



Land Disturbance Permit Application & Checklist Package

4362 Peachtree Rd, Brookhaven, GA 30319
(404) 637-0500 • Fax (404) 637-0501 • www.brookhavenga.gov

LAND DISTURBANCE PERMIT APPLICATION OVERVIEW

Type of Project:

Description of proposed development (check all that apply):		Possible Additional Permits:
<input type="checkbox"/> Single-Family Development	<input type="checkbox"/> Stream Buffers	<input type="checkbox"/> Demolition
<input type="checkbox"/> Multi-Family Development	<input type="checkbox"/> Land Disturbance > 5,000 sf	<input type="checkbox"/> Pool
<input type="checkbox"/> Commercial Development	<input type="checkbox"/> Impervious > 5,000 sf	<input type="checkbox"/> Retaining Wall (over 4')
<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Drainage Modification	<input type="checkbox"/> Fence
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

Project Information:

Name of Project or Subdivision (note name of former Subdivision, if any)			# of Lots	
			GA	
Property Address	Suite/Apt #.	City	State	Zip Code
Property ID / PIN	Zoning	Zoning Case No.	Total Acreage	Disturbed Acreage
Owner of Record (Company / Individual)				
Owner Address	Suite/Apt #.	City	State	Zip Code

Applicant Information:

Applicant Name				
Company				
Mailing Address	Suite/Apt #.	City	State	Zip Code
Phone	Cell Phone	Fax Phone	E-mail (for sending review comments)	

Terms & Conditions

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure

Applicants Signature (Property Owner or Owner's Rep)

Date



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OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Brookhaven Land Disturbance Permit for residential and non-residential projects. The LDP application should be submitted after rezoning or variance approval, if applicable. Allow a minimum of 10 business days to receive comments or permit approval. Additional approvals are typically required from DeKalb County Fire, Watershed Management, and GIS (Addressing). The city will send you a route sheet to initiate the DeKalb County reviews within a few days of your city submittal. Other agency approvals may be needed from GDOT, GSWCC, ACOE and EPD. The City of Brookhaven will not issue the LDP until all applicable approvals are obtained and copies are submitted to the city.

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CONTACT US – 404.637.0500

City Engineer.....	Tim Ward
Development Services Manager.....	Eric Long
Planning & Zoning.....	Aronda Smith, Drew Murray, Annie Stocklin
City Arborist.....	Eric Long/ Murray Nicol
Public Works.....	Don Sherrill
Fire Marshal.....	Joe Burge
Development Inspector/Arborist.....	Eric Long/ Murray Nicol

OTHER HELPFUL TELEPHONE NUMBERS

DeKalb County Watershed Management.....	404.687.7150
DeKalb County GIS Department.....	404.687.3545
DeKalb County Fire Marshal.....	404.371.9256

The City of Brookhaven reserves the right to change this packet and/or review criteria deemed necessary at any time.



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2. LAND DISTURBANCE PERMIT MINIMUM SUBMITTAL CHECKLIST

Applicant CITY
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Please check each item only if complete and included

- | | | |
|-----|-----|---|
| ___ | ___ | A. Minimum Required Sheets: <ol style="list-style-type: none">1. Cover sheet2. Zoning and/or Variance conditions and all applicable private agreements3. Survey, Existing Conditions, & Demolition plan, if required4. Site plan & Preliminary Plat, if applicable5. Drainage & Grading (with storm pipe profiles and chart)6. Utility plan (with sanitary sewer profiles)7. Phased Erosion Control (initial, intermediate & final)8. Standard details9. Landscape and Tree Protection Plan |
| ___ | ___ | B. Clearly note this statement on the cover of the plan set and all applicable sheets: Call Before You Dig, Dial 811 or (800) 282-7411 |
| ___ | ___ | C. Clearly note this on the cover of the plan set the total area, the disturbed area and any new impervious area |
| ___ | ___ | D. Per GESA requirement, provide GSWCC Level II Design Professional seal and number on the Cover Sheet and on the Phased Erosion Control Sheets. Provide the most current GSWCC Checklist if projects are ≥ 1 disturbed acre. |
| ___ | ___ | E. Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail; 24 hour contact name/ <u>local</u> phone/e-mail on cover sheet and all ESPCP sheets. |
| ___ | ___ | F. North arrow, State Plane GA West (on all sheets), total & disturbed acreage, and location map. Indicate scale (no less than 1"=10' or greater than 1"=100'), graphic scale. |
| ___ | ___ | G. Engineer's Stormwater Management Report/Hydrology Report, (2 copies) and/or hydrology statement on plans |
| ___ | ___ | H. FEMA Flood Map (most current, 8/15/2019) shown on plans & Flood Study (2 copies if applicable) |
| ___ | ___ | I. For permit revisions only: provide a revision note on the cover sheet and a letter with a detailed, specific revision description. Also, update the revision block on all sheets and provide cloud around all revised items. |
| ___ | ___ | J. If installing a new irrigation system, provide location and detail of rain sensor shut-off switch. |



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3. EROSION CONTROL SURETY CALCULATION FORM

QUANTITY AMOUNTS REQUIRED BELOW MUST BE PROVIDED AND VERIFIED BY THE DESIGN PROFESSIONAL

(Please Print)

PROJECT NAME (PHASE): _____

LDP#: _____ **LAND** **LOT(S):** _____
DISTRICT: _____

OWNER: _____

DESIGN PROFESSIONAL: _____

SURETIES: All applicable sureties are required prior to the issuance of a Land Disturbance Permit by the City of Brookhaven Community Development Department.

