



MINOR LAND DISTURBANCE PERMIT PROGRAM (Minor LDP Program)

The Minor LDP Program may be considered to be the most appropriate means to permit less significant land disturbing activities. **It is customized to your project, and we're here to help!**

Permit Fees are either waived or are set at \$250.

Projects that qualify are generally:

- Significantly less intrusive than activities covered by a Full Land Disturbance Permit (LDP),
- Ineligible to qualify for the Homeowner Landscaping / Gardening Exemption for Land Disturbing Activities,
- Construction activities, without the installation and maintenance of proper Erosion and Sediment Control Best Management Practices (BMPs), are likely to discharge sediment laden waters off of a property,
- Likely to result in an increase of concentrated stormwater runoff at property boundaries, which would adversely impact your neighbors or downstream properties, and/or
- Not covered by other City permitting processes. *The Minor LDP is often paired with larger single family residential home construction projects that require additional requirements for erosion and sediment control that aren't captured by a building permit.*

The Community Development Director, through the Land Development Manager, determines when and/or if a Minor LDP may be used. A pre-submittal meeting is necessary to evaluate which permit is the most appropriate for your project.

The Minor LDP Program helps Owners of small projects that "seemed" manageable at the beginning avoid commonly seen pitfalls that lead to out-of-control issues that double or triple budgets and often lead to citations as the scope of work grows in size over time.

Please e-mail landdevelopment@johnscreekga.gov to schedule an appointment to see if a Minor LDP is right for your project.

Chapter 109 - Article VI – Soil Erosion, Sedimentation, and Pollution Control

Section 150 – Exemptions

(3) Such minor land disturbing activities as home gardens and individual home landscaping, repairs, maintenance work, fences, and other related activities which result in minor soil erosion.

Threshold for determining **whether a project falls under the terms "home gardens" or "individual home landscaping:"** if a project can be reasonably expected to be completed by homeowner using typical home & garden tools, i.e. a wheel barrow and shovels, over a couple of weekends, then it is exempt.

*(4) The construction of single-family residences when such construction disturbs less than one acre and is not part of a larger common plan of development or sale with a planned disturbance of equal to or greater than one acre and not **otherwise exempted under this section...***

The exemption above applies to the full LDP. The Minor LDP Program is designed to be a proactive program of education and routine site visits designed around Section 109-151 – Minimum Requirements for Erosion, Sedimentation, and Pollution Control Using Best Management Practices.



Johns Creek

be the exception

www.JohnsCreekGA.gov

11360 Lakefield Drive
Johns Creek, Georgia 30097
678-512-3200

Date: ____ / ____ / ____

Permit No.: _____

Fee: \$ _____

MINOR LAND DISTURBANCE PERMIT APPLICATION

TYPE

Description of proposed development (check all that apply):

- Single-Family Development
- Multi-Family Development
- Commercial Development
- Mixed-Use
- Stream Buffers

- Land Disturbance < 5,000 sq. ft.
- Land Disturbance > 5,000 sq. ft.
- Within River Corridor
- Minor Clearing / Landscaping
- Per Land Development Manager
- Other:

Possible Additional Permits:

- Demolition
- Pool
- Retaining Wall (over 4')
- Fence
- Other:

PROJECT

Name of Project or Subdivision (note name of former Subdivision, if any)

of Lots

Property Address

Suite/Apt #.

City

State

Zip Code

Property ID / PIN

Zoning

Zoning Case No.

Total Square Feet

Disturbed Square Feet

Owner of Record (Company / Individual)

E-Mail

Owner Address

Suite/Apt #.

City

State

Zip Code

APPLICANT

Applicant Name

Company

Mailing Address

Suite/Apt #.

City

State

Zip Code

Phone

Cell Phone

Fax Phone

E-mail

I hereby certify that all information provided herein is true and correct.

Applicant Signature: Property Owner or Owner's Representative

Date



11360 Lakefield Drive
 Johns Creek, Georgia 30097
 678-512-3200
www.JohnsCreekGA.gov

MINOR LAND DISTURBANCE PERMIT APPLICATION & CHECKLISTS

OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Johns Creek Minor Land Disturbance Permit for residential and non-residential projects. The application should be submitted following a Mandatory Pre-Submittal Meeting with a member of the Land Development Division (LDD). Submittal deadline is Tuesday by 11:00 am to receive plan review comments/approval by Wednesday of the following week. Prior to a Minor LDP approval, provide approvals from any jurisdiction identified during the Mandatory Pre-Submittal Meeting.

