

**CLAYTON COUNTY
TRANSPORTATION AND DEVELOPMENT
LAND DEVELOPMENT SECTION
APPENDIX B**

Plan Review Check List

General Items - Site or Subdivision Plans

Provide the following information on the construction plans:

- ◇ Indicate the project name and type of business on the construction plans
- ◇ Vicinity map - A small map locating the site in relationship to the surrounding area
- ◇ North Arrow
- ◇ Location - the location of the site with respect to nearby creeks, rivers, buildings. Show land lot lines, public rights-of-way, etc. Provide a reference distance to the nearest public right-of-way.
- ◇ Land Lot, District, County and State – give the tax ID number for the parcel
- ◇ Scale of the drawing
- ◇ Total acreage of site or development
- ◇ Total disturbed acreage of the site or development
- ◇ Acreage in floodplain/wetlands. Acreage to be disturbed in floodplain/wetlands.
- ◇ All zoning buffers
- ◇ All easements, utility or other
- ◇ An accurate boundary survey giving bearings and distances
- ◇ An accurate topographical survey showing existing and proposed contours at two foot intervals. Provide this information for a distance of 200 feet, minimum, outside property lines.
- ◇ Provide Contact Names and Georgia Soil and Water Conservation Commission Certification Numbers for all persons involved in Land Disturbing Activities.
- ◇ The source of the boundary and topographic surveys including the bench mark used as a reference in establishing elevations. A FEMA RM is preferred for surveys adjacent to the flood plain. Label the monument, on site, used to tie aerial data to field conditions.

- ◇ All existing and proposed sewer lines
- ◇ Show all existing Driveways, Streets, Drainage structures and Utility Poles adjacent to, adjoining and opposite from the development.
- ◇ Show all N/F property owners adjacent to, adjoining and opposite from the development.
- ◇ All existing stormwater structures and easements immediately upstream and downstream and any other off-site sources of runoff that will affect this development. Show the 100 year ponding elevation on all lakes and detention ponds.
- ◇ Show the limits of clearing and grading.
- ◇ All plans must be stamped with a professional engineer's, architects, or registered land surveyor's stamp and signature.
- ◇ All design calculations must be stamped by a Professional Engineer.
- ◇ Provide the name, address, and telephone number of the owner, the developer, and the engineer on the plans.
- ◇ Provide the name and contact number of the 24 hour Erosion Control Contact
- ◇ A floodplain statement, by note, indicating if any portion of the site is within the 100 yr. flood plain. If so, show the location and elevation of the 100 year flood plain as identified on FEMA Flood Insurance Rate Maps on the grading and drainage plans.
- ◇ Show state waters buffers and water quality buffers. Add note:

“Wetlands shown on this plan are under the jurisdiction of the U.S. Army Corps of Engineers. Lot owners may be subject to penalty by law for disturbance to these wetland areas without proper authorization.”
- ◇ A statement addressing the absence or presence of state waters on the site
- ◇ A statement addressing the absence or presence of wetlands on the site. Provide a copy of the wetlands delineation study.

Wetlands and Floodplain Development

If a portion of the proposed project lies within a FEMA designated zone A, label the 100 year floodplain elevation every 100' or on each adjacent property. Where encroachment into 100 year floodplain is proposed, provide documentation that the project is in compliance with appropriate regulations.

For developments adjacent to or encroaching into Wetland areas, show documentation of contact with the U.S. Corps of Engineer's regarding appropriate permits. Include the following note on the plan:

"The Owner/Developer and Engineer have reviewed the appropriate local, state, and federal regulations regarding development activities adjacent to floodplains, state waters, and wetlands and have determined that this development plan satisfies the standards presented in applicable regulations."