EROSION CONTROL: (Disturbed Acreage) **\$3000/ACRE** x _____ **ACRES** = \$ _____

Most permit applicants shall be required to post a **cash surety, irrevocable letter of credit, or insurance bond** of \$3,000 per disturbed acre prior to the issuance of a land disturbance permit. Exceptions to this requirement may be granted if a project is less than a disturbed acre and is not within 200' of state waters, other exceptions will be granted based on sec. 14-29(b)(3). The surety is a mechanism for the City to cover any potential costs associated with stabilization and compliance of all disturbed areas and stormwater infrastructure including, but not limited to, permanent grassing, desilting detention ponds, water bodies, stormwater facilities, roadways, reestablishing damaged buffers and similar or related items. This surety will be released upon approval of final stabilization from the Department of Community Development.
(City Code, Soil Erosion & Sedimentation Control Ordinance Section 14-29)

SURETY AMOUNT = \$ _____

DESIGN PROFESSIONAL CERTIFICATION AND SIGNATURE:

I hereby certify that the amounts calculated above are in accordance with the requirements of the City of Brookhaven Community Development Department.

Signature: _____ **Date:** _____



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4. ZONING CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant **CITY**
↓ ↓

Please check each item only if complete and included

- ___ ___ A. Provide the zoning or variance case number and all conditions and current zoning district of site and of adjacent properties. Submit a copy of any zoning and variance approvals, if applicable.
- ___ ___ B. Provide the following table and relevant data on the plan:
- | | | |
|--|-------|-------------|
| Front Setback | _____ | feet |
| Rear Setback | _____ | feet |
| Side Interior Setback | _____ | feet |
| Side Corner Setback | _____ | feet |
| Minimum Heated Floor Area | _____ | feet |
| Parking Space(s)/Dwelling Unit | _____ | spaces |
| Minimum required Lot Area | _____ | square feet |
| Minimum required Lot Frontage | _____ | feet |
| Min. required Lot Width at Building Line | _____ | feet |
- ___ ___ C. Provide existing and proposed impervious surface area breakdown by structures, e.g., buildings, paved areas, and provide impervious %.
- ___ ___ D. Provide and label applicable zoning buffers and landscape strips, existing and proposed building footprints, elevations, easements, streams, stream buffers, points of wooded vegetation, impervious setbacks, sidewalk location, existing and proposed rights of way, and all applicable setbacks.
- ___ ___ E. Show and label height of any retaining walls. Show and label retaining wall setbacks and heights to include top wall and bottom wall.
- ___ ___ F. Provide in the notes the total and disturbed acreage of the site and the total number of lots or units. Provide on the plan view, the lot numbers, addresses and the lot or parcel area in square feet.
- ___ ___ H. Provide parking calculations for proposed off-street parking.
- ___ ___ I. Provide parking lot landscape plan, if applicable
- ___ ___ J. Indicate limits of disturbance.



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5. TREE PROTECTION CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant CITY
↓ ↓

Please check each item only if complete and included

The tree survey, tree protection and/or tree replacement plan may be combined on a single sheet in a set of site development drawings submitted for review by the City. However, if the size of a proposed development site is large and an extensive amount of information needs to be conveyed, the tree plans may be submitted as separate drawings along with the Site Development Plans.

All tree plan(s) submitted for review shall include the items listed below, as applicable. **The City of Brookhaven reserves the right to revise this checklist periodically as needed. A copy of this annotated checklist must be presented along with submittal of final tree plans for permitting.** Additional information may be requested by City staff as required on a case-by-case basis. Additional review/comment may be necessary upon receipt of the information as indicated below.

Pre-application conference. Prior to submission of an application for any land disturbing development in the City, the applicant is encouraged to contact the City Arborist to determine if a pre-application conference is warranted as it relates to the applicant's property. The purpose of the pre-application conference is to clarify the provisions and procedures of the tree protection ordinance and review applicable standards and guidelines for the submittal of documents and required tree protection, replacement and maintenance measures. You may contact the City Arborist at 404 637-0500.

Trees which are planted shall be maintained for two (2) growing seasons after the date of final inspection. The property owner shall maintain required tree density.

General Requirements:

- _____ 1. Tree Survey, and Tree Protection Plans prepared, stamped and signed by a Georgia registered Land Surveyor or Landscape Architect and an ISA Certified Arborist (If they do not have a stamp then place the certification number on the plan and sign and date beneath it).
- _____ 2. Site area, plan scale, and magnetic north arrow.
- _____ 3. Boundary survey/Property lines with topographic information, building setbacks, street/road rights-of-way, all applicable utility locations, and easements.
- _____ 4. Name, address, and phone numbers of the owner/developer of the land, land surveyor, landscape architect, arborist, and/or civil engineer.
- _____ 5. 24-hour emergency contact name and phone number.
- _____ 6. Title block showing project Land Lot(s) and District locations.

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_____ 7. Site location map

_____ 8. Show limits of proposed land disturbance on tree plans; must match engineer's limits of disturbance. Show tree protection fence. A two-inch layer of mulch and mycorrhizae fungi shall be applied over the critical root zone of the trees to remain prior to construction.

