

Minor Site Work Permit Reference Guide

All applications and plans must be submitted through the Project Portal

<https://Cityworks.BrookhavenGA.gov/ProjectPortal>



Brookhaven Sec. 14-1 - Minor site work permit means a development permit for minor activities including, but not limited to, increases in impervious area, replacement of paving/concrete, paving system installation, driveway expansion, landscaping, retaining walls less than four feet in height, land disturbance less than 5,000 square feet, and drainage improvements.

A site plan signed/stamped by a licensed surveyor is required for all minor site work permit types, unless otherwise specified. The proposed scope of work shall be conveyed on the site plan*.

See the Site Plan Checklist for a full list of applicable requirements.

MINOR SITE WORK

New Impervious Surface	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Driveway expansion • Walkways, steps, stepping stones • Patios, landscape walls, compacted gravel, boulders • ¹Accessory structures, w/ Floor Area < 100 square-feet, such as: <ul style="list-style-type: none"> – Detached buildings & sheds – Courts, terraces, outdoor fireplaces – Chicken coups, play houses, greenhouses
Replace, Repair and/or Reconfigure Impervious Surface	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • ²In-Kind Replacement Work, such as: <ul style="list-style-type: none"> • Concrete/Paving replacement <ul style="list-style-type: none"> – Submit a signed affidavit stating that the concrete/paving shall be installed “in-kind” (within the exact footprint of the existing surface). – Trees must be shown on site plan. If root system is under concrete/paving area, the concrete/paving within critical root zones shall be removed by hand. • Retaining wall repair or replacement / Height < 4-feet <ul style="list-style-type: none"> – Submit a signed affidavit stating that the retaining wall repair or replacement shall occur “in-kind” (within the exact footprint and up to the exact height of the existing wall). – Cloud the location and extent of the wall or wall portion to be repaired or replaced. – Provide TW/BW (Top of wall / Bottom of wall) measurement call-outs on site plan. • Reconfiguration of existing impervious surface
Alternative Surface Installation	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Pervious paver system <ul style="list-style-type: none"> – Pavers are considered impervious, but a 50% pervious credit may be given if the City detail is followed. – Submit the City’s “Permeable Pavement with Full Exfiltration to Soil Subgrade” detail with permit application. • Artificial turf system <ul style="list-style-type: none"> – Artificial turf is considered impervious, but a 50% pervious credit may be given if the City detail is followed. – Submit the City’s “Permeable Synthetic Turf with Full Exfiltration to Soil Subgrade” detail with permit application.
Land Disturbance <5,000 sf	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Grading, Landscaping • Retaining wall / Height < 4.0-feet • System Installation, such as: <ul style="list-style-type: none"> – Drainage improvements – Water quality measures – Stormwater mitigation infrastructure

¹An accessory structure with less than 100 square feet of floor area may be hand-drawn onto an Existing Conditions Survey/Plat used as a base layer.

²A current GIS Aerial Image or an Existing Conditions Survey/Plat may be used for in-kind repair/replacement work.

*Additional information may be necessary upon review of the proposed scope of work.