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ACCESSORY PERMITS

Depending on your project, you may be required to obtain additional City of Johns Creek permits. Applications are available on the website or at the permit desk at City Hall.

- Demolition
- Retaining Wall
- Fence
- Pool

CONTACT US – 678.512.3200

Interim Community Development Director.....	Kimberly Greer
Stormwater Project Manager.....	Osmany Ordonez
Planning & Zoning.....	Yang Chen
Site Review.....	Osmany Ordonez
Addressing/Land File.....	Julie Kutz
City Arborist.....	Osmany Ordonez
Land Development Inspector.....	Jacques Littles
City Engineer.....	Ken Hildebrandt

OTHER HELPFUL TELEPHONE NUMBERS

Fulton County Environmental Health Services.....	404.332.1801
Georgia Department of Transportation.....	404.986.1094
Fulton County Water / Sewer.....	404.730.7399

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

3. MINOR LAND DISTURBANCE PERMIT SUBMITTAL CHECKLIST

When submitting plans for review for a Minor Land Disturbance Permit, provide all items checked below. The Land Development Division (LDD) will determine if an item is applicable. Incomplete applications will not be accepted into the review process.

 FOR CITY OF JOHNS CREEK USE (to be initialed by Land Disturbance Permit Plans Intake personnel):

_____ All required items are present. Land Disturbance Application will be submitted for review.
 _____ All items are NOT present. Land Disturbance Application Submission denied.

Applicant *COJC* Please check each item only if complete and included

- | | | |
|-----|-----|--|
| ↓ | ↓ | |
| ___ | ___ | 1. Completed Minor Land Disturbance Permit Application and Submittal Fee |
| ___ | ___ | 2. Provide _____ sets of plans, bearing the a. <input type="checkbox"/> The design professional's seal and signature,
b. <input type="checkbox"/> Owner's signature and date , or c. <input type="checkbox"/> Applicant's signature and date
Maximum sheet size shall be 30" x 42". On the plans include: |
| ___ | ___ | A. Required Sheets: |
| ___ | ___ | 1. Cover sheet |
| ___ | ___ | 2. Zoning conditions and all applicable private agreements |
| ___ | ___ | 3. <input type="checkbox"/> Survey, <input checked="" type="checkbox"/> Existing Conditions, <input type="checkbox"/> Demolition plan, as checked |
| ___ | ___ | 4. Site plan |
| ___ | ___ | 5. Drainage & Grading (with storm pipe: <input type="checkbox"/> plan <input type="checkbox"/> profiles <input type="checkbox"/> pipe chart) |
| ___ | ___ | 6. Utility plan (with sanitary sewer profiles) |
| ___ | ___ | 7. Phased Erosion Control (<input type="checkbox"/> initial, <input type="checkbox"/> intermediate, <input type="checkbox"/> final) |
| ___ | ___ | 8. Standard details |
| ___ | ___ | 9. Landscape and Tree Protection Plan |
| ___ | ___ | 10. Site/Street Photometric Lighting Plan and Details |
| ___ | ___ | B. Per GESA 12/31/06 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. |
| ___ | ___ | C. Provide project name/address; owner's name/address/phone; <input type="checkbox"/> design firm name/address/phone/e-mail; 24 hour contact name/ <u>local</u> phone/e-mail on cover sheet and all ESPCP sheets. |
| ___ | ___ | D. 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"=40'), graphic scale. |
| ___ | ___ | E. If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), provide as-built survey of any and all existing development, e.g., buildings, structures, etc. Plans should include Atlanta Regional Commission (ARC) Certificate with assigned vulnerability categories and allowances for existing & proposed cleared & impervious areas. |
| ___ | ___ | F. Engineer's Stormwater Management Report/Hydrology Report, (2 copies) and/or hydrology statement on plans |
| ___ | ___ | G. FEMA Flood Map (most current) shown on plans & Flood Study (2 copies if applicable) |
| ___ | ___ | H. 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. |
| ___ | ___ | I. If installing a new irrigation system, provide location and detail of rain sensor shut-off switch. |
| ___ | ___ | J. Provide approved plans from the Fulton County Water and Sewer and Fulton County Health Departments. |
| ___ | ___ | K. Other: _____ |
| ___ | ___ | L. Other: _____ |