_____ 9. Provide Tree Density Calculations showing compliance with the Site Density Factor (SDF) of 120 inches" per acre or 45percent canopy coverage using the following formula:

For inches per acre: Site Acreage x 120 inches" = Site Density Factor

For 45 percentage canopy coverage per lot: Average canopy diameter x 3.14 = total square foot of canopy divided by total lot square footage = canopy coverage percentage of lot.

ISA Certified Arborists may also use an appropriately sized dot grid that can be placed over the top of an aerial photograph or map of a property to determine total tree canopy cover percent for a lot. All dots that fall on top of tree crowns are counted and divided by the total number of dots that cover the entire lot to arrive at an estimate of tree canopy cover percent or other methodologies approved by the city arborist.

The minimum required inches or canopy coverage shall be calculated and established pursuant to the formulas as shown above and shall be presented in a prominent location on the Tree Protection and Replacement Plan. All existing healthy trees greater than 8 inches diameter breast height (DBH), with the exception of invasive and non-native, shall be eligible for tree canopy cover.

The 45 percent of tree canopy cover on a site shall be measured in percent of the lot area that is covered by tree canopy, including canopy that projects over buildings and impervious surfaces. The canopy projected over and onto the applicant's property by a tree growing on a neighboring property or on the boundary between properties or on public property may be included in the measurement of tree canopy cover on a site.

_____ 10. Reference the zoning case number and date, and compliance with zoning stipulations/conditions as on the tree plan. Stipulations related to tree plan must be listed on the plan.

_____ 11. Show the locations of any state waters on tree plan - with associated buffers and the limits of any proposed disturbance in water quality buffer zones

Tree Survey & Tree Preservation Plan:

_____ 1. Locations of all specimen-sized trees and their critical root zones (CRZ) labeled; inventoried by size and species; and numbered on chart to correspond to tree numbers shown on plan. This includes those specimen trees that are to be preserved, those proposed for removal, show chart on plan. Any Specimen Tree saved with less than 25 percent CRZ impaction within the buildable area of the lot shall be worth 1.5 x DBH inches. A Certified Arborists prescription for treatment must be approved by the City Arborist prior to plan approval.

_____ 2. Plan must show all existing trees 8 inches DBH" or greater that are to be counted toward meeting density requirements; inventoried by size and species. This plan must also show Boundary tree which is a tree 15 inches DBH or larger located on any part of a property adjacent to a permitting property with any portion of the root plate extending into the permitting property. This provision shall not authorize the trespass on other private property abutting the site.

_____ 3. The permittee shall provide a boundary tree agreement between the tree owner and the applicant created by the two parties. For Example: Both parties might agree that the tree should be removed, or that disturbance will be kept to below 33 percent with a certified arborist's prescription for treatments, or the

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boundary tree owner may request for a tree escrow account to be established, which may be an irrevocable letter of credit in favor of the City of Brookhaven from the permittee in the amount agreed to by both parties or may be a cash deposit in trust with the City of Brookhaven in that amount, or the permittee must submit an agreement contract concerning the proposed boundary tree disturbance signed and by both parties, it should be notarized or have witness signature, **prior to permit issuance**. A copy of that agreement shall be submitted to the City of Brookhaven to be placed in the building permit file.

_____ 4. Locations of all specimen trees or stands of trees, and an indication whether they are to be removed or preserved. Specimen trees are:

- **26-inch DBH.** Hardwood/softwood trees of the following genus: Oak, beech, ash, blackgum, sycamore, hickory, maple (does not include silver maple), pecan, walnut, persimmon, sourwood, cedar, cypress, or redwood.
- **30-inch DBH.** Hardwood trees of the following genus: Tulip poplar, sweet gum, magnolia, river birch, or silver maple.
- **10-inch DBH.** Understory trees, including, but not limited to, American holly, dogwood, redbud or other genus of understory trees indigenous to the city.

_____ 4a. Specimen tree report prepared by Certified Arborist. Report must include and/or accompany a site plan with locations of specimen trees, accurate sizes and species, description of tree's condition including what type of untreatable and/or disease or hazardous condition with photographs to illustrate defects. (Digital format acceptable.)

_____ 5. Critical root zones (CRZs) of specimen trees are to be represented on the plan by a dashed circle corresponding to the size of the CRZ, with a radius equal to 1 foot per caliper inch as measured at 4.5 feet DBH

_____ 6. No construction activity, parking, storage or other construction activities are to occur within the CRZs of preserved trees. CRZ must be free of any cut, fill, impervious cover or trenching activity. Up to 20 percent of encroachment can be allowed with City Arborist approval.

_____ 7. Show all tree protection chain link fence or hay bale **and** orange fence locations. Silt fence and other erosion control devices should not be located within tree save areas. A sign shall be placed on the fencing stating **"Keep Out and Tree Save Area"**.

_____ 8. Show tree protection chain link fence or hay bale detail per latest edition of the GSWCC Manual for Erosion and Sediment Control in Georgia.

_____ 9. The locations of staging areas for parking, materials storage, concrete washout, debris burn, and tub grinding. No parking, storage or other construction activities are to occur within the CRZs of preserved trees.

_____ 10. The locations of existing and proposed improvements on commercial sites that may affect tree preservation zones including, but not limited to, structures, driveways, paving, cut and fill areas, detention/stormwater quality ponds, buffers, utility lines/easements (underground and overhead), and easements (storm drainage and sanitary sewer).