Minimum Requirements Site Plan Checklist

MINIMUM REQUIREMENTS SITE PLAN CHECKLIST

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Structure	Pool/Spa	Minor Site	Minor Site
(1) As-built, existing conditions site plan, and (1) proposed site plan; For resubmittals, the proposed site plan shall show newly revised changes in bold.	✓	✓	✓	✓	✓	✓
Project name and address, subdivision name and lot number, land lot, district, and zoning district	✓	✓	✓	✓	✓	✓
Owner's name and complete address, including zip code	✓	✓	✓	✓	✓	✓
Name, telephone number and email of a 24-hour emergency contact	✓	✓	✓	✓	✓	✓
Design professional's seal, name/address/phone/email, including point of contact name and phone number	✓	✓	✓	✓	✓	✓
North arrow	✓	✓	✓	✓	✓	✓
Scale of drawing	✓	✓	✓	✓	✓	✓
Site location map	✓	✓	✓	✓	✓	✓
All property boundaries	✓	✓	✓	✓	✓	✓
Boundary and Topographic information including bearings and distances along all property lines. Survey will either be signed by Registered Land Surveyor or referenced to a submitted existing signed survey.	✓	✓	✓	✓	✓	✓
Total site acreage or square footage	✓	✓	✓	✓	✓	✓
Disturbed site acreage or square footage	✓	✓	✓	✓	✓	✓
A delineation of the limits of disturbance	✓	✓	✓	✓	✓	✓
Delineation of easements (drainage, sewer, access, etc.), transitional buffers, and rights-of-way	✓	✓	✓	✓	✓	✓
Existing and proposed topographic contours with adequate spot grades to define the drainage		✓	✓	✓	✓	✓
Delineation of all state waters on the subject property and of all state waters within 75-feet of property boundaries, as well as state waters wrested vegetation, state water buffers (including 25-foot state buffer, 50-foot and 75-foot city buffers), floodways and floodplain boundaries. If no such streams and/or stream buffers exist, note their absence on the plans.	✓	✓	✓	✓	✓	✓
Existing & Proposed Impervious Coverage Tables; Tables shall list all impervious features in square feet (such as house, front porch, rear porch, driveway, walkway, retaining walls, swimming pool, pool equipment, ac/mech units, window wells, etc.), a summation of all features, the total lot size, and the total impervious coverage in percentage format (sum of features divided by total lot size).		✓	✓	✓	✓	✓
Locations of all existing structures with distances to lot lines for all above-ground structures	✓	✓	✓	✓	✓	✓
Locations of all proposed structures; Size and type of construction should be called out on the proposed site plan with distances to lot lines for all above-ground structures.		✓	✓	✓	✓	✓
Location of driveway (existing and proposed), and the proposed construction entrance	✓	✓	✓	✓	✓	✓
Indicate the location and height of any retaining walls; Indicate setback of retaining wall from side property line.		✓	✓	✓	✓	✓

Planning & Zoning Site Plan Checklist

PLANNING & ZONING SITE PLAN CHECKLIST

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Structure	Pool/Spa	Minor Site	Minor Site
Building envelope establishing all required setbacks (front street, average front, side street, interior side, rear). Show minimum distances of proposed structures from the lot boundaries.		✓	✓	✓	✓	
Zoning information table to include the following: Zoning district, minimum lot area, minimum lot width, maximum lot coverage, maximum height and minimum building setbacks		✓	✓	✓	✓	✓
Check Future Sidewalk List to determine if sidewalk or multi-use path is required: https://www.brookhavenga.gov/publicworks/page/sidewalk-program - If required, show sidewalk or multi-use path and 2-foot landscape strip along the applicable street frontage, and any right-of-way dedication necessary to accommodate the walkway. - If not required, add note: "frontage shall be graded in such a manner that city should be able to construct the sidewalk without acquiring additional easements and minimal grading."		✓				
Show front door threshold elevation existing and proposed		✓	✓			
Indicate the location of pool, spa, pool equipment, fencing and decking				✓		
Parking lot striping (if applicable)						✓
Copy of Variance Final Action Letter, Rezoning Approval Letter, Approved LDP, or Final Plat/Combination Plat, if applicable		✓	✓	✓	✓	✓
Provide the Front Yard Paved Coverage percentage, which is calculated by dividing the square-footage of front yard paved surfaces by the total front yard area. - The front yard is measured as a polygon representing the lot area between the right of way line and the front walls of the dwelling. - Paved surfaces include driveways, walkways, stepping-stones, compacted rock, etc.		✓	✓		✓	✓
If artificial turf or other material is chosen instead of the vegetative measures that are labeled for natural vegetation, the site plan must be revised and approved prior to installation. Artificial turf or other material is counted as impervious surface, unless a permeable credit of up to 50% is approved by the City. Artificial turf or other material may not be installed within the critical root zone of any tree. Include City's "Permeable Synthetic Turf with Full Exfiltration to Soil Subgrade" detail.		✓	✓	✓	✓	✓
Additional regulation may be required upon further review		✓	✓	✓	✓	✓