Provide state waters buffers around all wetlands as per Georgia Code O.C.G.A 12-7-1

All land development activities subject to the Clayton County **Stream Buffer Protection Ordinance** must meet the following requirements:

- ≈ An undisturbed natural vegetative buffer shall be maintained for 50 ft, measured horizontally, on both banks (as applicable) of the stream as measured from the **top** of the stream bank.
- ≈ An additional setback shall be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover is prohibited. Grading, filing and earthmoving shall be minimized within the setback.
- ≈ No septic tanks or septic tank drain fields are permitted within the buffer or setback.

Additional stream buffers may be required as per the Clayton County Stream Buffer Protection Law. A county map indicating areas of all drinking water supply watersheds is located at the Clayton County Water Authority, Headquarters Office and in the Land Development Office of Transportation and Development.

If floodway is associated with the 100 yr. floodplain, the floodway boundary must be shown on the plans. No encroachment is allowed in the floodway.

Drainage - General

Provide a drainage plan that includes existing and proposed drainage structures and easements. The drainage plan is to be shown on the Grading Plan with contours. Profiles of the proposed drainage systems are required. Water, Sewer and Erosion Control should be shown on separate sheets.

Provide curbing within the project as necessary to control drainage. Indicate on the plan sheet the location of curb and gutter within the interior of the site. Provide a detail of the curb and gutter to be constructed.

Label all stormwater pipes within the project and provide a pipe chart indicating the design criteria Q, Q_T , C, I_{25} , A, n, slope, diameter (18" minimum under roadways), type, class, head, and velocity (allowable range is 3-15 fps). Indicate headwalls or flared end sections at the outlet end of all pipes. For outlet velocities in excess of 5 fps,

additional erosion control measures will be required for ditch stabilization and to dissipate the discharge velocity. Pipe is to be placed per Georgia D.O.T. Std. 1030 D.

If the engineer feels that there is no significant effect on adjacent areas due to this development supporting calculations should be submitted.

Drainage Requirements for Dedicated Roads

If a proposed road is to be constructed for dedication to Clayton County, indicate on the plans that it is to be a dedicated road. Consult the Clayton County Planning and Zoning Office concerning the applicability of subdivision regulations. Construction within the proposed rights-of-way must meet the standards presented in the Land Development Guidelines. Refer to current Georgia D.O.T. Standards for all catch basins, drop inlets, headwalls and other drainage structures to be within proposed right-of-way.

The following standard drainage notes and corresponding details should be included in the plans:

- ◇ All pipe that is part of the roadway drainage system is to be RCP, 14 gauge minimum BCCMP
- ◇ Pipe is to be installed per Ga. D.O.T. Std. 1030D.
- ◇ All drop inlets are to be per Ga. D.O.T. Std. or other acceptable design modified with a raised weir inlet and a metal clean out cover.
- ◇ All headwalls are to be per Ga. D.O.T. Std. 1125.
- ◇ All catch basins are to be constructed per Ga. D.O.T. Std. 1033D or 1034D.
- ◇ All flared end sections are to be per Ga. D.O.T. Std. 1120 concrete.
- ◇ All junction boxes are to be per Ga. D.O.T. Std. or other acceptable design modified with a metal clean out cover.
- ◇ Drainage easements are required to prevent stormwater flow from one lot onto another except within a designated drainage easement.
- ◇ Only RCP or HDPE in flowing streams / outlet devices

Show the **correct drainage easement width - 20' minimum** (or 2 times the depth of pipe invert) for piped systems, 20' minimum for open easements, or to contain the total width of the ditch/swale. Show arrows on drainage easements to indicate direction of flow. Open drainage ditches must have 4:1 side slopes or flatter. The entire drainage ditch must be within an easement. Between residential lots, storm sewer drainage pipe

must go at least to the rear of the property line, 140 feet from the street, or to the flood plain limits. The pipe should end a minimum distance of six times the diameter of the pipe, to allow for the storm drain outlet protection. If a proposed street intersects an existing roadway with a ditch, provide a drainage system for the existing ditch flow.