4. MINOR LAND DEVELOPMENT FEE SCHEDULE

Review Fees

MINOR LDP

\$250

Additional review fee of \$200 assessed for the third and subsequent re-submittal of plans

5. LDP SURETIES AND FEE REQUIREMENTS



MLDP SURETIES AND FEE REQUIREMENTS

Erosion Control/Stabilization Surety

Every permit applicant 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. 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. Surety calculation forms and templates are available up the web page:

<http://www.johnscreekga.gov/JCGA/Media/PDF-CD/LandDev/surety-erosion-calculation.pdf> ;

<http://www.johnscreekga.gov/JCGA/Media/PDF-CD/LandDev/surety-erosion-control-bond-template.pdf>

City Code, Soil Erosion & Sedimentation Control Ordinance Section 109-152

6. LANDSCAPE AND TREE PROTECTION CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied

Applicant *COJC* Please check each item only if complete and included

Per Chapter 113, Article 10, Section 113-115 of the City of Johns Creek City Code, provide a separate sheet dedicated to a Tree Protection and Landscape Plan

- A. Tree Protection Plan may be submitted either as part of the landscape plan or as a separate drawing. Refer to the City of Johns Creek Tree Preservation Ordinance (Chapter 109, Article 7 of the City Code) and the Tree Administrative Guidelines for guidance.

Landscape Plan Requirements

- ___ ___ A. Include all required undisturbed buffers, landscape strips, and parking islands with the required dimensions. These requirements must be drawn and dimensioned on all sheets submitted for a permit.
- ___ ___ B. Include planting list with proposed plant material names (common and botanical), quantity, size, any special planting notes, and tree density unit value.
- ___ ___ C. Include planting details.
- ___ ___ D. All required landscape strips must be planted at a density so as to provide at least 60% spatial coverage in trees and shrubs, with no more than 40% grass, sod, or other ground cover. Minimum number of trees shall comply with the Tree Administrative Guidelines. Show the calculations on the plan.
- ___ ___ E. All required buffers must be planted or replanted to buffer standards unless existing conditions meet or exceed these standards.
- ___ ___ F. Detention Pond Requirements: A 20-foot wide landscape buffer planted to detention pond landscape buffer details shall be provided around the exterior of all detention areas adjacent to and outside of the required 10-foot wide access easement, or as may be approved by the City of Johns Creek Arborist. See the Tree Administrative Guidelines for standard details.
- ___ ___ G. Parking Islands must be provided as required by Conditional Zoning or Section 4.23.2 of the Zoning Ordinance. Parking islands must be planted with a minimum **2" caliper shade trees** as approved by the City Arborist. Parking Islands must be a minimum of 10 feet wide.
- ___ ___ H. Permanent structures cannot be permitted in landscape strips, parking islands, improvement setbacks or buffers, including but not limited to retaining walls, curbing, dumpsters, detention facilities, etc. Monument signs, drainage structures, and sidewalks may be allowed with pre-approval. Decorative walls or retaining walls may be allowed in the landscape strip, provided that they are faced with brick or stacked stone to match the architectural building theme.
- ___ ___ I. Curb stops must be used to prevent vehicle overhang into required landscape strips and parking islands. One curb stop per parking stall is required.
- ___ ___ J. Live plant material shall be incorporated on or directly in front of all buildings.

Tree Protection Plan Requirements

- ___ ___ A. Include all tree protection zones and label all tree save areas (even in R.O.W., adjacent to sidewalk) and show areas of re-vegetation.

