

# **CARROLL COUNTY** **DEVELOPMENT APPROVAL PROCESS**

The purpose of this packet is to provide information on how development plans are reviewed and approved through Carroll County Environmental Health and Carroll County Community Development. In the Appendix you will find the required applications and checklist for each type of submittal

## **1. PRELIMINARY PLANS - (required for all subdivisions)**

Submit a completed Subdivision Analysis Record and pay the required fee to the Carroll County Environmental Health office located at 423 College Street, Carrollton GA, Room 508. Please see the Carroll County Environmental Health office for amount of the review fee.

You will receive a **receipt that must be submitted** with the preliminary plans to Carroll County Community Development, 423 College Street, Carrollton, GA, Room 503. You will need to **submit 6 copies of preliminary plans for review.**

The plan review fee for Carroll County Community Development is \$150.00. You will be able to submit plans to the administrative support if the County Engineer is not able to meet with you., but please try to obtain a meeting with the County Engineer first. Feel free to set up appointments via email at [bkent@carrollcountyga.com](mailto:bkent@carrollcountyga.com) or call (770)830-5861 Ext 235. All revisions after the initial review may be submitted to the administrative support at the front desk.

Review of preliminary plans will take place along the following schedule:

<b>Plans</b>	<b>Deadline 12:00 noon</b>	<b>Reviewed by committee on</b>	<b>Returned On (after 2<sup>nd</sup> committee mtg)</b>
<b>Preliminary</b>	1 <sup>st</sup> Wednesday	2 <sup>nd</sup> Monday	2 <sup>nd</sup> Tuesday
	3 <sup>rd</sup> Wednesday	4 <sup>th</sup> Monday	4 <sup>th</sup> Tuesday

If you miss the deadline your plans will be reviewed on the next cycle, for example if you turn in plans on the 1<sup>st</sup> Thursday instead of the 1<sup>st</sup> Wednesday then your plans will be reviewed on the 4<sup>th</sup> Monday instead of the 2<sup>nd</sup> Monday. You will be able to find a schedule of deadline/review/return dates on the Bulletin board in front of Community Development.

Preliminary Approval from Carroll County Community Development is valid for two (2) years. Preliminary Approval from Carroll County Environmental Health is valid unless there have been environmental impacts on or adjacent to the project site.

Once you have received approval of the Preliminary plans you will be free to submit the construction drawings at any time.

## **2. CONSTRUCTION PLANS**

**Submit six (6) complete sets of construction plans** to Carroll County Community Development at 423 College Street, Carrollton, GA, Room 503, with a Development Application attached. If the development is a subdivision you must include the approved preliminary or else it will not be accepted as complete set of plans. The plan review fee is \$150.00 for those projects that did not have to go through preliminary review and have not already paid the review fee. You will be able to submit plans to the administrative support, if the County Engineer is not able to meet with you., but please try to obtain a meeting with the County Engineer first. Feel

free to set up appointments via email at [bkent@carrollcountyga.com](mailto:bkent@carrollcountyga.com) or call (770)830-5861 Ext 235. All revisions after the initial review may be submitted to the administrative support at the front desk.

Review of all plans will take place along the following monthly schedule:

Plans	Deadline 12:00 noon	Reviewed by committee on	Returned On (after 2 <sup>nd</sup> committee mtg)
Construction	1 <sup>st</sup> Wednesday	2 <sup>nd</sup> Monday	4 <sup>th</sup> Tuesday of that Month
	3 <sup>rd</sup> Wednesday	4 <sup>th</sup> Monday	2 <sup>nd</sup> Tuesday of next Month

The review time for construction plans will be least two (2) weeks so that agencies can make site visits and have time to completely check all necessary calculations, etc. Under no circumstances will the Land Disturbance Permit be issued until the County Engineer has approved the E&S plans.

Prior to the commencement of any work and as a prerequisite for issuance of a land disturbance permit, the subdivider shall file with the engineer an indemnification agreement, indemnifying the county against claims and liability arising out of water drainage problems resulting from the development. The indemnifications agreement shall be in the form supplied in appendix A to Chapter 86 Subdivision Regulations.

