Application For

Development Plan Review

Fiscal/Calendar Year 2011

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

Please note: all fees are non-refundable. There are no exceptions.

Should you need further assistance, please feel free to contact our office between 8:00AM to 5:00 PM, (closed for Lunch Noon – 1:00 PM) Monday Through Friday at: (770) 692-2321 or (770) 957-5043.

NOTE: Projects exceeding the Minimum Thresholds for Development of Regional Impact (DRI) Review must have Notice of Decision attached or Application Form 1 for any review to begin.

The City of Locust Grove

FIRST SUBMITTAL CHECKLIST
(Check those items applicable to your submittal)

PROJECT NAME: _____
DATE: _____

1. _____ **Eight (8) sets** of civil drawings (unless submittal is a sanitary sewer ext. OR a revision to an existing permit; OR a Landscape Plan OR cell tower)

2. _____**Two (2) Hydrological Studies and NPDES Checklist forms and plans signed/stamped accordingly.**

3. _____Application filled out and signed (front & back)

4. _____Plan Review check (payable to City of Locust Grove.-see schedule for fees)

5. _____Copy of current Occupational Tax (for developer/owner) which appears on cover sheet of civil drawings. License can be anywhere in the State of Ga. This must be submitted prior to preconstruction meeting for the Land Disturbance Permit. Occupational Tax can be obtained in The City by contacting Cathy Pfeiffer at 770-957-5047.

6. _____**One (1) set for Henry Co. Water Authority** (if applicable). Any comments from HCWA must be picked up in their Engineering office (678-583-2438), Randy Crumbley, and then resubmitted directly to them.

7. _____If the site lies within areas served by the city's water and/or sewer system, application must be made for EPD approval of water and/or sewer service. Applications are available here. **Three (3) additional sets** of plans must be submitted for sewer, **two (2) additional sets** must be submitted for water and **four (4) additional sets** must be submitted for both water and sewer if State Review is Required.

8. _____ If your submittal requires a Septic permit; application must be made with Environmental Health (770-954-2078). Once a septic permit is obtained, submit a copy to the City. After copy of septic permit is received and project has been approved by the City; a preconstruction meeting will be set up.

9. _____ If your submittal requires that you get a GDOT permit; application must be made to Chance Baxley 706-646-6565 (GDOT). Once all requirements are met with GDOT and you have obtained permits, the City requires copies of both the permit and approved plan.

10. _____ If your submittal is more than an acre (disturbed) you must present a copy of the NOI sent to the State (their portion of NPDES fees) at the preconstruction meeting. In addition, a bond for an amount not to exceed $2,500 per disturbed acre may be required prior to issuance of land disturbance permit.

11. _____ Copy of current tax receipt for current tax year. All property taxes should be paid prior to scheduling a preconstruction meeting.

12. _____ A release is required from HCWA (if applicable) before a preconstruction meeting can be scheduled. Preconstruction meetings are scheduled on Tuesdays and Thursdays of each week.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE REQUIREMENTS

SIGNED: _____ DATE: _____ PHONE: _____

*GIVE COPY TO APPLICANT FOR THEIR RECORDS

Development Plan Review

City of Locust Grove Development Permit Application

Instructions: Please **print** clearly. All applications must be accompanied by eight (8) to ten (10), depending on location, copies of the proposed site plan and two (2) copies of the hydrology study (if applicable). Make all checks payable to the City of Locust Grove.

Project Name: _____

Location: _____

Developer Information: Occupation Tax ID _____

Name: _____

Address: _____

Contact Numbers: _____

Property Owner: (if Different from Above) _____

Address: _____

Contact Number: _____

Engineer or Architect Information:

Name: _____

Address: _____

Contact Numbers: _____

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

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

SIGNATURE OF APPLICANT: _____ DATE: _____

COMPANY NAME: _____ TELEPHONE: _____

Engineers Certificate
Stormwater run-off

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

_____

_____

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

This _____ day of _____, 2010.

GA. Registration No. _____

City of Locust Grove

3644 Highway 42 South, Locust Grove, GA 30248
(770) 692-2321 FAX (770) 692-2327

EROSION CONTROL AFFIDAVIT

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

Project Name:_____Phase/Unit:_____

Job Site Address:_____

Company Name:_____

City:_____State:_____Zip:_____

Company Phone:_____ Other Phone:_____

24 Hour Contact Person:_____Phone/Pager:_____

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

1. Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site: and
2. Installation and regular maintenance of a stone (1.5" – 3.5") driveway entrance/exit pad (20' wide X 50' deep X 6" thick) to minimize the tracking of mud into the street; and
3. Removal of mud from the street or adjacent property immediately following any such occurrence; and
4. Maintenance and removal of mud from detention ponds and sediment basins; and
5. Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters") or greater where required; and
6. Provide temporary vegetation and/or mulch in exposed critical disturbed areas.