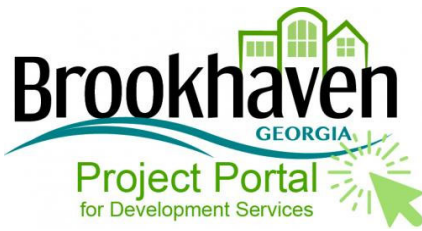
Engineering Site Plan Checklist

ENGINEERING SITE PLAN CHECKLIST

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Pool/Spa	Minor Site	Minor Site	Minor Site
Direction of existing and proposed storm water or drainage flow by use of arrows.		✓	✓	✓	✓	✓
GSWCC Level II seal required if disturbed area is more than 3000 sf	✓	✓	✓	✓	✓	✓
Retaining walls 4 feet and higher must be designed and inspected by a registered professional engineer licensed to practice in the State of Georgia. Design shall address: Safety factors, safety restraints system, sliding, bearing, overturning assumptions, design loads, passive earth pressure, active earth pressure, drainage, and back material. Provide design certification on the plan.		✓	✓	✓	✓	✓
Residential driveway shall be in accordance with the city detail.		✓	✓	✓	✓	
Location and type of temporary or permanent erosion and sediment control measures (BMPs), including but not limited to, silt fence (Sd1-x), construction exit Co), mulching (Ds1), temporary and permanent seeding (Ds2, Ds3, Ds4), etc.	✓	✓	✓	✓	✓	✓
Include details/specifications for each BMP used, including but not limited to Sd1, Co, Ds1, Du, etc.	✓	✓	✓	✓	✓	✓
A double Row of Silt Fence for sensitive areas (Sd1-S) is required adjacent to all stream buffers.	✓	✓	✓	✓	✓	✓
Runoff Reduction measures are required for all additional impervious areas greater than 1000 sf (see Brookhaven Code chapter 14, section 14-81, - (see the Georgia Stormwater Management Manual for acceptable BMPs)— show location and provide calculations.		✓	✓	✓	✓	✓
Add Note to Plan (if -runoff reduction-measures are required): A verification certificate signed by the owner or a registered engineer (required if the new impervious area is greater than 3,000 sf) that the runoff reduction system has been installed according to the plan will be required to be submitted prior to the final inspection.		✓	✓	✓	✓	✓
Add Note to Plan (if there is any grading on the property): Where the existing runoff leaves the site in a sheet flow condition, Runoff Shall also leave site in a sheet flow condition after development.		✓	✓	✓	✓	✓
Add Note to Plan (if there is any grading on the property): This project meets all requirements of the Stormwater Management Section in Chapter 14 (Article IV) of the Brookhaven Code of Ordinances.		✓	✓	✓	✓	✓
Add note to plan if this development is part of a common development (such as a preliminary plat): This development is part of a common development and all Post-Construction Stormwater requirements of Article IV are met.		✓				
Add Note to Plan:The subject property IS/IS NOT within 200' of Waters of the State requiring State and City Stream buffers	✓	✓	✓	✓	✓	✓
Add Note to Plan concerning the Flood Plain, the note should be in the following form: "This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Panel Number(s) #####'- # Dated __ for the City of Brookhaven/DeKalb County, Georgia." (the current map to be used is dated 8/15/2019 or later)		✓	✓	✓	✓	✓

Engineering Site Plan Checklist - Continued

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Patio Structure	Pool/Spa	Minor Site	Minor Site
Add Note to Plan (required on all new house construction or substantial improvements): Contractor shall adjust and/or replace all existing curbs or curb and gutter along property frontage to a height of 6" above the existing pavement elevation. Any missing curbs and/or gaps resulting from driveway relocations will require new curbs to be installed to match existing.		✓				
The State of Georgia and all municipalities within it are dictated by the Manual for Erosion and Sediment Control in Georgia which may be found at http://gaswcc.georgia.gov/manual-erosion-and-sediment-control-georgia . Alternatives to maintaining stormwater runoff on your property may be found under the Post-Construction Stormwater Management section (Page 3-33 and following).	✓	✓	✓	✓	✓	✓
If the property is located in, or adjacent to, a Special Flood Hazard Area (SFHA) as determined by FEMA, a review from the City Engineer will be required.		✓	✓	✓	✓	✓
If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.		✓	✓			
If the property is located in, or adjacent to, a Special Flood Hazard Area (SFHA) as determined by the current FEMA FIRM map, then this SFHA boundary must be shown on the site plan with the base flood elevation (BFE) and compliance with the Floodplain Management Ordinance (article VIII) is required. An Elevation Certificate will be required prior to the Certificate of Occupancy. The plan must state the lowest proposed finished floor elevations for the main floor, basement, and garage. The highest and lowest adjacent grade (finished) must also be shown.		✓	✓			
Tree Protection or Tree Replacement Plan shall be a sheet separate from the Site Plan, although it may contain the Erosion/Sediment Control Plan if desired	✓	✓	✓	✓	✓	✓