### 3. Land Disturbance Permit

- A. The local issuing authority may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof up to, but not exceeding, \$3,000.00 per acre or fraction thereof of the proposed land-disturbing activity, prior to issuing the permit. If the applicant does not comply with Carroll County Soil Erosion and Sedimentation Control Ordinance or with the conditions of the permit after issuance, the local issuing authority may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.
- B. Upon approval from the County Engineer, a Land Disturbance Permit will be issued by the County Engineer in a scheduled pre-construction conference between the County Engineer and the Developer.
- C. Fees for Land Disturbance Permits are based on the following schedule:
  - a. Clearing and Grubbing only \$25.00/acre
  - b. Residential subdivision grading \$25.00/lot
  - c. Commercial/Industrial \$100.00/disturbed acre
  - d. NPDES County Erosion Control Fee\* \$40.00/disturbed acre
  - e. NPDES State Erosion Control Fee\* \$40.00/disturbed acre

\*Carroll County is the local issuing authority for unincorporated Carroll County. In addition to the above mentioned land disturbance fees the Georgia EPD has made concessions to help fund erosion and sedimentation control enforcement to be calculated at a rate of \$80.00 per disturbed acre, with ½ or \$40.00 going to the local government and the other ½ or \$40.00 to the state government. You can obtain an EPD-Construction Land Disturbance Fee Form at <http://www.state.ga.us/dnr/environ/> and send the \$40.00 per disturbed acre to the state before applying for a permit. You will need to pay the other \$40.00 per disturbed acre on a separate check at the time you pick up your permit.

### 4. FINAL PLAT APPROVAL

The final plat review fee is \$100.00 plus \$15 per lot and the final plat filing fee is \$100.00.

The County Engineer will forward the final plat to the following agencies for initial review: Carroll County Environmental Health, Public Works, Carroll County Fire Department, and the Carroll County Water Authority.

Once all agencies and departments have completed their review, the County Engineer will approve a copy of the plat for addressing and the surveyor/engineer will be able to make any necessary changes along with adding the addresses before re-submitting the final set for signing.

Prior to the plat being circulated for signatures, the County Engineer will need assurance that all the following items have been addressed. The signed plat is then recorded at the Courthouse (Clerk of Court) by the County Engineer. **2 mylars and 5 paper copies no larger than 17 x 22 must be submitted for recording.** One mylar copy is filed in the Carroll County Community Development Department. The other mylar is returned to the surveyor/developer for their records along with any remaining paper copies of the plat.

1. All subdivision street signs must be installed.
2. All construction items must be completed according to the approved plans (ie. Detention ponds, etc.). All storm drains and roadway improvements are approved by Public Works Department.
3. The development must be in full compliance with all required soil erosion and sedimentation control measures.
4. All streetlights must be installed. Streetlight Tax District application must be submitted and all required fees and deposits must be paid. (2 year utility cost must be paid).
5. Maintenance Bond/Letter of credit must be submitted to Carroll County for all improvements. This bond must be for 20% of the total cost of improvements within the development including roadway construction, curbing and storm drainage. This bond must be valid for 12 months after the final plat has been approved or until 75% of the lots within the subdivision have been developed, whichever comes first. NOTE: Water/Sewer costs are not included in this bond. NOTE: A maintenance/performance bond may be required for Amenity Areas if deemed necessary by Carroll County.
6. The establishment of a Homeowner's Association must be provided.
7. "As built" plans of roads, storm sewer, water mains and detention facilities must be submitted.
8. A digital copy of the Final Plat must be submitted so it may be forwarded to the Mapping Department at the Carroll County Tax Commissioners office. (.dwg is preferred .dgn can be accepted)



# Carroll County Department of Community Development

423 College Street, Carrollton, Georgia 30117 Phone: (770) 830-5861 Fax: (770) 830-5866

## PRELIMINARY PLAT REVIEW CHECKLIST (Appendix "E" Carroll County Subdivision Regulations)

Project Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carroll County Community Development - Engineer

Please address all items marked with an "X" below, as well as any additional comments on the attached plan (s), prior to resubmittal.

\_\_\_\_\_ The Preliminary Plat shall be clearly and legibly drawn at a standard engineering scale of not less than 1" = 100'. Sheet size shall not exceed 24" x 36" unless otherwise approved by the department.

