

CHAPTER 10

REVIEW CHECK LISTS AND ELECTRONIC FILE FORMAT

10.1 Completeness Review Checklist

DEVELOPMENT NAME:

ENGINEER:

DISTRICT/LANDLOT:

FAX NUMBER:

REVIEWER:

DATE:

CITY CASE #:

Please add the CASE NUMBER to all subsequent submissions. This will help us keep the project properly filed.

This is a complete submittal for purposes of beginning our review. The following documents must be received and reviewed prior to permit approval:

- 1 BMP Maintenance Agreement
- 2 BMP Maintenance Bond
- 3 Corps of Engineers Wetlands Permit (if encroachment in to wetlands is proposed),
- 4 FOR CDPs SPDs, a letter from FEMA acknowledging that a complete CLOMR submittal has been made.
- 5 For final plats, floodplain LOMR from FEMA.
- 6 As-Built
- 7 As-built survey
 - As-built hydrology study
 - As built BMP survey/calculations
- 8 This is not a complete submittal. Storm Water Management must receive the following prior to the commencement of our review:
 - Plans
 - Site Plan
 - Erosion Control Plan
 - Final Plat
 - Storm Water Management Report.
 - Water Quality Report
 - Storm Water Quality Performance Review Spread Sheet
 - Water Quality BMP Calculations
 - Flood Study
 - State Waters Buffer Variance

Please contact Planning and Zoning Office at 770-963-2414 with any questions.

Minimum Storm Water Application Information

Storm Water Management *will not* review any projects until we receive a complete application. A complete storm water application for the listed permit types shall consist of at least the following items. The application is valid when the property is zoned for the intended use.

Commercial Development Permit (CDP)

Site Plan

Grading Plan

Soil Erosion and Sediment Control Plan

SWM Report

Water Quality Report

Flood Study (depending on Site-Letter from FEMA acknowledging complete submittal necessary before obtaining permit)

Stream Buffer Variance Application (depending on site, EPD approval necessary before obtaining permit)

Wetlands Permit (depending on site, COE approval necessary before obtaining permit)

Subdivision Development Permit (SDP)

Site Plan

Grading Plan (if required, see Subsection 9.2)

Soil Erosion and Sediment Control Plan

SWM Report

Water Quality Report

Flood Study (depending on Site-Letter from FEMA acknowledging complete application necessary before obtaining permit)

Stream Buffer Variance Application (depending on site, EPD approval necessary before obtaining permit)

Wetlands Permit (depending on site, COE approval necessary before obtaining permit; see 5.10 of Development Regulations)

Final Plat (FPL)

Plat

As-built Hydrology/BMP Study (required prior to plat approval)

As-built Detention/Water quality BMP survey (required prior to plat approval)

BMP Maintenance agreement (required prior to plat approval)

BMP Maintenance Bond (required prior to plat approval)

Floodplain LOMR (if required)

Land Disturbance Permit (LDP) (i.e. “grading only”, “clearing only” or “clearing and grubbing only”)

Site Plan

Grading Plan (if requesting a “grading only” permit)

Soil Erosion and Sediment Control Plan

SWM Report (if requesting a “grading only” permit)
Flood Study (depending on Site-Letter from FEMA acknowledging complete application necessary prior to obtaining permit)
(if requesting a “grading only” permit)
Stream Buffer Variance Application (depending on site, EPD approval necessary before obtaining permit)
Wetlands Permit (depending on site, COE approval necessary before obtaining permit; see 5.10 of Development Regulations)

The following websites may be useful:

Watershed Assessment Basin Maps:

http://www.co.gwinnett.ga.us/low/publicutilities/watershed_maps/watershed_image_map.htm

Storm Water Quality Performance Review Tool: <http://www.gcwshed.org/SQPRF-4000.xls>

Development Regulations (HTML Format): <http://www.co.gwinnett.ga.us/DOC/REG.HTM>

END OF SECTION 10.1