Engineering Site Plan Checklist - Continued

For Development in the 100-Year Floodplain

Minimum Submittal Checklist

(See Brookhaven Code, Chapter 14, Article VIII for complete requirements)

ENGINEERING SITE PLAN CHECKLIST

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Patio Structure	Pool/Spa	Minor Site	Minor Site
Add note to plan (if there is any grading or filling in the 100 yr. floodplain): Variance # _____ has been granted from section 14-28(5) to allow grading or filling in the floodplain.		✓	✓	✓	✓	✓
Base flood Elevation (BFE) in or adjacent to lot (_____ ft)		✓	✓			
Buildable area (_____ sf)		✓	✓	✓	✓	✓
Buildable area which is 3' above the BFE (_____ sf)		✓	✓	✓	✓	✓
Percent of Buildable area which is 3' above the BFE (_____ %)		✓	✓	✓	✓	✓
Minium lot area (_____ ft)		✓	✓	✓	✓	✓
Lot area above the BFE (_____ sf)		✓	✓	✓	✓	✓
Percent of minimum lot area above BFE (_____ %)		✓	✓	✓	✓	✓
50% of the minimum lot area (is or is not) above the BFE and 70% of buildable land area (is or is not) 3' above the BFE. If either of these conditions are not met then a variance from Code section 14-792(b)(7) will be needed.		✓	✓	✓	✓	✓
Area of land disturbance in the floodway (_____ sf)		✓	✓	✓	✓	✓
Elevation of lowest floor, including basement (_____ ft)		✓	✓			
Volume of compensation for flood storage capacity (_____ cf)		✓	✓	✓	✓	✓
Volume of fill in SFHA (_____ cf)		✓	✓	✓	✓	✓
Certification that any proposed nonresidential floodproofed structure meets the criteria in section 14-815(2)		✓	✓			
Amount of foundation area of enclosures below base flood elevation (_____ sf)		✓	✓			
Total net area of foundation area openings as required in section 14-814(5) (_____ sf)		✓	✓			

Arborist Site Plan Checklist

	New Single-Family Demolition	Addition/Accesory Detached Structure	Deck/Porch/Patio Pool/Spa	Minor Site Cover	
<p>Important notification:</p> <p>Per Sec. 14-54 (c) (1) (f), The issuance of a tree removal permit that meets the maximum live tree removal limit, which is two live trees per 18 months, will preclude all proposed live tree removals for any permit associated with the same property for an 18 month period from date of issuance of the tree removal permit.</p> <p>The City clearly communicates this requirement to all tree removal permit applicants.</p>		✓	✓	✓	✓
<p>Sec. 14-54 Procedures and Requirements</p> <p>(3) Tree survey and Level II Health Assessment must be provided by an ISA Certified Arborist or a Registered Forester (qualified professional).</p> <p>For the <u>tree survey</u>, trees must be identified by:</p> <ul style="list-style-type: none"> Species. <u>Level 2 Health Assessment of each tree (dead, poor, fair, good) by a qualified professional</u> and all required photographic documentation. (Excluding buffers <i>unless</i> the permittee is seeking the Pervious Buffer Restoration Variance option (Sec. 14-56 (C))). Per Sec. 14-52 (H), recommendations for consideration by the City arborist for Trees of Quality must include supplemental photographs and notes for the subject tree which adequately convey superior and exceptional characteristics. Diameter in inches measured at 4.5 feet above the soil line (cumulative diameter of all main stems for a multi-stem tree). To-scale exact locations on lot or adjacent properties. Each tree must be shown as a circle or dot symbol with a label indicating species and DBH. Species-unique symbol and key format is not permitted. All trees at DBH under 4" for Sec. 14-56 Variance options: <ul style="list-style-type: none"> C. Pervious Buffer Restoration D. Tree Stand Restoration 		✓	✓	✓	✓

