



Site Plan - Checklist

Written application for approval of a Site Plan shall be made in the office of the Augusta Planning & Development Department. This application shall be made on forms provided for this purpose and it shall include whatever assurances, disclosures, and other information that are required by the Staff prior to acceptance of an application. The application shall include the appropriate number of copies of the Site Plan, prepared and certified by a civil engineer, or architect, drawn to the specifications found in Article III of this document, and it shall also include an executed "indemnity" form regarding retention basins. The application shall be accompanied by a check in the amount of the fee adopted by the City of Augusta.

An electronic DWG file must be submitted to the Information Technology Department GIS Division (IT-GIS) for review and approval per the Electronic Submittal Process available online. The DWG will be returned to the submitter once the road names have been approved and the addresses have been added to the Master Address Database. This file should be the official DWG file and future submittals and changes will need to be incorporated into the original submitted electronic DWG file. The submitter should not submit any plan documents to the Planning and Development Department until IT-GIS has approved the positional accuracy and addressing / road naming characteristics of the plan.

Ten (10) complete sets of the Site Plan and one complete electronic PDF file shall be filed with the Planning and Development Department at the time of application.

Site Plan – Checklist:

General:

- Name of development, type of business, building square footage and parking required and parking provided.
- Owner (name, address, and telephone number).
- Developer (name, address and telephone number).
- Date of survey, date plan drawn, and revision dates as applicable.
- Seal and signature of a registered engineer.
- North arrow with reference.
- Scale (no less than 1" = 100')
- Property PIN number in proper 14-digit format (Example: 047-1-259-00-0)
- Zoning classification
- Use and zoning of all adjacent parcels with owner(s) name(s)

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- Location of proposed business signage
- Existing and proposed elevations referenced to mean sea level, with a contour interval of 2 feet, accurate to one-half contour to indicate surface drainage patterns.
- Source of datum (benchmark used: GS benchmark, if available), and location of BM and GPS point in GA State Plan Coordinates or TBM at the site.
- Acreage of property and acreage of area to be developed.
- Location sketch (scale no less than 1" = 2000').
- All boundaries heavily lined with bearings and distances shown, accurate reference to Augusta and/or GPS geodetic control points which are defined by state plane coordinates unless the sum of the length of the lines constituting the boundary of the site is greater than the traverse distance along public roads to such control. If such reference is not furnished, then a locator tie, defined as a bearing and distance tie from a property corner to a point that can be accurately spotted on the ortho photo maps shall be furnished.
- Minimum building lines (front, side and rear), existing easements and proposed easements shown.
- A statement of the following: "I am the owner of the property affected by this Site Plan. Prior to requesting a Certificate of Occupancy, I will submit a notarized statement as follows: 'I certify that the site improvements are complete and in accordance with the approved plans and specifications.' This certification will be based on observations of and supervision of construction by my representative or me. I understand that the Certificate of Occupancy will not be approved until this certification has been made."
- A note to the effect that "Approval by Augusta, Georgia is for the improvements shown in the Site Plan. Any variation from the approved Site Plan must be approved by the City Engineer."
- A 24-hour local contact person.
- A descriptive note providing the following information:
 - Outfall(s) Information - Location, size and shape
 - Land Use - Commercial, Industrial, Residential, etc.
 - Acreage of on-site and off-site drainage areas contributing to discharge from development
 - Acreage of Impervious Drainage Area
 - Name of Receiving Drainage Basin

Inspection & Construction:

- Note on drawings: "Contractor shall contact the Engineering Department at least 48 hours prior to starting work on the project."
- 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.

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- A descriptive note as follows: "The cost of inspection by the City of Augusta Georgia'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% from 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 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."
- A general note as follows: "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 shall be added to the Site 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."

Transportation & Roads:

- Existing and proposed pavement width and right-of-way width of any existing streets adjacent to the development and distances to nearest intersection.
- Detail plan of all entrances, driveways, roadways, etc., that connect to existing county roads. (Connections to State Highways will require permits from Georgia Department of Transportation.)
- A note to the effect that "All construction within Augusta rights-of-way shall conform to Augusta, Georgia Standards and Specifications."
- The location of stop signs (and other traffic control devices as required by the Traffic Engineer) including a statement to the effect that "The developer shall be responsible for the initial installation of the signs."
- The sight distance and posted speed limit for every access onto an existing public or private roadway must be indicated.
- Compliance with Ordinance # 7477, Section 4-8 (of the Comprehensive Zoning Ordinance), Bicycle Parking

Utilities:

- Plan and profile of storm sewers on a scale of no less than 1" = 100' horizontally, 1" = 10' vertically. Elevation based on mean sea level.
- Sanitary sewers and manholes.
- Potable water distribution system plan.
- Each individual water service line shall be protected by a minimum double-check back flow device.

Environmental (storm water management, soil erosion, wetland protection, etc.):

- Acreage of all on-site and off-site drainage areas contributing to flow through the project.
- Storm water management plan.
- Heavy outline of 100-year flood plain and note thereof. Any disturbances within flood plain limits must comply with the Augusta Flood Ordinance. If the property is not in a 100-year flood plain, then write a note stating that:

Finished floor elevation of buildings a minimum of 3.0 feet above established 100-year flood elevation, if applicable.

- Soil Erosion and Sediment Control Plan required for any site over 1.1 acres. A statement from local Tax Official that ad valorem taxes owed and due have been paid is required. A SESC Plan Review Checklist is required. A Soil Erosion and Sediment Control Plan is recommended for all sites.
- A note to the effect that “All drainage easements and disturbed areas must be grassed and/or rip-rapped as required to control erosion.”
- A note to the effect that “All silt barriers must be placed immediately following clearing. No grading shall be done until silt barrier installation is completed.”
- Fence or Indemnity Form is required for all detention or retention areas which are not wholly contained in a parking lot.
- Provide at least one copy of pipe sizing, detention/retention sizing and other calculations required for review of this plan.
- Hydrology studies for both the Engineering Department and Soil Conservation Service, as applicable.
- For any Site Plan that includes wetlands shown on the National Wetlands Inventory maps or 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:

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.

- Location and detailed design of any spill and leak collection systems designed for the purpose of containing accidentally released hazardous or toxic materials.
- Location, dimensions and area of all impervious surfaces, both existing and proposed, on the site.

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- A descriptive note describing any permanent or temporary Best Management Practices (BMP's) used to impact or target Water Quality.
- The completed GA DNR-NPDES Checklist shall be included with the application.
- Any project within 100 feet of the Augusta Canal must be reviewed and approved by the Augusta Utilities Department.
- Does project need to be reviewed by the Planned Development Riverfront Review Board / Is Project located in the Planned Development Riverfront Zone?

Miscellaneous:

- The location of known gravesites and cemeteries located on the property. If grave sites or cemeteries are discovered during construction, information must be submitted to the Augusta Planning & Development Department immediately (See O.C.G.A. §36-72-1 et seq.).
- Landscape plan and summary sheet.

Eight (8) complete sets and one complete electronic PDF file shall be submitted once the Site Plan has been reviewed and approved and the Site Plan shall be stamped in accordance with the approval of the Planning and Development Department.

Approval of a Site Plan shall be valid for two years from the date of approval, after which a new Site Plan must be submitted per Section 202 of Site Plan Regulations. The Director may exempt an applicant from certain provisions of these Regulations if some development of the site has occurred, the applicable rules are essentially unchanged from the time of approval, and no more than four years have passed since the initial approval.

As Updated: June 8, 2016