Roadway Considerations

Driveways on County Roadways

Each driveway providing access to a public roadway is to be constructed according to Georgia D.O.T. Standard A2 (which replaced 9031J) (concrete apron) or Clayton County Standard No. 205 unless heavy duty paving is provided. Provide the detail on the plans.

The width and radii of each driveway are to meet the requirements of Standard No. 205 in the Land Development Guidelines. The profile should provide a high-point (or low point) to prevent runoff from flowing out the driveway onto the street.

Indicate the distance from each driveway to the nearest public road intersection.

Sidewalks may be required as described in the County Guidelines and Ordinances. If sidewalk is required, provide a standard detail of the sidewalk and clearly indicate its location. Refer to County Standards located in Appendix D of these Guidelines.

Indicate the right-of-way of all public roads bordering this property. Clearly indicate the width of the existing roadway (indicate whether this dimension includes the curb and gutter if applicable). Show the angle of the driveway from the existing roadway if other than 90°. Further review by this department may be necessary depending on the severity of the angle. Provide an enlarged detail of the curbing to be used within the right-of-way of the County road.

Flared end sections may be required as the end treatment on driveway pipe in lieu of headwalls to meet traffic safety requirements.

If the driveway accesses Georgia D.O.T. rights-of-way, a driveway permit must be applied for through the Georgia D.O.T.

Acceleration/deceleration lanes

If a widened section is required, provide a typical section that indicates the following:

- ◇ asphalt and base thickness and type, Please refer to Table 2. Basic Standards for Undivided 2 and 3 Lane Subdivision Streets of the County Guidelines
- ◇ shoulder width

- ◇ type of curb and gutter (indicate dimensions)
- ◇ total right-of-way width
- ◇ compaction requirement
- ◇ maximum and minimum shoulder slopes and crown to match the existing cross slope of the roadway

A flume may be required at the end of a widened section to control runoff. If so, indicate size and location. On the Plan Sheet, clearly indicate the length of the acceleration/deceleration lane, the length of tapers, and the location of curb and gutter. Provide a standard detail for the curb and gutter.

Subdivision Development - Roadway Construction

- ◇ Indicate the radii of curbs at intersections - 25 foot minimum for interior streets in a subdivision, 35 foot minimum for an intersection with an existing county roadway - provide a standard detail.
- ◇ Provide a typical section of the proposed road showing the asphalt and base thickness, paving widths, shoulder widths, total right-of-way widths, compaction requirements, base and asphalt type, maximum and minimum shoulder slopes and road crown - standard detail is available from this department. If underground power is proposed, provide stub-outs for future street lighting based on an approved street lighting plan.
- ◇ Show an enlarged detail of the curbing to be used - standard detail.
- ◇ Show the cul-de-sac and right-of-way dimensions and the location of the center of the radius.
- ◇ Horizontal and vertical curves shall have the curve data provided. The minimum radii of a horizontal curve is 200 feet. The maximum grade is 12% and minimum grade is 1.5%. The minimum length of vertical curves is 10 X the algebraic difference in grades.
- ◇ Provide a profile of all roads at a scale of 1" = 10' vertical and 1" = 50' horizontal. Show all tangent slopes and vertical curve lengths.
- ◇ Acceleration and deceleration lanes may be required.
- ◇ Five foot wide minimum sidewalks are to be installed on both sides of interior streets and next to County roadways, provide a location plan. If not, note on the typical section that it is to be excluded.
- ◇ Add a note to the plans that all areas used as burial pits during development must be located outside the right-of-way and are to be located and identified on the final plat. Georgia DNR EPD requirements are to be met: "no portion of waste disposal area shall be located within one hundred (100) linear feet of any property line or enclosed structure." This means that home builders will not be able to place an inert waste landfill on most lots smaller than one-and-one-half acres.
- ◇ Indicate the locations and types of street signs to be installed - custom signs or MUTCD signage purchased from Clayton County.