_____ 12. Indicate trees to be: ☐ Limb Pruned, ☐ Root Pruned, ☐ Bridged (provide detail)

_____ 13. This plan does not meet the spirit and intent of the City's Tree Preservation & Replacement Ordinance. Discuss design alternatives with staff. Subject to further review and comment



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Separate Tree Replacement Plan: Must be stamped and signed by a GA. Register Landscape Architect and signed by a Certified Arborist:

- _____ 1. Include chart for specimen-sized trees *not in specimen condition* that are removed with no recompense requirement. Trees numbered on chart must correspond to trees numbered in field.
- _____ 2. Include chart for specimen-sized trees *in specimen condition* that are removed. Trees numbered on chart must correspond to trees numbered in field. ***Recompense is required*** - use 2, 3 or 4 inch" caliper. trees of comparable species at 1.5 x the inches DBH of the specimen tree removed.
- _____ 3. Show calculations for total inches of recompense including maximum specimen recompense formula if applicable.
- _____ 4. Locations of all trees to be planted on site to meet density requirements.
- _____ 5. Locations of all tree protection areas and tree protection fencing.
- _____ 6. Replacement trees must be ecologically compatible with site.
- _____ 7. A Tree Spade Transplanting Agreement must be signed by the applicant and approved by the City Arborist prior to plan approval
- _____ 8. Trees proposed for replanting should be a species selected from the recommended tree species list shown in the appendix of the ordinance. Use of a species not shown on list is subject to approval by City staff.
- _____ 9. Plant schedule/list showing the type of tree/plant material (common and botanical name), size, inches, quantities, for each and total inches, percent genus (not species), and any special planting notes.
- _____ 10. Replacement tree planting within utility, storm drainage, sanitary sewer, or other types of easements is not acceptable. (Unless it is a species acceptable to the utility i.e. under power lines.)
- _____ 11. Locations of all required undisturbed buffers, landscape strips, and landscape buffers. Permanent structures are not permitted in landscape strips/buffers (i.e. storm drainage structures, light fixtures, monument signs, etc.).
- _____ 12. When **fewer than 10 trees** are proposed for replanting, **one species** may be specified.
- _____ 13. When **more than 10 trees** are required, no one genus shall exceed more than 25 percent of the total number of trees.
- _____ 14. When **more than 50 trees** are required for replanting, a minimum of **5 species** of trees is required, with no one genus representing more than 25 percent of the total number of trees. Specifying more than 5 species is encouraged. See # 22 below.
- _____ 15. Show genus cap percentage on planting schedule.
- _____ 16. Position parking lot trees to achieve maximum shading effect.
- _____ 17. Show parking lot striping on the tree replacement plan.

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- _____ 18. Parking areas - Provide calculation (minimum of one (1) Overstory Tree for every eight (8) parking spaces included in the required landscaped areas.). No parking space shall be more than 50 feet from a tree.
- _____ 19. Trees are to be planted in parking lot islands and interior islands. They shall be a minimum of 200 square feet of planting area and must include one canopy tree.
- _____ 20. Parking lot trees must be minimum 2.5 caliper inches" and a minimum of 8 feet' in height at the time of planting.
- _____ 21. Parking lot lighting/light pole locations/underground electric lines should not be in conflict with tree planting areas. Light poles are not permitted in parking peninsulas, islands and medians where parking lot trees are proposed. Show light pole locations on plans.
- _____ 22. Minimum 50 percent of total replacement units must be canopy trees.
- _____ 23. Show planting and staking details
- _____ 24. This plan does not meet the spirit and intent of the City's Tree Preservation & Replacement Ordinance. Discuss design alternatives with staff. Subject to further review and comment.

Tree Preservation & Replacement Plan Notes:

- The density requirements shown on the Tree Preservation and/or Replacement Plan(s) must be verified prior to the issuance of the Certificate of Occupancy. Contact the City of Brookhaven at (404) 637-0500 for a Site Inspection
- Required tree canopy cover lost over time due to natural causes, disease, or pests shall be replaced during the first planting season after the loss occurs with the same mature canopy size potential 2.5 inch" caliper tree.
- Tree canopy cover preserved or planted to meet the requirements of tree density shall be conserved on the site for the following time period:
 - a. Commercial properties in perpetuity.
 - b. Residential properties for 5 years then shall comply with Section 14-39 (e) (1).
- All Tree Protection Devices including a 2 inch" layer of mulch on all saved trees must be installed and inspected prior to start of any Land Disturbing activity and shall be maintained until final landscaping is installed and Certificate of Occupancy is issued. Contact the City of Brookhaven at (404) 637-0500 for an inspection.
- The site contractor shall coordinate service routing of all gas, telephone, and electrical lines with the appropriate utility company. All construction must comply with each utility's standards and specifications and not interfere with tree planting sites or existing trees to be preserved.
- For any boundary tree that has its critical root zone impacted and/or encroached into more than 20 percent without a previously approved Certified Arborist prescription, the permittee shall either deposit into an escrow account, or cause to be issued in favor of the City of Brookhaven, an irrevocable letter of credit, in an amount totaling the estimated cost of removal of the boundary tree plus the cost to replace the boundary tree with a minimum 3 inch caliper tree.



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- Trees which planted shall be maintained for two (2) growing seasons after the date of final inspection.
- All Tree Protection areas to be protected from sedimentation. No parking, storage or other construction activities are to occur within Tree Protection Areas. All Tree Protection Fence to be inspected daily.



