



SUBDIVISION IMPROVEMENT PLAN REVIEW CHECKLIST

Name of Development:

Location:

Reviewed by: 1st

2nd

3rd

Date of Review: 1st

2nd

3rd

Habersham County

Project Number:

Use this checklist with the GSWCC approved checklist for Erosion, Sedimentation & Pollution Control.

3rd	2nd	1st	SITE PLAN	
			1.	Project Description: Subdivision name. Briefly describe the nature and purpose of the land-disturbing activity, zoning classification, and the amount of grading involved in both area and volume.
			2.	Project Description 2: Common address and legal description of site.
			3.	Notate on plan whether subdivision roads are intended to be privately maintained or publicly maintained. Provide total linear footage of roads.
			4.	If privately maintained, please include a copy of the Owner's Association Covenants
			5.	Owner Information: Name (need corporate officer if business), address, telephone number of Owner/Developer. (Telephone number for 24-hour contact should be verified.)
			6.	Professional Information: Name, address, telephone number, seal, and signature of PE and RPLS.
			7.	Plan Information: Initial date of plans and the dates of any revisions to the plans, by whom.
			8.	Survey Information: Survey date, north arrow, (Grid, Mag, True) and graphic scale.
			9.	Vicinity Map: location map of the property in relation to the surrounding area with regard to well-known landmarks such as arterial streets, railroads, and major water courses.
			10.	Topographic Information: Existing and proposed topography 50-scale minimum; 2' contour interval
			11.	Topographic Information 2: Location of existing and proposed roads, buildings, parking lots and other impervious areas
			12.	Topographic Information 3: Tell how contour lines were derived (i.e. field run survey, aerial survey, USGS Quad-Map, interpolation, etc.)
			13.	Lot Layout Information: Show lot layout, lot numbering, rough dimensions of lots, exact boundary, dimensions of th tract and phasing.
			14.	Adjoining Property Owner Information: Show all adjoining property owners and Parcel ID #.
			15.	Roadway Information: Show existing/proposed road R/W, pavement, and sidewalks. ROW shall be a minimum of 50 ft. on curb and gutter roads and shall be 60 ft. on ditched roads.
			16.	Utility/Drainage/Access Easement Information: Show existing/proposed drainage/utility locations, and easements.
			17.	Existing Information: Location and boundaries of natural feature protection and conservation areas such as wetlands, lakes, ponds, and other setbacks (e.g., stream buffers, drinking water well setbacks, septic setbacks, etc.)
			18.	Existing Information 2: Locate any existing structures, cemeteries, drives, tree lines, grassy areas, conservation areas, and/or unique vegetation, etc.
			19.	Geographic Information: Show all City limits, County lines, Land Lot Lines, etc. that traverse subdivision.
			20.	Sewage disposal. Confirmation of Form 2 Environmental Health Statement certification.
			21.	Water setbacks, buffers and undisturbed areas. Setbacks, buffers and undisturbed areas from streams, rivers, and other bodies of water required by the UDO.

			22.	Flood Hazard Area: A note indicating whether or not the property is located within a 100-year flood plain, as designated on Federal Emergency Management Agency Flood Insurance Rate Maps, along with the community map panel number and effective date.
			23.	Clearing Limits: boundaries of existing vegetation and proposed limits of clearing and grading
			24.	Proposed Information: Location of existing and proposed roads, buildings, parking lots, existing and proposed utilities (e.g., water, sewer, gas, electric) and easements
3rd	2nd	1st		THE FOLLOWING NOTES MUST APPEAR ON COVER SHEET OF PLANS:
			25.	"No additional construction or improvements, including but not limited to walls, fences, signs, sprinkler systems, lights, etc. will be allowed on the road R/W."
			26.	"Sidewalks, where shown, will be installed before final plat / one year after final plat / on a lot-by-lot basis. ALL sidewalks shall be installed within two years of final plat approval. " (Select one option)
			27.	"Retaining walls over 4' in height and part of initial infrastructure will be required to be inspected by design professional or representative and inspection report will be required at time of final plat."
			28.	"Sign every lot or 100', whichever is less, stating: "Streamside Buffer – Do Not Remove or Alter Existing Native Vegetation." (as required)
			29.	"Detention pond or sediment basin/storage will be installed & functioning before any major grading or impervious surfaces are constructed."
			30.	"No waste materials of any kind shall be buried in any area of the right-of-way or under any roadway fill sections."
			31.	"All waste or debris shall be disposed of in a legal and permitted manner according to GAEPD."
			32.	"No bury pits allowed."
			33.	"Habersham County will not maintain any stormwater infrastructure outside of the dedicated right-of-way."
			34.	On cover sheet add notes for the LF of gravity and force main.
			35.	Provide total linear footage of roads and state whether is it privately maintained or publicly maintained.
			36.	Habersham County will not maintain any type of stormwater or detention pond. Maintenance of such ponds and water quality devices is the responsibility of the Homeowners Association.

