall have a minimum clear width of twenty (20) feet with a minimum turning radius of forty (40) feet outside and maximum twenty (20) feet inside. There shall be a vertical clearance of 13 feet 6 inches with an all-weather surface supporting a gross vehicle weight of 75,000 pounds.
18. Contact the Fire Marshal for requirements related to fire lane marking.

REQUIRED CITY OF ROSWELL CONSTRUCTION NOTES (Continued)

19. All new construction, remodeling, occupancy change, etc. shall comply with local and State of Georgia adopted Building, Life Safety, Fire Prevention and other related codes and standards.

20. Dead end roadway/fire lanes over one hundred fifty (150) feet in length shall be provided with a turnaround acceptable to the Fire Marshal, using the required turning radius and fire equipment length of fifty (50) feet. Design shall be in accordance with the International Fire Prevention Code, Appendix D, as adopted by the State of Georgia and the City of Roswell.

21. A pre-construction meeting with the Fire Marshal's Office Representative shall be conducted prior to beginning construction. A minimum 24 hour notice is required.

22. After plans are updated with review comments, and before submitting final site plans, contact Fire Marshal for an appointment to review plans and changes.

23. After approval by the City of Roswell, any changes in roadways, turning radius, fire hydrants, fire mains, building location, parking layout, etc., shall be submitted for review and additional approval by this office.

24. Any properties or communities with entrance gates or other obstructions at the entrance shall have approval of the Roswell Fire Marshal's Office for emergency vehicle access. Provide site plan and specification details for review and approval. These approved details shall be made part of the approved site plans.

25. Roswell Fire Marshal's Office: 770-641-3730.

CITY OF ROSWELL TRANSPORTATION NOTES

1. These construction drawing approvals do not allow any work on City right-of-way in connection with utility lines (sanitary sewer, water, power, telephone, gas, etc). City of Roswell Department of Transportation right-of-way encroachment permit is required for any work performed within the City right-of-way. Contact City of Roswell Transportation Department at 770-594-6108 for additional information.

2. Call Before You Dig (800) 282-7411 or 811.

3. No advertising signs, displays, or any other structures, which are designed, intended, or used to advertise or inform, are permitted inside City right-of-way.

4. These construction drawings are approved with the understanding that all easements and right-of-way are granted to the City of Roswell along all road frontages for the purpose of sloping cuts and fills as follows:
   0' to 5' – not less than 3 to 1 slope
   5' or more – not less than 2 to 1 slope

5. Driveways shall be constructed of concrete and sloped per Georgia Highway standard 9031-J. Curb shall not be broken from gutter. Curb and gutter to be removed to existing construction joints or new joints sawed.

6. Applicant shall re-grass to State Highway Department specifications all City right-of-way areas that are damaged or disturbed during work authorized herein.

7. Sanitary sewer and water lines must pass inspection before streets can be paved.

8. All handicap ramps shall be a minimum of 3.0' in width and at a maximum 12:1 slope and shall conform to Georgia Department of Transportation Standard Specifications.

9. Builder shall be responsible for installation of sidewalks in accordance with the approved permit plans and the Certificate of Occupancy will not be issued until sidewalk is inspected and accepted.

10. Any new section of roadway is required to be built to City Standards must be tested for thickness of crusher run base and asphalt; and the asphalt must be cored, to determine percentage of compaction. Cores shall be taken no less than three hundred feet (300') apart at staggered intervals.

11. Compaction reports shall be furnished to the City on all utility excavations within roadway.

12. When necessary, existing striping shall be removed by hydroblasting (preferred) or grinding, unless specified otherwise by Roswell Traffic Engineer.

13. All road striping within the public right-of-way shall be pre-marked and approved by the City of Roswell Transportation Department, prior to final striping. Contact the Roswell Traffic Engineer (770-594-6428) one week prior to commencement of any striping work. All pavement striping on collectors or higher classified roads must be thermoplastic, unless otherwise specified by the Traffic Engineer

14. All final signage must be installed concurrently with the performance of the striping work.

CITY OF ROSWELL ENVIRONMENTAL / PUBLIC WORKS NOTES

1. The issuance of these construction drawings does not assure sewer availability. Sewer service is provided by Fulton County, not the City of Roswell. Contact Fulton County Water and Sewer at 404-612-7518 for more information.
2. A horizontal separation of at least 10 feet must be maintained between the water main and the existing or proposed sewer. When water mains cross sewers, a minimum vertical separation of 18 inches must be provided between the two (2) pipes (measured edge to edge). At crossings, one full length of water pipe must be located so that both joints are as far from the sewer as possible.
3. Sanitary sewer and water lines must pass inspection before streets can be paved.
4. Any pipe, solder or flux used in the installation or repair of the water lines must be lead-free.
5. All backflow devices, vaults, blocking and hydroseed equipment must be inspected by the Water Division 770-641-3707.
6. All gate valves shall be epoxy coated with resilient-sealed gates.
7. All water lines dedicated to the City of Roswell shall be Class 350 DIP.
8. Front gates are allowed on dumpster pads only with prior approval from the Public Works Department.
9. All sanitary dumpster and/or compactor pads are required to be tied into the public sanitary sewer system per City of Roswell Standard Details with the approval of Fulton County Water and Sewer or when connection to the sanitary sewer is not feasible connection to a dry pit requires the approval of the Environmental / Public Works Department. Contact 770-641-3715 for more information.