Arborist Site Plan Checklist - Continued

	New Single-Family Demolition	Addition/Accesory Detached	Deck/Porch/Patio Structure	Pool/Spa	Minor Site
<p>Sec. 14-54 Procedures and Requirements</p> <p>(4) For the <u>tree plan</u>, the following information must accurately reflect the tree survey and include:</p> <ul style="list-style-type: none"> • Critical root zone (CRZ), which is 1.3 -foot radius for every diameter inch, shown by a circle around the center point of the trunk. • Structural root plate, which is 0.5-foot radius for every diameter inch. • Trees proposed to be removed; shown on plan with an 'X' overlaid on the tree symbol and listed on the tree calculation table. • Trees proposed to be preserved; shown on plan with tree protection fencing, CRZ impact percent, and listed on the tree calculation table. • Replacement trees to be planted, including specified caliper size, species/variety, quantity, and location. • Tree protection area for all preserved trees including boundary trees, shown by designated line type on the plan. • Any tree requiring a tree care prescription must be labeled accordingly. The qualified professional name or company must be included as a label on the tree plan. • Calculated critical root zone (CRZ) impact percentage for all preserved trees including boundary trees. • Tree Calculations <ul style="list-style-type: none"> – Density Required: at least 130 inches per acre or 45% canopy cover (Sec. 14-51 (A)) – Specimen Tree Removal or Preservation: Diameter inches are multiplied by 1.5 (Sec. 14-52) – Tree of Quality credit: 1.5 multiplier for approved Tree of Quality (Sec. 14-52 (H)) – Density surplus (preserved + replaced) over minimum may be applied to specimen tree inches owed (Sec. 14-52 (E)) 		✓	✓	✓	✓
<p>Sec. 14-51 Minimum Tree Density and Canopy Cover Requirements</p> <p>A. All properties within the City shall maintain or achieve a minimum tree density of 130 DBH inches per acre (Option 1) or a minimum canopy cover of 45 percent (Option 2) in perpetuity. All land use permits must apply one of the metrics to the density or canopy cover calculations; no combination of the two metrics is permitted.</p>		✓	✓	✓	✓
<p>Sec. 14-51 Minimum Tree Density and Canopy Cover Requirements</p> <p>B. 1. Preserving Approved Trees 4 inches or greater DBH; All trees counting toward the minimum requirements must be Approved Trees per Sec. 14-50.</p>		✓	✓	✓	✓
<p>Sec. 14-50 Definitions (Invasive species)</p> <p>No plant species listed on the Georgia Exotic Pest Plant Council (EPPC) Invasive Plant List is eligible for density credit and must be removed:</p> <p>https://www.gaepc.org/list/</p> <p>Leyland Cypress are also not eligible for density credit.</p>		✓	✓	✓	✓

