



CONSTRUCTION PLAN REVIEW APPLICATION

P.O. Box 300 700 Hwy 293 Emerson, GA 30137
Phone (770) 382-9819

This application must be completed and accompany each construction plan project submission. The plan review process does not begin until all fees and plan requirements have been provided to the city. The applicant is responsible to prepare the plan in accordance with all city codes. Approval of construction plans shall expire and be null and void after a period of 12 months from the date of approval unless an extension is granted by the City.

Project / Development Name: _____

Address (Location of Development): _____

Parcel ID # _____ **Date of Application:** _____

DESIGN PROFESSIONAL

Design Firm: _____

Mailing Address: _____

Contact: _____ **Design Professional #:** _____

Email: _____ **Telephone #:** _____

OWNER

Owner: _____

Mailing Address: _____

Email: _____ **Telephone #:** _____

Date on Plans: _____ **Latest Revision Date:** _____ **Submittal Date:** _____

Residential (number of lots): _____ **Disturbed Acres:** _____

THE FOLLOWING ITEMS MUST BE INCLUDED WITH EACH SUBMITTAL

1. Two printed hard copies of the plan set at 24" x 36" size.
2. One printed hydrology report.
3. PDF copies of the plans and hydrology report (these can be emailed to plans@cityofemerson.org)
4. GSWCC submittal checklist

***PLANS MUST BE SUBMITTED SEPARATELY TO THE BARTOW COUNTY FIRE MARSHAL
FOR REVIEW AND APPROVAL***

City of Emerson Construction Plan Review Checklist

This checklist does not represent all of the requirements of the city codes. The applicant is responsible to prepare the plan in accordance with all city codes. Approval of construction plans shall expire and be null and void after a period of 12 months from the date of approval unless an extension is granted by the city.

Project Name _____ **Date of Plan:** _____

A. GENERAL REQUIREMENTS

	Description	Pass	Fail	N/A	Comments
1	Provide a narrative response to any previously issued comments from a previous submittal outlining how the comment was addressed and sheet that shows those changes.				
2	Common address and legal description of site.				
3	Tax Parcel ID Number				
4	Vicinity map				
5	Sidewalks. (Required on at least one side of the street on all new developments and are required on existing streets where new development occurs.)				
6	Preliminary plat or survey submitted with the construction plans.				
7	Show Location of all wells within one hundred feet of property or certify that there are no wells, if lots are served by septic tanks.				
8	Name of all utility companies.				
9	Evidence of any required environmental permits.				
10	Show location of any landfills or debris or garbage disposal sites on the property.				
11	The following note must be on the plans: It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.				

	Description	Pass	Fail	N/A	Comments
12	The following note must be on the plans: It is the developer's responsibility to address any wetlands issues to the satisfaction of the U.S. Army Corps of Engineers.				
13	Engineer's original signature, stamp and date.				
14	Signature statement for City Manager as outlined in the Development Regulations. Sec. 105-54.				
15	All plans must display the "Utilities Protection Center" logo and "Call Before You Dig" notice.				

B. ROAD DESIGN (Including Private Streets)

	Description	Pass	Fail	N/A	Comments
1	Deceleration lanes at entrance.				
2	Typical road section for proposed roads.				
3	Dimensions of turn radii.				
4	Plan and profile of existing road at proposed entrance.				
5	If additional right-of-way is required to bring the City road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Setbacks shall be measured from the future right of way.				
6	Proposed street profiles for all new streets.				
7	Proposed street grades.				
8	Proposed lengths of vertical curves.				
9	Vertical stopping sight distance at all proposed internal subdivision intersections.				
10	Street horizontal curve radii.				
11	All radii, curb setbacks and taper details.				
12	Landscaping shown inside Right-Of-Way.				
13	Typical construction details (curb and gutter, paving, etc.).				
14	Street signs. (Developer to provide all signage to MUTCD standards.)				
15	R/W dedications must be properly indicated on the plans.				
16	The city's policy is no existing streets can be open cut unless unusual circumstances warrant it.				

C. STORMWATER

	Description	Pass	Fail	N/A	Comments
1	Stormwater Management Plan				
2	Stormwater Operations and Maintenance Plan				
3	Stormwater Maintenance Access Easement				
4	Topographical layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.				
5	Location, size and length of existing drainage structures with drainage area.				
6	Description by registered engineer of how method of runoff control will not adversely affect property downstream.				
7	Location, size, length and type of all proposed drainage structures.				
8	Drainage area to each inlet point of drainage system.				
9	Ditch profiles.				
10	Ditch cross sections every fifty (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch)				
11	The 100-year floodplain limits and elevation or note absence.				
12	Profile of drainage pipes.				
13	All cross-drain pipes shown on the street profiles.				
14	Water travel distance in the street between catch basins.				
15	Drainage at intersections indicated by flow arrows on the plan sheet.				
16	All drainage structure outlets to be erosion proofed.				