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FIRE DEPARTMENT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied _____

Applicant City Please check each item only if complete and included
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City of Brookhaven Fire Marshal's Office

Fire code references are the currently adopted International Fire Code unless otherwise stated.

Access

- ___ ___ A 503 and Appendix D. Fire and aerial access road requirements shall be provided and comply with these applicable sections.
- ___ ___ B. Is the proposed building(s) protected by an approved automatic sprinkler system?
- ___ ___ C. 503.1. Fire apparatus access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building measured by an approved route or the building(s) shall be protected by an approved automatic sprinkler system.
- ___ ___ D. 503.1 and 503.2.1. Fire apparatus access roads shall be provided and maintained to have an unobstructed width of not less than 20 feet, exclusive of the shoulders, except for approved security gates in accordance with Section 503.6 and unobstructed vertical clearance of 13 feet 6 inches.
- ___ ___ E. 503.1 and D105. Where the vertical distance between the grade plane and the highest roof exceeds 30 feet, approved aerial fire apparatus access roads shall be provided and maintained. Aerial fire access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders.
- ___ ___ F. D105.3. One or more of the required access routes meeting the above condition shall be located not less than 15 feet and not greater than 30 feet from the building and shall be positioned parallel to one entire side of the building.
- ___ ___ G. D105.4. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial road and the building.
- ___ ___ H. 503.2.3 and D102.1. Fire department access roads shall be all-weather capabilities and shall be asphalt, concrete or other approved driving surface capable of supporting fire apparatus weighing up to 75,000 pounds.
- ___ ___ I. D103.2. Fire apparatus access roads shall not exceed 10 percent in grade.
- ___ ___ J. 503.2.5 and D103.4. Dead-end fire apparatus access roads in excess of 150 feet shall be provided an approved turn-around.
- ___ ___ K. 503.3.2.4. Turning radius shall comply with DeKalb County Fire Rescue requirements as they are the responding fire department for Brookhaven. The allowed measurements are 30 feet inside diameter and 50 feet outside diameter or 35 feet inside diameter and 55 feet outside diameter.
- ___ ___ L. D503. "Approved" fire lane signs shall be provided as directed by Brookhaven FMO.



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- ___ M. D106. Commercial and industrial development buildings exceeding 30 feet in height shall comply with this section.
- ___ N. D106. Multiple-family residential developments with more than 100 dwellings shall comply with this section.
- ___ O. D107. One or two-family residential developments with more than 30 dwellings shall comply with this section.

Hydrants and FDC's:

An in-depth plan review for private hydrants and private water mains will occur during the project plan review phase. Fire code references are the currently adopted International Fire Code (IFC) unless otherwise stated.

- ___ A. All proposed water mains and hydrants shall comply with currently adopted NFPA 24, IFC and Chapter 120-3-3.
- ___ B. A fire flow test report shall be provided to verify the fire flow requirement is available.
- ___ C. All water mains and hydrants shall be installed and operating prior to combustibles building materials delivered to the site.
- ___ D. The nearest hydrants to the project structure and/or property road frontage are shown on the plan.
- ___ E. Chapter 120-3-3, Section 13.1. No pipe smaller than a nominal 8 inches in diameter in the follow conditions:
 - ___ a. to supply more than one hydrant or one hydrant on a dead-end main over 500 feet.
 - ___ b. to supply one hydrant and automatic extinguisher system.
 - ___ c. to supply more than one hydrant and automatic extinguishing system on looped mains over 1,000 feet.
- ___ F. Chapter 120-3-3, Section 507.5.1. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 500 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrant and mains shall be provided where required by the local Fire Code Official of the responding fire department or agency.
- ___ G. 912. The location of the FDC shall be approved by the fire code official and be free standing for multi-story buildings and shall be located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus.
- ___ H. NFPA 24, Section 7.2.3. New hydrants shall be placed a minimum of 40 feet from the building and be installed according to the specifications of DeKalb County Watershed.
- ___ I. NFPA 24, Section 7.3.3. The center of the hose outlet on new hydrants shall not be less than 18 inches or greater than 36 inches above the final grade.
- ___ J. NFPA 24, Section 10.4.2. New hydrants shall be protected from freezing. The top of the pipe shall be at least 12 inches below the local frost line.



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- ___ ___ K. 507.5.3. Hydrants shall be unobstructed, at least 3 feet of clearance shall be maintained and physical protection shall be provided if subject to impact by motor vehicle.

Transformer Pads

Fire code references are the currently adopted Chapter 120-3-3, Section 604.12.

- ___ ___ A. Transformer pad locations shall be a minimum of 10 feet building, building overhangs, canopies, exterior walls, balconies, exterior stairs and/or walkways connected to the building.
- ___ ___ B. Transformer pad edges shall be not less than 14 feet from any doorway.
- ___ ___ C. Transformer pad edges shall be no less than 10 feet from any window or other opening.
- ___ ___ D. If the building has an overhang, the 10 feet clearance shall be measured from a point below the edge of the overhang only if the building is three stories or less. If the building is four stories or more, the 10 feet clearance shall be measured from the outside building wall.
- ___ ___ E. Fire escapes, outside stairs, and covered walkways attached to or between buildings, shall be considered as part of the building.