6. LANDSCAPE AND TREE PROTECTION CHECKLIST – Cont'd

- ___ ___ B. Indicate exact location of all specimen trees onsite as verified by a field run survey. On the site plan, include the size of each specimen tree and indicate whether the specimen tree is to be saved or removed.
- ___ ___ C. Healthy specimen trees impacted by land disturbance must be recompensed with a tree unit value that is equal to the value of the tree being removed. Specimen hardwood trees have to be **compensated for with either 2" or 4" caliper hardwood trees. Specimen evergreen trees have to be compensated for with either 2" or 4" caliper Southern Magnolias, Deodar Cedars, Canadian Hemlocks, or Cryptomerias.** Specimen native flowering trees have to be compensated for with **either 2" or 4" caliper hardwood trees.** If 2-inch caliper trees are used, the unit value of a 2-inch caliper recompense tree is .35, not its .50 unit value. Provide recompense calculation on plan.
- ___ ___ D. Include limits of clearing and land disturbance such as grading, trenching, etc, where these disturbances may affect tree protection zones.
- ___ ___ E. Indicate the proposed locations of all underground utilities. Tree save areas cannot be considered in utility easements.
- ___ ___ F. Methods of tree protection shall be indicated for all tree protection zones, including tree fencing, erosion control, retaining walls, tunneling for utilities, aeration systems, transplanting, staking, signage, etc. Provide tree protection details.
- ___ ___ G. This plan should indicate staging areas for parking, materials storage and concrete washout because these areas might affect tree protection.
- ___ ___ H. The required site tree density factor must be satisfied. Provide density calculations on plans. Existing trees or stands of trees used in the density calculation must be indicated on the drawing. Flowering ornamental replacement trees may not be used in density calculations. Provide sampling area calculations or individual tree units.
- ___ ___ I. Replacement trees used in density calculations must be ecologically compatible with the intended growing site.

Clearly state the following notes on the Tree Protection/Landscape Plans

- ___ ___ A. Provisions for tree protection on the site shall be, as a minimum, in conformance with the requirements of the latest edition of the City of Johns Creek Tree Preservation Ordinance, Zoning Ordinance and administrative guidelines pertaining to tree protection.
- ___ ___ B. If the landscape design and plant material are changed from the permitted plan, three (3) sets of revised plans shall be submitted **to the City of Johns Creek arborist's office for approval, prior to** any landscape installation.
- ___ ___ C. All landscaping for the project shall be completed prior to the issuance of certificate of occupancy. Contact the City of Johns Creek at 678.512.3200 for site inspection upon completion of landscape installation.

Clearly state the following notes on BOTH the Tree Protection/Landscape Plan and the Grading Plan

- ___ ___ A. Contact the City of Johns Creek Land Development Inspector at 678.512.3200 to determine if a pre-construction meeting prior to any land disturbance is required. All required tree fence must be installed prior to this meeting.
- ___ ___ B. Undisturbed buffers shall be planted to buffer standards where sparsely vegetated or where disturbed due to approved utility crossings. Replanting is subject to City Arborist approval.
- ___ ___ C. Call Before You Dig (800) 282-7411

Stream Buffer Protection Standards

- ___ ___ A. All State Waters (as defined by O.C.G.A.12-7) require a minimum undisturbed buffer, measured from the point of wrested vegetation, fifty (50) feet wide and an additional impervious setback of twenty-five (25) on both sides of the stream or normal pool level (i.e. lake/pond).

7. STORMWATER WATER QUALITY CHECKLIST

Reviewed By: _____ Phone: _____ Accepted / Denied _____

Applicant *COJC* Please check each item only if complete and included

Water Quality Analysis

- ___ ___ A. Provide water quality enhancements designed to provide treatment for _____ inches of runoff. 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>.
- ___ ___ B. Provide details of all water quality facilities and calculations. Provide planting plans when applicable.
- ___ ___ C. Provide a copy of the Stormwater Quality Site Development Review Tool. Tool is available from www.northgeorgiawater.com.
- ___ ___ D. Provide a map of the site highlighting the areas used for the Stormwater Quality Site Development spreadsheet, the map shall include any bypass area.
- ___ ___ E. Provide the Site Development Tool spreadsheet. Note that undisturbed areas or stream buffers cannot be considered Natural Conservation Areas unless it is a properly recorded conservation easement
- ___ ___ F. 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.
- ___ ___ G. When Natural Area Conservation Easements are proposed provide easement documentation and clearly delineate on the plans and exhibits contained in the hydrology study.
- ___ ___ H. Provide a Stormwater Maintenance Agreement.
- ___ ___ I. Provide a Floodplain Indemnification Document if applicable.
- ___ ___ J. 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.