3rd	2nd	1st	P&P SHEETS	
			37.	Scale: Minimum horizontal and vertical scale.
			38.	Street Layout: Show street layout, road names, CL stations, horizontal curve data, minimum radii (CL, EP, and R/W)
			39.	Reverse Curves: Distance between reverse curves
			40.	Vertical Alignment: Vertical curve data, minimum length, maximum/minimum grade, including turnaround and intersection grades.
			41.	Sight Distance: Provide intersection sight distance and stopping sight distance. Show Sight Visibility Triangles.
			42.	Storm Sewer: Location, length, size, type, percent grade, drainage area, Q, etc.
			43.	City Limit/County Line: City limit/County line tied to centerline.
			44.	Street Jogs: Minimum distance 200 feet.
			45.	L-Back Curb: L back C&G in negative grade turnaround (transition in 30' R).
			46.	Cul-De-Sac Information: Cul-de-sac data (40-ft radius asphalt, minimum length, 120-ft R/W diameter, temporary for phasing).
			47.	Intersection Angle: CL street intersection angle.
			48.	Water Valve: Water valve conflict with pavement (especially at entrance).
			49.	Pipe Design Chart: Include hydraulic grade line, gutter spread, etc.
3rd	2nd	1st	DETAIL SHEETS	
			50.	Typical: Typical Sections
			51.	Curb & Gutter: C&G Detail
			52.	Intersection: Intersection Detail (with existing County Road)
			53.	Cross Drain Cross Section: Cross section at cross drains
			54.	Storm Sewer: Catch Basin, Headwall, Junction Box Details;
			55.	Material and diameter: of all storm drain pipes shown. Storm drain pipes under roads or in streams shall be RCP or HDPE only. Pipes under road shall cross perpendicularly. Pipes in dams shall be RCP only.

			56.	Storm Drain Profiles.
			57.	Utility Cross Section: Utility location cross section
			58.	Sidewalk: Sidewalk detail
3rd	2nd	1st	STORMWATER MANAGEMENT	
			59.	Stormwater Management Report: All projects submitted for review shall be accompanied by a stormwater management report.
3rd	2nd	1st	STORMWATER MANAGEMENT SITE PLAN DATA	
			60.	Shall provide a 20' drainage easement, from the 100-year storm routed elevation, and grant Habersham County permission to enter upon subject property. Provide a signed Stormwater Management Facility Access Easement agreement form. The 20' access easement must be no steeper than 3:1. Show the location of any easements around and leading to the pond from a County maintained road. Easement around pond shall be located along toe of slope on downstream side of the pond dam.
			61.	If required, provide minimum 5' high chain link fencing with warning signs and a 14' gate. Fence is required if steeper than 3:1 slope and deeper than 3' at 25-year storm elevation.
			62.	Provide elevations for silt gauge and concrete survey marker. Show/label locations & elev. on plans.
			63.	Stormwater Management Facility access locations must use either concrete apron or rolled back curb at connection to roadway.
			64.	Provide details for silt gauge, concrete survey marker, O.C.S., fence, fence gate, warning signs, and water quality BMP's.
			65.	Label all ponds using the proper name as determined by the 2016 GSMM. In other words, label all Stormwater / Detention Ponds as one of the following: -Dry Detention Pond -Extended Dry Detention Pond -Stormwater Pond - Wet Pond -Stormwater Pond - Wet Extended Detention -Stormwater Pond - Micropool Extended Detention
3rd	2nd	1st	GENERAL	
			66.	NPDES Permit: NOI required for disturbed areas greater than 1 acre. Provide copy of NOI and EPD required postage.
			67.	DOT Permit: Approval required prior to issuance of a development permit. Provide a copy of the approved permit.
			68.	Watershed District: Note if site is inside a special watershed district.
			69.	Sewer District – Note the Sanitary sewer service district.
			70.	Water District – Note the water service district or individual septic
			71.	Lighting District – Note the Lighting service district
			72.	Zoning Letter: Attach to cover and ensure compliance to conditions (road improvements, etc.).
			73.	Digital Plans: Provide a 2007 saved Autocad/DWG file and signed P.E. Stamped dated pdf files. Provide PDF of P.E. stamped Stormwater Management Report.
			74.	Misc. Items:

NOTE: Items marked with red "X" must be corrected before permit completion.

ADDITIONAL COMMENTS:

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