	Description	Pass	Fail	N/A	Comments
17	Method of sizing all storm drainage structures.				
18	Dam breach zone shown if an existing or proposed permanent pond/lake is part of the proposed subdivision.				
19	Location and mean sea level elevation of bench mark.				

D. HYDROLOGY STUDY

	Description	Pass	Fail	N/A	Comments
1	Hydrology study should bear a stamp of a registered engineer or landscape architect registered in the State of Georgia.				
2	Name of project and its location.				
3	Description of current and proposed uses and conditions.				
4	Description of downstream (upstream as well if necessary) conditions and assessment of downstream capacities. Discuss how the method of runoff control will not adversely affect downstream property.				
5	Method used in analysis.				
6	An existing conditions map of the project with proposed topography shown, drainage basins delineated, acreages shown, Curve Numbers and Time of Concentration included. Off site drainage information should be shown.				
7	A proposed conditions map of the project with proposed topography shown, drainage basins delineated, acreages shown, Curve Numbers and Time Concentration included. The detention pond should be shown along with pond by-pass shown and quantified. Offsite drainage should also be included.				
8	Time of concentration for each basin shown.				
9	Detention pond outlet control structure detail with all appropriate elevation(s) and dimensions,. Include invert elevation(s) of weirs and orifices, weir width, orifice diameter, outlet pipe diameter, 100-year pool overflow elevation, etc. The detail in the hydrology study should match that shown in the construction plans.				
10	Curve Numbers for existing and proposed conditions. Include calculations.				

	Description	Pass	Fail	N/A	Comments
11	Peak flows for all storm return events for existing and proposed conditions, pond by-pass, and allowable detention pond release rates.				
12	Detention pond volume calculations (the conical method should be used).				
13	Detention Pond Stage-Storage-Discharge table.				

E. DETENTION POND DISCHARGE

	Description	Pass	Fail	N/A	Comments
1	The detention pond should be clearly illustrated on the plans with topographic information, 100-year pool limits shown and elevation called out. The outlet structure location and any associate piping should be clearly illustrated. No utilities should run through the detention pond area.				
2	It should be clear from the overall grading/drainage plan from contours and piping what areas flow to the pond and what by-passes the pond.				
3	The detention pond shall be encompassed within a drainage easement.				
4	If there are any walls associated with the pond, the engineering design should be included in the plans and certified by the engineer registered in the State of Georgia. All information required to build the wall should be included in the plans with the reinforcing bar schedules, illustrated cross-sections and profile of the wall and footing with all necessary dimensions and elevations, etc. Include calculations for factors of safety against overturning and sliding.				
5	Summary table comparing routed flows with allowable release rate flows for each storm event.				
6	A fully illustrated outlet structure detail should be included in the plans which should match that included in the hydrology study.				
7	If the pond is four feet or deeper, a chain link or privacy fence is required to a height of six feet.				

F. WATER

	Description	Pass	Fail	N/A	Comments
1	Site plan showing water layout.				
2	Pipe locations and sizes.				
3	Location and size of gate valves, air release valves and other associated equipment.				
4	Thrust blocks at all bends and tees.				
5	Location of all existing and proposed fire hydrants.				
6	Existing water main locations, sizes and types of materials surrounding the project.				
7	Detail of tap to water main.				
8	Proposed meter sizes and locations.				
9	Nearest existing line valves on main in order to isolate tap.				
10	Provide pressure and flow test results.				
11	Indicate any easements as required.				
12	EPD Water System Extension Form completed by registered engineer as required.				
13	Include all appropriate City standard water details as applicable to the project.				
14	Provide an irrigation layout plan to indicated the location of all piping, heads, controller and areas to be covered.				

G. SEWER

	Description	Pass	Fail	N/A	Comments
1	Site plan showing sewer layout.				
2	Manholes should have numbers, line designations, flow arrows and topography.				
3	Sewer layout showing proposed storm drain crossings.				
4	Detail tie-in of proposed lines with existing lines as to elevation and invert direction of manholes.				
5	Profile of proposed sewer lines including location of streams and storm drains.				
6	Outside drop-manhole designation.				
7	Percent grade, length, size of mains.				
8	Lateral and clean out locations.				
9	Materials to be used.				
10	Easements for proposed sewers and future as required.				
11	Include all appropriate City standard sewer details as applicable to the project.				

H. ZONING

	Description	Pass	Fail	N/A	Comments
1	Proposed use of the property				
2	Present zoning district and zoning district of abutting land.				
3	Total acreage for the entire property (acres)				
4	Locations of all existing or proposed buildings, entrances and parking.				
5	Total parking spaces				
6	Area of impervious surface				
7	Area of landscaping (square feet or acres)				
8	Housing unit quantity or total square footage				
9	Dumpster or compactor location and structural details				

Additional Comments: