



Subdivision – Development Plan - Checklist

Written application for approval of a Development Plan shall be made in the office of the Augusta Planning & Development Department by the subdivider or his authorized representative and shall include all information as specified in Article III and elsewhere in the Land Subdivision Regulations.

Ten (10) complete sets, one (1) complete PDF file, and eight (8) copies of sheet number one (1) -- sheet showing lot layout and easements -- of the Development Plan shall be filed with the Augusta Planning & Development Department at the time of application. The Planning & Development Department shall thereafter forward for review such copies.

Development Plan – Checklist:

- Required Information .
 - Electronic Data: Submittal for Road Naming Approval and Addressing - An electronic DWG file must be submitted to the Information Technology GIS Division (IT-GIS) Addressing Specialist for review and approval per the Electronic Submittal Process available online. Refer to the Augusta IT-GIS Digital Data Submission Standards and checklist for submitting the FINAL DWG file to IT-GIS.
 - Hard-Copy Plans: The development name, scale, north arrow with reference, date of plan preparation and revision(s) (if any); name, address and telephone number of subdivider; name, address and telephone number of owner; and name, address and telephone number of engineer or surveyor together with his state registration number, seal, and signature.
- Site Data to Include:
 - PIN (Parcel Identification Number) in 14-digit format (ex. 047-1-259-00-0);
 - Zoning Classification;
 - Acreage of the land involved;
 - Acreage of the area to be developed;
 - Total number of lots;
 - Total number of lots to be developed.
- The bearings and distances of the perimeter of the land involved with accurate reference to a known point or points such as street intersections, railroad crossings, and/or US Government monuments.
- Names of adjacent landowners together with all intersecting boundaries or property lines. Zoning of adjacent property.

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- Proposed divisions to be created including right-of-way widths, roadway widths, curve data for roadways, proposed utility installations, lot lines with dimensions, lot numbers and block numbers for all lots, sites reserved or dedicated for public uses, and sites for other principal uses (specify maintenance responsibility). Minimum building lines (front, side, and rear), and existing and proposed easements, and clear view easements must be delineated. (as applicable)
- Statement as to whether streets are to be private. If private, a draft of the Home Owners Association documents shall be submitted indicating responsibility for maintenance of streets, common areas, parking areas or any other areas of the subdivision not deeded to the City of Augusta.
- Dead-end streets, intended to be continued at a later time, shall be provided with a turn-around with a diameter of not less than 60 feet.
- Existing streets on and adjacent to the tract (delineate right-of-way and pavement) showing name of street, right-of-way, location, type, width and elevation of surfacing, any legally established centerline elevations, walks, curbs, gutters and culverts. (Connection to State Highways will require permits from GA DOT). Delineate streets that intersect on opposite sides of adjacent roadway.
- Proposed street names and existing street names, submitted electronically via DWG to the Information Technology GIS Division (IT-GIS) Addressing Specialist for review and approval per the Electronic Submittal Process available online.
- All existing physical features of the land, including contours, drainage ditches, streets, and wooded areas. The contour interval shall be two (2) feet unless otherwise approved in advance of application submission by the Engineering Department, and the Director of the Augusta Planning & Development Department. All contour information shall be based on sea level datum and shall be accurate within one-half contour interval. The Bench Mark, with its description and datum shall be clearly shown on the Plan. Within fifteen (15) days of a written request of the subdivider or his engineer, the Engineering Department shall provide the subdivider with the Bench Mark within one thousand (1,000) feet of the proposed.
- General drainage features and plan of proposed storm drainage facilities with hydrology study (1 set). Provide at least one copy of pipe sizing, detention / retention sizing and other calculations required for review of this plan.
- Individual sewerage disposal systems shall be designed and installed in accordance with current Health Department Regulations.
- A note shall appear on the Development Plan to the effect that if individual water supply or sewage disposal systems are to be utilized, such information as needed by the Board of Health or other agencies shall be the responsibility of the subdivider.
- Plan of proposed water supply with tie to the nearest public water supply. Delineate location of all existing and proposed fire hydrants.
- Plan and profile of proposed sanitary sewer with tie to existing sewerage system. Sewer design computations shall accompany the Development Plan furnished to the Engineering Department.

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- Street grades and cross-sections must be provided.
- A location map of the subdivision at a scale no smaller than 1 inch is equal to 1,000 shall show the relationship of the proposed subdivision to the surrounding area and the existing community facilities which serve or influence it.
- Location of all utilities existing and proposed including water supply and sewerage systems.
- Location of all easements existing and proposed.
- A Soil Erosion Sediment Control Plan of the proposed development (if larger than 1.1 acre), with hydrology study 1 set. Soils data as provided in the Soil Survey, Richmond County. This information is obtainable from the Soil Conservation Service Office. A statement from the Tax Official's office that ad valorem taxes owed and due have been paid and a SESC checklist must be provided with the submittal.
- Heavy outline of 100 year flood plain and note thereof. Any disturbances within flood plain limits must comply with the Flood Damage Prevention Ordinance. If the property is not in a 100 year flood plain, write note stating such.
- For lots within a 100 year flood plain, a finished floor elevation (3 feet above 100 year base flood elevation) must be noted on each lot.
- A statement of the following: "I am the owner of the property affected by this Subdivision Development Plan. Prior to approval of the Final Plat, I will submit a notarized statement as follows: I certify that the site improvements to be dedicated are complete and in accordance with the approved plans and specifications, that I know of no defects from any cause in the improvements, and that the improvements are free and clear of any encumbrance or lien. This certification will be based on observations of and supervision of construction by me or my representative. I understand that the Final Plat will not be approved until this certification has been made."
- The location of known gravesites and cemeteries located on the property. If gravesites or cemeteries are discovered after Development Plan approval but prior to approval of a Final Plat, information must be submitted to the Augusta Planning & Development Department so that the location of such gravesites or cemeteries can be noted on the Development Plan. The Development Plan must illustrate measures that will be taken to preserve such cemeteries or gravesites including perimeter fencing, a public access easement to a public roadway, and signs as needed to identify the cemetery.