Hydrology and Drainage Items

- ___ ___ K. Show a 20 ft., graded (max 16% 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.
- ___ ___ L. Provide a 20 ft. landscape strip as required by the City Arborist around the exterior of all detention areas adjacent to and outside the required 10 ft. access easement.
- ___ ___ M. If side slopes for the stormwater facility are steeper than 4:1 show a six foot high security fence with a 10 ft. access gate outside of the ten foot access easement around each detention pond. Show the location of the access gate.
- ___ ___ N. Provide details for the Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908.
- ___ ___ O. Eliminate proposed concentrated discharge from site where existing condition is sheet flow.
- ___ ___ P. When serving three lots or more, detention ponds shall be located on a separate parcel where no home can be constructed.
- ___ ___ Q. 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.

7. STORMWATER WATER QUALITY CHECKLIST CONT'D

- R. **Provide design engineer's professional seal, signature and date on plans and report. Signature and date shall be handwritten as required by the Georgia Board of Professional Engineers 180-12.02 (3) and (5).**
- S. Provide access to outlet control structure with manhole steps.
- T. Identify and wetlands on site or provide a statement that there are none.

Drawings

- U. Show the limits of proposed construction to be permitted.
- V. Clearly note this statement on plans:
Call Before You Dig 811 or (800) 282-7411
- W. Reference all storm drainage structures (e.g. catch basins, drop inlets, headwalls, etc.) to Johns Creek or other standard (GDOT, etc.) or provide complete detail(s) if not a public standard.
- X. Storm drainage structures shall discharge into natural draws or drainage channels/swales.
- Y. For all permit revisions, submit a letter stating the proposed changes. These changes should be highlighted on all sheets affected.

8. STORMWATER PLAN REVIEW CHECKLIST

- ___ ___ A. Reference all storm drainage structures (e.g. catch basins, drop inlets, headwalls, etc.) to Johns Creek or other standard (GDOT, etc.) or provide complete detail(s) if not a public standard.
- ___ ___ B. Storm drainage structures are not allowed within the radius of a curb.
- ___ ___ C. Provide outlet velocity at outlet structures (i.e. storm drainage profile).
- ___ ___ D. Address entrance drainage.
- ___ ___ E. 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. Storm drain cross section:
 - ___ ___ 1. Minimum pipe cover:
 - ___ ___ a. Storm drains: 18 inches outside roadway, 36 inches within roadway (Ref. FC Standard 524).
 - ___ ___ 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%
- ___ ___ B. All storm crossings under public roadways shall be reinforced concrete pipe (RCP)
- ___ ___ C. 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.
- ___ ___ D. Show size, material type, class or gauge, percent slope, and length of all pipes.
- ___ ___ E. Provide invert elevations and top elevations of drainage structures.
- ___ ___ F. Maximum allowable slope is 10% for RCP and 14% for CMP. Anchor collars may be required on storm pipes when the slope exceeds these standards.

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. 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.
- ___ ___ B. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).
- ___ ___ C. Show concrete spillway at the end of curb and gutter (Ref. GDOT Standard 9013, Type III) where applicable.
- ___ ___ D. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).

9. EROSION CONTROL CHECKLIST

City of Johns Creek Erosion Control Plan Requirements (provide most current GSWCC Checklist on plans if ≥ 1 disturbed acre for the appropriate General Permit, below is the minimum requirements for the Stand Alone Permit.)