A final inspection will be made based on the approved plans. All changes to the approved plans must be made in writing so that these changes may be reviewed before approval.

SEDIMENT CONTROL

Provide an Erosion and Sediment Control Plan based on the current edition of the *Manual for Erosion and Sediment Control in Georgia* that includes measures to prevent sediment from leaving the site as outlined in Clayton County's Soil Erosion and Sediment Control Ordinance. Provide certification stating that the plan preparer or the designee thereof visited the site prior to creation of the plan. Location of sediment and erosion control practices must be shown on the Erosion Control Plan using the uniform coding symbols from the *Manual For Erosion and Sediment Control in Georgia*. Provide a Plan for each individual lot within the subdivision, commercial or industrial development, you must represent the minimum standards within a typical section or detail drawing, including but not limited to the type and placement of silt fence and gravel pad for each individual lot. The Developer will be held responsible for the erosion control for the referenced development until all lots are completed and stabilized with permanent vegetation. If this responsibility is transferred through the sale of an individual lot or property as a whole, it should be verified through a contractual agreement and such agreement copied to the Director of Transportation and Development. Failure to do so will not relieve the Developer of his responsibility.

All silt fence installed must be Sd1-C, Type C wire back for property perimeters, State Waters protection and other critical areas. Details of practices are to be included. Any structural practice used that is not referenced to the *Manual for Erosion and Sediment Control in Georgia* or other handbook should be illustrated with detail drawings.

Provide temporary sediment basins during construction. Include specific design information and calculations for all structural measures on site, such as temporary sediment basins, retrofitted detention ponds, and swales. Include the following note on the plans:

"When the site is stabilized and at the direction of the County Engineer, the developer is to remove the sediment basins and stabilize the disturbed areas."

Include in narrative or note form the following:

An Activity Schedule: A graph or narrative showing anticipated starting and completion dates for the following:

- a. installation of sediment control measures
- b. clearing, grubbing and grading
- c. grassing (including temporary and permanent vegetation)
- d. final landscaping, grassing etc., cleaning of storm drains.

A Vegetative Plan: A description of what will be planted, (appropriate to the season) for all temporary and permanent vegetative practices. Include species, planting dates, and seeding, fertilizing, lime, and mulch rates. The vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia. Indicate that temporary grassing will begin two weeks from initial disturbance.

Maintenance: The following statement must be put on the plans with the necessary information supplied:

“The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with, land-disturbing activities. Erosion control measures will be maintained at all times and the inspections and repairs will be made by:

NAME: _____
ADDRESS: _____
PHONE (24 hr.): _____

If full implementation of the approved plans does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.”

An undisturbed natural vegetative buffer shall be maintained for 50 feet, measured horizontally, on both banks (as applicable) of the stream as measured from the Top of the stream bank. An additional setback shall be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover shall be prohibited. Grading, filling, and earthmoving shall be minimized within the setback. No septic tanks or septic tank drain fields shall be permitted within the buffer or setback. Where encroachment into the buffer is proposed, provide documentation that appropriate variances have been obtained. For additional information, refer to Clayton County’s Stream Buffer Protection Ordinance.

Show all water quality buffers and setbacks.

Show storm drain pipe and weir velocities and demonstrate how receiving area will accommodate discharges without erosion. Give square footage of rip rap at discharge points.

Soils - A brief description of the soils on the site giving such information as soil names, mapping unit, erodibility, permeability, depth, texture, and soil structure. The boundaries of the different soil types should be shown on a map.

Critical erosion areas - Areas with potentially serious erosion problems should be shown on a map.

Show stabilization of all sanitary sewer easements. Add the following note:

“Sanitary sewer easements are to be stabilized with temporary and permanent vegetation as soon as each segment is completed. Stream bank restoration and stabilization required in all disturbed state waters buffers. The stream bank canopy is to be restored within the state waters buffers. Geomat and rip rap are to be placed as necessary to prevent erosion within the stream banks.”