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7. STORMWATER MANAGEMENT REPORT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant CITY
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Please check each item only if complete and included

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, 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). If channel protection requirements are waived also provide the peak rates of runoff for the 2, 5 and 10 year storm events.
- ___ ___ C. Provide time of concentration determination calculations for each drainage area.
- ___ ___ D. Provide Soil Classifications

Post Development Conditions Analysis

- ___ ___ A. 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.

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- ___ B. Provide a summary table of peak rates of runoff and velocities from each delineated drainage area for 1, 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). If channel protection requirements are waived also provide the peak rates of runoff for the 2, 5 and 10 year storm events.
- ___ C. 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, 25 or 100 year events for each drainage area. If channel protection requirements are waived also provide the peak rates of runoff for the 2, 5 and 10 year storm events.
- ___ D. Provide tabular hydrograph output for drainage area(s) draining to each stormwater management facility for the 1, 25, and 100 year events.
- ___ E. Provide calculations for the channel protection volume and demonstrate a minimum extended detention time of 24 hours for the 1 year storm event.
- ___ F. 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>.
- ___ G. Provide details of all water quality facilities. Provide planting plans when applicable.
- ___ H. 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.
- ___ I. Provide tabular hydrograph output for outflow (routing) of each stormwater management facility for the 1, 25, and 100 year events. If channel protection requirements are waived also provide the peak rates of runoff for the 2, 5 and 10 year storm events.
- ___ J. 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, 25, and 100 year events. Provide the tabular hydrograph output for each combined hydrograph. If channel protection requirements are waived also provide the peak rates of runoff for the 2, 5 and 10 year storm events.
- ___ K. Provide time of concentration determination calculations for each drainage area.
- ___ L. For each stormwater management facility provide Stage/Storage/Outflow tabulation and outlet configuration data used for routing for each stormwater management facility.
- ___ M. 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.
- ___ N. 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.
- ___ O. When Natural Area Conservation Easements are proposed provide easement documentation and clearly delineate on the plans and exhibits contained in the hydrology study.

Post Development Downstream Analysis

- ___ A. 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 to show the adequacy of receiving waters immediately downstream of the project site.

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- ___ B. 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.
- ___ C. 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.
- ___ D. Provide a downstream sediment assessment for existing conditions. 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

- ___ A. Existing condition, pervious vegetated areas maximum CN = 55.
- ___ B. 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.
- ___ C. Minimum freeboard for above ground earthen stormwater management facility dams is 2 feet.
- ___ D. Minimum freeboard for concrete stormwater management containment facility is 1 foot.

Hydrology and Drainage Items

- ___ A. Show a 20ft, graded (max 33% slope & max 10% cross-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.
- ___ B. Provide a 10 ft. access easement starting at the 100yr elevation around all surface ponds and a 10 ft. access easement around the extents of all underground ponds.
- ___ C. Show permanent fencing at least four feet in height around all facilities having a temporary water storage depth of greater than four feet. This fence shall be outside of the 10 ft. access easement and shall include a gate of sufficient size to permit entrance of equipment necessary to allow periodic maintenance activities. Show the location of the access gate.
- ___ C. Provide a draft (it will not need to be signed or notarized) of the Stormwater Facilities Maintenance Agreement (see the online template under the Land Development End of Development Documents)
- ___ D. Provide Standard 908 Detail for Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908.
- ___ E. 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.
- ___ F. Eliminate proposed concentrated discharge from site where existing condition is sheet flow.
- ___ H. 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.
- ___ I. Provide design engineer's professional seal, signature and date on plans and reports.

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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 10-year storm with a maximum gutter spread of 8 feet.
- _____ 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. Typical D.E. width is 15 ft minimum.
 - _____ 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
 - _____ 8. Profile all existing/proposed storm pipes above which land disturbance will occur.
 - _____ 9. Reference all storm drainage structures (i.e., catch basins, drop inlets, headwalls, etc.) to Brookhaven 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

- _____ A. 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.
- _____ B. Storm drain cross section:
 - _____ 1. Minimum pipe cover:
 - _____ a. Storm drains: 18 inches outside roadway, 36 inches within roadway (or provide 2" asphalt with 12" of flowable fill.
 - _____ b. Berming or trenching is not allowed to achieve minimum or maximum cover.
 - _____ 2. Minimum pipe slopes:
 - _____ a. Concrete or smooth walled HDPE 0.5%
 - _____ b. CMP 1.0%



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- _____ C. All storm crossings under public roadways shall be class III (min) reinforced concrete pipe (RCP).
- _____ D. 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.
- _____ E. Show size, material type, class or gauge, percent slope, and length of all pipes.
- _____ F. Provide invert elevations and top elevations of drainage structures.
- _____ G. Anchor collars are required on storm pipes when the slope is greater than 30%.
- _____ H. Cite GDOT Standard for storm sewer pipes (CMP pipe shall be half-coated with a paved invert.)

Ditches and Swales

- _____ A. All proposed swales and ditches shall have cross sections, centerline profiles, flow rates, and velocities shown on plans.
- _____ B. If velocity in ditch is greater than 3 ft. /sec., ditch invert shall have a non-erodible material.