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- The location of stop signs (and other traffic control devices as required by the Traffic Engineer) including a statement to the effect that the subdivider shall be responsible for the initial installation of the signs (and other traffic control devices).

A note shall appear on the Development Plan as follows: "Sign Sheeting Requirements for Regulatory, Warning and Guide Signs shall be fabricated using High Intensity, Retroreflective sheeting meeting the American Society of Testing and Materials specifications for D 4956 Type III or higher".

Adequate traffic control, per the MUTCD and/or the requirements of the Traffic Engineer, is the responsibility of the Developer.

- An executed wetland indemnification form provided by the Augusta Planning & Development Department accepting responsibility for activities that would be affected by Section 404 of the Clean Water Act of 1977 and require permitting by the U.S. Army Corps of Engineers;

A delineation of any wetland areas that are shown on the National Wetland Inventory Maps or identified through field studies. Evidence that a preconstruction notification with the Corp. has been filed pursuant to Section 404 of the Clean Water Act, or statements from properly accredited professionals in wetland identification as to why they are not needed must be provided before a development plan/site plan may be approved.

- For any Development Plan that includes wetlands that are shown on the National Wetland Inventory Maps and subject to permitting by the US Army Corps of Engineers under Section 404 of the Clean Water Act of 1977, the following must be submitted:

- Location, dimensions and area of all impervious surfaces, both existing and proposed, on the site.
- The orientation and distance from the boundaries of the proposed site to the nearest bank of an affected perennial stream or water body.
- Location and detailed design of any spill and leak collection systems designed for the purpose of containing accidentally released hazardous or toxic materials.
- Calculations of the amount of cut and fill proposed and cross-sectional drawings showing existing and proposed grades in areas of fill or excavation. Elevations, horizontal scale and vertical scale must be shown on cross-sectional drawings.

- A note to the effect that "Approval of Augusta, Georgia is for the improvements shown on the Development Plan. Any variation from the approved Development Plan must be approved by the City Engineer."

- Statement reserving five foot easements along all side lot lines and ten foot easements along all rear lot lines, unless otherwise shown, for drainage and utilities.

- A fence or indemnity form is required for all detention or retention areas.

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- A note to the effect that a preconstruction conference shall be held with the City Engineer or his designated representative prior to beginning construction. This meeting shall be scheduled with the Engineering Department at the time the notification of work commencement is given.
- A note as follows: "The cost of inspection by the City of Augusta's Engineering Department, before or after regular working hours, on Saturdays, Sundays or Legal Holidays, shall be paid for by the individual requesting the inspection at a rate of 1 ½ times the regular salary per hour of the inspector plus 7.65% for the employer's FICA/Medicare match. Approval for the inspection outside of normal working hours shall be obtained from the City Engineer 48-hours in advance. Prior to the commencement of work requiring inspection outside of normal working hours, the individual requesting the inspection shall sign a form which is furnished by the Engineering Department agreeing to pay the overtime. The individual requesting the inspection will be billed by the Engineering Department for payment."
- If the subdivision is to be deeded to the City, add a statement that "All Construction shall meet Augusta Standards and Specifications". If the subdivision is a private subdivision, add the note: "All Construction within Augusta R/W shall meet Augusta Standards and Specifications".
- A descriptive note providing the following information:
 1. Outfall(s) Information - Location, Size and Shape
 2. Land Use - Commercial, Industrial, Residential, etc.
 3. Acreage of on-site and off-site drainage areas contributing to discharge from development
 4. Acreage of Impervious Drainage Area
 5. Name of Receiving Drainage Basin
- A descriptive note describing any permanent or temporary Best Management Practices (BMP's) used to impact or target Water Quality.
- A note shall be added to the Development Plan as follows: The Contractor shall be required to have on site a copy of the Georgia Department of Transportation's Standard Specifications and Construction Standard Details, current edition.
- The sight distance and posted speed limit for every access onto an existing public or private roadway must be indicated.
- All structures within 100' of a proposed detention/detention pond shall be delineated.
- The completed GA NDR-NPDES Checklist shall be included with the application.

Once the Development Plan has been reviewed and approved by the Planning & Development Department, eight (8) copies shall be submitted. The Development Plan shall be stamped in accordance with the approval of the Planning & Development Department and forwarded to Augusta Engineering for a PreConstruction Conference.