- ___ ___ A. The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.
- ___ ___ B. Provide the name, address and phone number of primary permittee.
- ___ ___ C. Note total and disturbed acreage of the project or phase under construction.
- ___ ___ D. Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.
- ___ ___ E. Description of the nature of construction activity
- ___ ___ F. Identify the project receiving waters and describe all sensitive adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.
- ___ ___ G. Clearly note the statement that "Non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits."
- ___ ___ H. Clearly note the statement that "Waste materials shall not be discharged to waters of the State, except as authorized by a section 404 permit."
- ___ ___ I. Clearly note statement that "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to land disturbing activities."
- ___ ___ J. Clearly note statement that "Erosion control measures will be maintained at all times. 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."
- ___ ___ K. Clearly note the statement "Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."
- ___ ___ L. Show the BMPs for concrete wash-down of tools, concrete mixer chutes, hoppers and the rear of the vehicles. Washout of the drum at the construction site is prohibited.
- ___ ___ M. Description and chart or timeline of the intended sequence of major activities, which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMPs, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).
- ___ ___ N. Provide complete requirements of inspections and record keeping by the primary permittee.
- ___ ___ O. A description of appropriate controls and measures that will be implemented at the construction site including: (1) initial sediment storage requirements and perimeter control BMPs, (2) intermediate grading and drainage BMPs, and (3) final BMPs. For construction sites where there will be no mass grading and the initial perimeter control BMPs, intermediate grading and drainage BMPs, and final BMPs are the same, the plan may combine all of the BMPs into a single phase.*
- ___ ___ P. Graphic scale and North arrow.
- ___ ___ Q. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
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1 inch = 100ft or larger scale	Flat 0 - 2% Rolling 2 - 8% Steep 8% +	0.5 or 1 1 or 2 2,5 or 10
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- ___ ___ R. Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.
- ___ ___ S. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
- ___ ___ T. Delineation and acreage of contributing drainage basins on the project site.
- ___ ___ U. The limits of disturbance for each phase of construction.
- ___ ___ V. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend.
- ___ ___ W. Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of the year that seeding will take place and for the appropriate geographic region of Georgia.
- ___ ___ X. 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.
- ___ ___ 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.
- ___ ___ 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 up ground within the construction area has been completely stabilized with permanent vegetation and all roads/driveways have been paved.
- ___ ___ 9. 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 Johns Creek Erosion Control Ordinance.
- ___ ___ 10. A copy of the approved land disturbance plan and permit shall be present on the site whenever land disturbance activity is in progress.
- ___ ___ 11. All sewer easements disturbed must be dressed and grassed to control erosion.
- ___ ___ AA. Provide an Erosion Control Surety calculation form.

10. PRE-CONSTRUCTION MEETING INFORMATION

All Minor Land Disturbance Permittees may be required to schedule a pre-construction meeting with the Land Development Inspections Division prior to any site activity. Your Permit Approval Notice will note whether a Pre-Con Meeting is required. The pre-construction meeting provides an opportunity to meet the Johns Creek site inspectors, to 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 at City Hall prior to any land disturbance activity. The developer/owner, design engineer, and site contractors should be present. The Land Disturbance Permit (LDP) will be presented after the meeting.

The Engineer, the Developer, the Owner, the General Contractor, any major Sub-**Contractor's**, the 24-Hour Contact, and any other Primary, Secondary, and/or Tertiary Permittees *are required* to register all pertinent **contact and licensing information with the City's** Management Information System (MIS) prior to the Pre-construction meeting. All inspection results are forwarded to this contact list. This is the formal manner in which Permittees, Designers, and other Related Parties will be made aware of inspection results. Posted signs giving notice of Non-Compliance, Violations, and Stop Work Orders will be placed on site, but the details of these non-compliance issues are contained in the e-mailed inspection results.

Items that will be discussed during the meeting include:

- Initial erosion & sediment controls (E&SC), tree save, installation sequencing (Sd3, Re, etc.)
- State waters, buffers, and wetlands delineation
- Construction exit (Co) and LDP/site plan location
- Receipt of 7-day Letter from Design Professional of Record
- Stormwater Sampling and records location
- Permit box location
- Job trailer (if there will be one and the requirements)
- Temporary vegetation (14 day rule) and dust control (Du)
- Any Conditions of Zoning
- Site inspections and enforcement procedures
- Department of Public Works items, site distance, and rights of way disturbance
- Final plat or plan requirements and procedures
- Copy of the NPDES General Construction Permit Notice of Intent (NOI) with return receipt from EPD and copy of the check for fees paid.
- Level 1B Certified Staff responsible for the day to day activities and a copy of the Blue Car.

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

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Other useful City of Johns Creek contacts:

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|---|--------------|
| • Jacques Littles, Land Development Inspector | 678.512.3278 |
| • Osmany Ordonez, Stormwater Project Manager | 678.512.3291 |
| • Ken Hildebrandt, City Engineer | 678.512.3264 |
| • Osmany Ordonez, City Arborist | 678.512.3291 |
| • Julie Kutz, GIS Analyst | 678.512.3287 |
| • Kevin Dye, Right of Way/Utility Coordinator | 678.512.3254 |