Storm Drain Structures

- _____ A. Show drainage area, Q25 and headwater elevation at the inlet of all storm drain structures (include accumulative areas and Q's, and longitudinal system).
- _____ B. Indicate the type and GDOT standard number for inlet and outlet structures of all pipes.
- _____ C. All pre-cast manholes shall be provided with a minimum of 9 inches clearance on each side of connecting pipe between all cut-outs or penetrations.
- _____ D. Use online catch basins except for cul-de-sac applications in which one foot offset is required.
- _____ E. Show concrete spillway at the end of curb and gutter (Ref. GDOT Standard 9013, Type III) where applicable.
- _____ F. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).
- _____ G. Engineer's seal and signature required on all plans and reports.

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8. CITY OF BROOKHAVEN EROSION CONTROL CHECKLIST

City of Brookhaven Erosion Control Plan Requirements (*provide most current GSWCC Checklist on plans if ≥ 1 disturbed acre.*)

- ___ ___ A. Clearly state the following notes on the plans:
- ___ ___ 1. Prior to any other construction, a stabilized construction entrance shall be constructed at each entry to or exit from the site.
- ___ ___ 2. The construction exits shall be maintained in a condition which will prevent tracking or flow of mud on to public right-of-way. 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 roadway or into storm drain must be removed immediately. The contractor shall inspect control measures at the end of each work day to ensure measures are functioning properly.
- ___ ___ 3. Provide GPS coordinates at construction exit as required on the Notice of Intent under the NPDES Application.
- ___ ___ 4. Prior to commencing land disturbance activity, the limits of land disturbance shall 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.
- ___ ___ 5. Immediately after the establishment of construction entrances/exits, all perimeter erosion control devices and storm water management devices shall be installed prior to any other construction.
- ___ ___ 6. Owner agrees to provide and maintain off-street parking on the subject property during the entire construction period.
- ___ ___ 7. The contractor shall furnish and maintain all necessary barricades while roadway frontage improvements are being made.
- ___ ___ 8. The construction of the site will initiate with the installation of erosion control measures sufficient to control sediment deposits and erosion. All sediment control will be maintained until all upstream ground within the construction area has been completely stabilized with permanent vegetation and all roads/driveways have been paved.
- ___ ___ 9. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source as necessary.
- ___ ___ 10. Any disturbed area left exposed shall be temporarily stabilized with mulch or temporary seeding as soon as possible after rough grading is completed but within 14 days after disturbance; permanent vegetation shall be planted if the area is to be left undisturbed for greater than 6 months.
- ___ ___ 11. If concrete work is done on site then a concrete washdown BMP shall be provided or a note "concrete washdown is not allowed on site". The concrete washdown area, if allowed, shall be for the tools, concrete mixer chutes, hoppers and the rear of vehicles. Washout of the drum at the construction site is prohibited.
- ___ ___ 12. Failure to install, operate or maintain all erosion control measures will result in all construction being stopped on the job site until such measures are corrected consistent with the City of Brookhaven Erosion Control Ordinance.



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- ___ 13. A copy of the approved land disturbance plan and permit shall be present on the site whenever land disturbance activity is in progress.
- ___ 14. All sewer easements disturbed must be dressed and grassed to control erosion.
- ___ B. Delineate a 50 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 Brookhaven Stream Buffer Protection Ordinance. No septic facilities permitted within the buffer.
- ___ C. Delineate a 25 foot impervious setback, measured horizontally, beyond the 50 foot undisturbed natural vegetative buffer, in which all impervious cover is prohibited. Grading, filling, and earthmoving shall be minimized within the setback. (Ref: City of Brookhaven Stream Buffer Protection Ordinance) No septic facilities permitted within the setback.
- ___ D. 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.
- ___ E. Provide Legend showing plan symbol and description on each ESC used on the plan.
- ___ F. Provide detail for each BMP used including specifications for Ds1, Ds2 etc.



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9. FLOODPLAIN MANAGEMENT CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant CITY
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Please check each item only if complete and included

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 13089C XXXXXX for unincorporated DeKalb County, Georgia. (use most current map)."

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

- _____ A. Clearly delineate flood zone extents and both the existing and proposed 100 year flood elevations on plans.
- _____ B. Provide project benchmark with elevation, based on N.A.V.D. 1988.
- _____ C. 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 outside of the property limits
 - _____ 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 Brookhaven, provide application to FEMA for a conditional FIRM revision to be submitted to FEMA.
- _____ D. Locate all flood study sections on the plans and state the existing and proposed flood elevations at each section.
- _____ E. Provide a RECORDED copy of the Brookhaven Flood Plain Indemnification Agreement.

General

- _____ A. 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.
- _____ B. Per Floodplain Ordinance, certify and submit calculated areas to demonstrate that no lot area has less than 50% of the minimum lot area (as established by the applicable zoning district regulations) above the base flood elevation, and/or no less than 70% of the buildable land area of any lot lies above the base flood elevation by a minimum of one foot.



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- ____ C. Clearly state the following notes on the cover sheet and construction plans:
- ____ 1. The flood zone(s) _____ shown hereon are based on the DeKalb County Community Panels
____ (FIRM) [Numbers/Numbers] 13089C _____.
- ____ 2. The base flood (IRF) elevations shown hereon are based on the flood elevation study by
____, (signature, seal, date of design professional.);
- ____ 3. All construction including grading and filling within the floodplain shown hereon shall be in
____ conformance with the Brookhaven Floodplain Ordinance.
- ____ 4. All cut and fill within the floodplain shall be field verified and certified by a Professional Engineer.
- ____ 5. All intermediate regional 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.
- ____ D. 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.
- ____ E. Variance required for disturbance of the 75 foot Brookhaven Stream Buffer unless grandfathered or
____ exempted. See the Stream Buffer Protection Ordinance for the minimum requirements for requesting
____ a variance.
- ____ F. Disturbance of the 25 foot State of Georgia buffer requires a variance from the GA DNR-Environmental
____ Protection Division.