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

Signature:_____ Date Signed:_____

Printed Name:_____Title:_____

COMMERCIAL/INDUSTRIAL Project#_____
Approved _____
Denied _____

City of Locust Grove Development Plan Review

(770) 692-2321
3644 Highway 42 S, P O Box 900
Locust Grove, Georgia 30248

COMMUNITY DEVELOPMENT REVIEW CHECKLIST
Date Received_____
Date(s) Reviewed_____

DEVELOPMENT NAME: _____ DISTRICT: _____ LAND LOT(S):_____ ZONING:_____ ACRES: _____
SETBACKS: (FRONT)_____(SIDE)_____(REAR)_____

OWNER: _____
CONTACT(S):_____PHONE:_____ MOBILE:_____
FAX:_____

SITE PLAN:
(ENGINEER/SURVEYOR/DESIGNER)_____
CONTACT(S):_____ PHONE: _____
MOBILE:_____ FAX:_____

LANDSCAPE PLAN: (LANDSCAPE ARCHITECT/DESIGNER) (CIRCLE IF SAME)
CONTACT(S):_____
PHONE:_____ MOBILE:_____
FAX:_____

ALL COMMERCIAL AND INDUSTRIAL SITE PLANS SHALL MEET THE MINIMUM STANDARDS OF ENGINEERING AND SITE DESIGN, ALONG WITH THE NECESSARY REQUIREMENTS FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENTS.

THE FOLLOWING INFORMATION IS REQUIRED BY THE HENRY COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT ON COMMERCIAL AND INDUSTRIAL SITES. PLANS FOR REVIEW AND APPROVAL:

GENERAL INFORMATION

__ Indicate name of project, including units, phase, and lines separating phases and/or/units.
__ Indicate names, addresses and telephone numbers of subdivider, engineer, landscape architect and surveyor.
__ Indicate graphic scale, north arrow and date. (The north point shall be identified as magnetic, true or grid north).
__ Indicate location map showing the relationship of the site to the Surrounding area, including directions and distances to readily identifiable landmarks in the surrounding area.
__ Indicate acreage to be subdivided.
__ Indicate the total lineal feet and total acreage or proposed roads (per phase and total).

__ Indicate zoning district of the property including all setback provisions, as well as any special conditions of zoning imposed by the board of commissioners or municipal authority.

EXISTING CONDITIONS

__ Indicate topographic contours and vertical intervals of not more than five (5) feet including outline of wooden areas, vegetation, and surface drainage.

__ Indicate deed record names and addresses of adjoining property owners or subdivisions, along with zoning of the adjacent parcels.

__ Indicate the correct right-of-way (according to state, federal, or county records). Statements like "R/W varies" or "R/W approximate" are unacceptable.

__ Indicate with notation, that live streams and/or wetlands (lie/do not lie) within this subdivision, or unit and phase(s). Provide a copy or wetlands delineation report from a registered soil scientist in the State of Georgia. Wetland areas shall be field located.

__ Indicate if a project (is in/is not in) a 100-year floodplain and/or if the area lies within portions of the Limited Development Area or the Water Quality Critical Area of the Towaliga, Tussahaw, or Shoal Creek Watershed Protection District.

__ Indicate location of existing and platted property lines, location, width and names of all platted roads, railroads, utility rights-of-way, public areas, and existing buildings/structures.

PROPOSED CONDITIONS:

__ Indicate layout and names of proposed roads, alleys, public pedestrian pathways (i.e. sidewalks, trails, paths and bicycle facilities) with width of pavement and right-of-way.

__ Indicate layout of all lots, including building setback lines and lot dimensions, including lot area. Show all existing and proposed easements.

__ Detailed landscape plan, which shall be provided on a separate sheet. Refer to Chapter 15.42 of the Code of Locust Grove for further guidelines.

__ Show buffer areas. Within buffer areas existing vegetation shall be utilized and supplemented by additional plantings if necessary. Check with Comm. Dev. for more information.

___Show all parking areas as detailed in Article XI, "Parking and Loading" of the *Henry County Zoning Ordinance* (See our website for copy).

Existing Parking Spaces _____
Proposed Parking Spaces _____
Proposed Handicapped Spaces _____
Finish floor elevation of proposed buildings _____

NOTES FOR PLANS THAT CONTAIN BUFFERS:

___ All undisturbed buffers shall be field located; staked and flagged or marked with "tenzar" or similar type fencing); and shall be submitted to the county for approval prior to grading.

___ Existing Vegetation shall be preserved within all buffer areas.

___ Buffer areas are not to be disturbed by grading, property improvements or construction activities. Any contemplated disturbances shall first be brought to the attention of the City of Locust Grove Community Development Department and formal approval secured prior to initiating activity within the required buffer areas.