Arborist Site Plan Checklist - Continued

	New Single-Family Demolition	Addition/Accessory Structure	Deck/Porch/Patio Cover	Pool/Spa	Minor Site
Directions for Tree Calculations are provided in Sec. 14-51 (C) Option 1 - Minimum 130 DHB Inches per Acre Option 2 - Minimum 45 Percent Canopy Cover Directions for Specimen Tree Calculations are provided in Sec. 14-52		✓	✓	✓	✓
Required Note: (Sec. 14-55 Protection of Trees During Construction) No machine trenching through Critical Root Zone. Hand-dig where silt fence (SD-1) crosses the Critical Root Zone of any tree. Root prune as needed according to ISA/ANSI professional standards.	✓	✓	✓	✓	✓
Required Note: (Sec. 14-51 (B)(4)) Invasive vining vegetation, including English Ivy, Chinese Wisteria, and Kudzu, to be manually removed from all preserved trees. Sever vines at base of tree and manually excavate vine roots out of structural root plate area of tree. Avoid any damages to bark and roots of preserved trees. *This requirement does not apply to native vining species such as Cross-vine (<i>Bignonia</i>), Trumpet-creeper (<i>Campsis</i>), Virginia creeper (<i>Parthenocissus</i>), and Carolina jessamine (<i>Gelsemium</i>).		✓	✓	✓	✓
Sec. 14-51 (D) (1;2) Include the Brookhaven standard detail for tree planting: https://www.brookhavenga.gov/commdev/page/standard-details		✓	✓	✓	✓
Sec. 14-51 (F) Frontage plantable area requirements. Sec. 14-50, defines the <i>frontage plantable area</i> as the pervious portion of the <i>frontage</i> which is offset at least 5 feet from all property lines and impervious surfaces and at least 15 feet from any permanent structure. a. For lots zoned RS: 1. For lots with a frontage width of less than 40 feet and less than 2,100 square feet of front yard area, there must be at least one overstory tree in the frontage plantable area at all times; 2. For lots with a frontage width of 40 to 70 feet, there must be at least two overstory trees in the frontage plantable area at all times; 3. For lots with a frontage width of greater than 70 feet to 85 feet, there must be at least two overstory trees and one medium tree in the frontage plantable area at all times; 4. For any lot that has a frontage width of greater than 85 feet and a front yard area 5,000 square feet or greater, there must be at least three overstory trees at all times.		✓	✓	✓	✓
Approved Large/Overstory Trees for Replacement Planting: Full list provided on the Arborist Standards Document (ASD). Includes multiple Oak species, American Elm, American Sycamore, London Plane Tree, Catalpa, Pecan, Tulip Poplar, Blackgum/Tupelo, Bald Cypress, Loblolly Pine, Shortleaf Pine, Dawn Redwood, Deodar Cedar, Gingko (male).		✓	✓	✓	✓

Arborist Site Plan Checklist - Continued

	New Single-Family Demolition	Addition/Accessory Structure	Deck/Porch/Patio Pool/Spa	Minor Site	Minor Site
<p>Sec. 14-55 Protection of Trees During Construction</p> <p>*Include section details and notes, and show tree protection fencing as a unique line type on the site plan:</p> <p>A. Trees identified to be preserved and counted toward the tree density requirements shall have <u>temporary chain link fence, a minimum of 5 feet in height</u>, installed exactly where it is located on the approved tree plan. Each panel of fencing is to be tightly bound to the adjacent panels and firmly stabilized at the base. A sign shall be placed on the fencing stating "Keep Out." This area is designated as the <i>Tree Protection Area</i>, an area encompassing the critical root zone of a tree that shall remain in a previous state and undisturbed.</p> <p>B. A 2-inch layer of organic matter must be present over the critical root zone in tree protection areas.</p> <p>Utilizing fresh wood chips from approved tree removals on-site to provide a 2 inch layer of protective organic matter is a permissible practice and is encouraged for critical root zones lacking existing organic matter.</p>	✓	✓	✓	✓	✓
<p>Sec. 14-55 (F) Boundary Tree Protection</p> <p><i>Boundary Trees</i> are any tree located on adjacent property with a critical root zone that will be impacted by proposed land disturbance activity.</p> <p>Show:</p> <ul style="list-style-type: none"> Protection of the entire Structural Root Plate Protection of at least 80% of the Critical Root Zone 	✓	✓	✓	✓	✓
<p>Sec. 14-55 (F) Boundary Tree Protection</p> <p>For CRZ impact of 20 % or greater, a signed Boundary Tree Agreement (BTA) must be provided by the permittee.</p> <p>BTA must specify:</p> <ul style="list-style-type: none"> The exact tree or trees. Proposed CRZ percent impact. Assumption of full liability for the health and protection of the tree Tree care prescription by a qualified professional paid by permittee Permittee full name, phone number, email address, physical address, and signature. Boundary tree/s owner full name, phone number, email address, physical address, and signature. 	✓	✓	✓	✓	✓
<p><u>Note for Minor Sites, Accessory Structures, and Decks/Porches/Patios:</u></p> <p>If the plan, including construction access and traffic, will not require any tree removals and won't impact the CRZ 20% or greater, of any tree, including boundary trees, simply include a "No trees to be removed or impacted" statement.</p> <p>*This statement must align with existing trees location, size, and proposed disturbance.</p>			✓	✓	✓
<p><u>For Demolition Permits:</u></p> <p>Provide a 'No trees to be removed or impacted' statement on the site plan.</p>	✓				