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10. PUBLIC WORKS CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant CITY
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Please check each item only if complete and included

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 Brookhaven 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 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.

American Association of State Highway Transportation Officials (AASHTO) Compliance

- _____ All road designs shall conform to AASHTO 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 dimensions and spacing must conform with *Chapter 14, Article VII, Division 3 -Design Standards* of the Brookhaven Ordinances.
- _____ E. Show concrete apron per Brookhaven 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 Brookhaven Standard Details; add this detail to your plans.

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_____ 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.

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 Brookhaven Driveway Manual. All improvements must conform to Brookhaven Standard Details.

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

_____ C. Show roadway widening per Brookhaven 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 Brookhaven Standard Detail.

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

_____ F. Existing Granite Curb along frontage to be raised to 6" reveal, per Brookhaven Standard Details; add the appropriate detail to your plans.

_____ G. Show sidewalks as required per Brookhaven Subdivision Regulations, and Brookhaven Standard Details; add this detail to your plans.

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

_____ I. Show internal roadway cross-sections and widths per Brookhaven 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 Brookhaven Standard Details and the MUTCD.

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

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

Intersection Sight Distance Profile

_____ 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

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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 Brookhaven Standard Details; add this detail to your plans.
- _____ E. Show R.O.W. widths for all proposed streets and cul-de-sacs per Brookhaven Standard Details, Subdivision Regulations, and Driveway Manual.
- _____ F. Provide a note that a Right of Way Encroachment Permit is required for any disturbance within the right of way.

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 Brookhaven Subdivision Regulations.
- _____ D. Show compliance with Brookhaven Subdivision Regulations for leveling course design at approaches to an intersection.

Horizontal Alignment (for internal streets)

- _____ A. Show minimum horizontal centerline curve radius, per Brookhaven 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.

Notes

Clearly state the following notes on the plans prior to approval:

- _____ A. New pavement / surfacing is required across all property frontages to existing centerline, to be installed per Brookhaven Standard Details or as additionally directed by Brookhaven Traffic Engineer:
- _____ B. All traffic control and warning devices must be shown and placed per MUTCD.



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- _____ C. Temporary traffic control and warning devices shall be placed prior to the commencement of any road improvement work on City roads and shall remain in place until the conclusion of all signing and striping work.
- _____ D. All signs shall conform to the MUTCD Standards and Brookhaven for color, size, reflectivity, height, and placement.
- _____ E. When surface is asphaltic cement concrete, striping (white and yellow) and arrow marking shall be applied using GDOT standards for thermoplastic striping.
- _____ F. When surface is Portland cement concrete, striping (white and yellow) and arrow marking shall be applied using GDOT standards for preformed contrast striping.
- _____ G. When necessary, existing striping shall be removed by grinding, unless specified by Brookhaven Traffic Engineer.
- _____ H. All final signage must be installed concurrently with the performance of the striping work.
- _____ I. Contact the Brookhaven Public Works (404-637-0540) one week prior to commencement of any striping work.
- _____ J. Clearly note this statement on plans:
Call Before You Dig (800) 282-7411

Signal Permit

- _____ Include separate signal plans if a signal is required for this development. Signal plans must be submitted to and approved by Brookhaven Public Works prior to the sign-off for LDP. The signal plan checklist is available on our website at www.BrookhavenGA.gov.

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11. PRE-CONSTRUCTION MEETING INFORMATION

All Land Disturbance Permittees need to schedule a **pre-construction meeting** with the Land Development Inspections Division prior to any major site activity. The pre-construction meetings provide an opportunity to meet the Brookhaven site inspectors, discuss city regulations, enforcement protocol, project expectations, and identify critical areas that may require special attention during development.

The pre-construction meeting will be held prior to any land disturbance activity or after the initial perimeter sediment controls are installed. If possible, the developer/owner, design engineer, and site contractors should be present. The Land Disturbance Permit (LDP) will be presented after the meeting.

Items that will be discussed during the meeting include:

- Initial erosion & sediment controls (E&SC), tree save, development sequencing
- State waters, buffers, floodplain, easements and wetlands delineation
- Construction exit (Co) and LDP/site plan location
- Temporary vegetation (14 day rule) and dust control (Du)
- Conditions of Zoning
- Required site inspections and enforcement procedures
- Department of Public Works issues, site distance, and rights of way disturbance, curbing
- Final plat or plan requirements and end of development procedures
- Copy of the NPDES General Construction Permit Notice of Intent (NOI)
- Site contact information

Please contact a Land Development Inspector to schedule a pre-construction meeting.

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Other useful City of Brookhaven contacts:

- | | |
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| • Eric Long, Land Development Inspector/Development Services Manager | 404.217.8921 |
| • Murray Nicol, Land Development Inspector/Arborist | 770.508.5101 |
| • Tim Ward, City Engineer | 404.637.0486 |
| • Aronda Smith, Planner | 404.637.0526 |
| • Hari Karikaran, Public Works Director | 404.637.0576 |