GENERAL NOTES

RESIDENTIAL
Preliminary Review
Development Name: _____
Approved _____
Not Approved_____

City of Locust Grove Development Plan Review

(770) 692-2321
3644 Highway 42 S, P O Box 900
Locust Grove, Georgia 30248

COMMUNITY DEVELOPMENT REVIEW CHECKLIST

Date Received_____ Date(s) Reviewed_____

Phase/Unit(s)_____ Zoning:_____ Acres:_____
District:_____ Land Lot(s):_____ Total # of lots:_____
Setbacks: (Front)_____(Side)_____(Rear)_____

OWNER(S):
Contact(s):_____ Phone: _____
Mobile:_____ Fax:_____

SITE PLAN:
(Engineer/Surveyor/Designer)_____
Contact(s):_____ Phone:_____
Mobile:_____ Fax:_____

LANDSCAPE PLAN:
(Engineer/Surveyor/Designer)_____
Contact(s):_____ Phone: _____
Mobile:_____ Fax:_____

Section 3-8-36 (City Reference Chapter 16.04)
The preliminary plat(s) shall meet the minimum standards of design and requirements for the construction of public improvements as provided in Article VI, Improvements Standards of the Henry County Subdivision Ordinance adopted May 19, 1998 (Adopted by reference in Chapter 16.04 of City Code as revised), and shall have the following information for issuance of plan approval:

General Information
_____ Indicate name of subdivision, including units, phase, and lines separating phases and/or units.
_____ Indicate names, addresses and telephone numbers of subdivider, engineer, landscape architect and surveyor.
_____ Indicate graphic scale, north arrow and date. (The north point shall be identified as magnetic, true or grid north.
_____ Indicate location map showing the relationship of the subdivision site to the surrounding area, including directions and distances to readily identifiable landmarks in the surrounding area.
_____ Indicate acreage to be subdivided (Gross and net calculations).

_____ Indicate proposed number of lots within the development.
_____ Indicate the proposed density in dwellings per acre (Gross and net calculations).
_____ Indicate the total lineal feet and total acreage or proposed roads (Per phase and total).
_____ Indicate zoning district of the property including all setback provisions, as well as any special conditions of zoning imposed by the board of commissioners or municipal authority (i.e. lot sizes, number of lots, minimum house size).

Existing Conditions:

_____ Indicate topographic contours and vertical intervals of not more than two (2) feet when a new street is involved in a subdivision including outline of wooded areas, vegetation, and surface drainage.
_____ Indicate deed record names and addresses of adjoining property owners or subdivisions, along with zoning of the adjacent parcels.
_____ Indicate a copy of existing plat with proposed re-subdivision imposed therein in the case of a re-subdivision.
_____ Indicate with notation that live streams and/or wetlands (lie/do not lie) within this subdivision, or unit and phase(s). Provide a copy or wetlands delineation report from a registered soil scientist in the State of Georgia. Wetland areas shall be field located.
_____ Indicate if a project (is/is not in) a 100-year floodplain and/or if the area lies within portions of the Limited Development Area or the Water Quality Critical Area of either the Towaliga, Tussahaw, or Shoal Creek Watershed Protection District.
_____ Indicate location of existing and platted property lines, location, width and names of all platted roads, railroads, utility rights-of-way, public areas, existing buildings/structures.

Proposed Conditions (May be part of development design and/or required by condition of zoning)

_____Indicate layout and names of proposed roads, alleys, public pedestrian pathways (i.e. sidewalks, trails, paths and bicycle facilities) with width of pavement and right-of-way.
_____Indicate layout of all lots, including building setback lines and lot dimensions, including lot area. **Lots with detention ponds must meet minimum zoning area requirements outside the area of the detention pond. Show all existing and proposed easements. Show drainage easements for storm drainage pipes which cross individual lots.**
_____ Indicate flood elevations on any lots within 100-year flood hazard area. In addition, the foundation elevation that is a minimum of one (1) food above the established 100-year flood elevation shall be shown. This data may be shown either on the lot layout or in tabular form.

Note: Section 3-8-35 (d-p(v) are reviewed by the Civil Engineers Paragon Consulting Group or current reviewing engineer at the time of submittal.

DEVELOPMENT PLAN REVIEW FEE SCHEDULE:

Initial Plan Review Fee:

RESIDENTIAL FEE CATEGORY

0 –10 lots $ 400

11-50 lots $ 900

51–150 lots $1650

151 + lots $2150

COMMERCIAL FEE CATEGORY

0 –1 acre $ 400

1 –5 acres $ 650

5 -10 acres $ 900

10+ acres $1125

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

Second Review--50% of original fee

Post-approval Revisions 50% of original fee

NOTE: All developments shall cover costs of reviews/meetings as submitted by our consultant engineer should the existing fees fail to cover such costs. Current costs are at $135 per hour with a 3-hour average review per submission.

Development Permit:

Development Rates per acre:

0 – 1 acre $100.00

1 – 5 acres $200.00

6 –10 acres $300.00

11-20 acres $400.00

21 acres and up, $400.00 + $6.00 per acre over 20 acres