\_\_\_\_\_ The Preliminary Plat shall be surveyed and drawn by a registered Professional Engineer, landscape Architect, or Land Surveyor, and the seal and signature of the person responsible for the plat shall be placed on the plat.

The Preliminary Plat shall contain the following:

\_\_\_\_\_ The proposed name of the subdivision, and the names of all proposed streets.

\_\_\_\_\_ Name, street address, and telephone number of the owner of the property.

\_\_\_\_\_ Name, street address, and telephone number of the subdivider.

\_\_\_\_\_ Date of survey, north arrow, and graphic scale.

\_\_\_\_\_ State the total number of acres and number of lots.

\_\_\_\_\_ Note the minimum lot size requirement and square footage area of each lot.

\_\_\_\_\_ Identify all land to be reserved or dedicated for public use.

\_\_\_\_\_ Show green space area (20% of total property acreage must be designated as green space on a separate parcel with access).

\_\_\_\_\_ Show 10 ft. "No Access Easement" along the rear of all double frontage lots.

\_\_\_\_\_ Show all required zoning or state water buffers as applicable. Local / State undisturbed buffers required on waters (25 feet on all state waters, 100 feet undisturbed buffer (from stream bank) for waters within Dog River, Snake Creek, Turkey Creek and Little Tallapoosa River Basins). NOTE: Septic tank drain fields and building(s) may not be placed within a 150 ft. setback from the stream bank within a protected drainage basin.

\_\_\_\_\_ State the present zoning of the property.

- \_\_\_\_\_ Show the zoning of adjacent properties including property owners name, subdivision name, lot numbers, land uses, etc.
- \_\_\_\_\_ Show any jurisdictional (city or county) boundary lines.
- \_\_\_\_\_ Land lot and district within Carroll County.
- \_\_\_\_\_ Location sketch showing the subdivision in relation to the surrounding area with regard to well-known landmarks such as major roadways, railroads, streams, or others. Scale should not be less than 1" = 2000'.
- \_\_\_\_\_ Name of former subdivision if any or all of the property has been previously subdivided.
- \_\_\_\_\_ Exact boundary lines of the tract indicated by a heavy line giving bearings and distances around the boundary. The boundary lines shall include the entire tract, and all data required in this checklist shall apply to the entire property.
- \_\_\_\_\_ Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photography. The datum for the topographic information shall be indicated on the plan; minimum contour interval shall be 2'. Note: If the property is to be served by public sewer, or if the lot sizes are greater than one acre, the contour interval may be 5'.
- \_\_\_\_\_ Natural features within the subdivision, including drainage channels, bodies of water (ie. Streams, lakes, swamps, etc.), wetlands, and floodplains.
- \_\_\_\_\_ Show name, location, right-of-way, dimension from centerline, pavement width and surface type of all streets and roads on or adjacent to the property to be subdivided.
- \_\_\_\_\_ Right-of-way and pavement widths for all proposed streets.
- \_\_\_\_\_ Show location of right-of-way and easements, railroads, and other utilities on or adjacent to the property.
- \_\_\_\_\_ Location of existing bridges, culverts, and other features.
- \_\_\_\_\_ Proposed layout of subdivision, including:
  - \* Lot lines with dimensions;
  - \* Lot numbers and block letters;
  - \* Proposed street names;
  - \* Public-use easements
- \_\_\_\_\_ Stages or phases of development, if appropriate.
- \_\_\_\_\_ Notation regarding sanitary sewer (public/private/septic).
- \_\_\_\_\_ Show size and location of existing and proposed sanitary sewer lines and water lines, and proposed location of fire hydrants within the tract or within the right-of-way of streets or roads adjoining the tract.
- \_\_\_\_\_ Show water pressure and flow test results.
- \_\_\_\_\_ Identify the watershed basin(s) within which the proposed development is located.
- \_\_\_\_\_ Identify the acreage of each drainage area affecting the proposed subdivision.
- \_\_\_\_\_ Other



**Carroll County  
Department of Community Development**

423 College Street, Carrollton, Georgia 30117 Phone: (770) 830-5861 x235 Fax: (770) 830-5866

**CONSTRUCTION PLAN REVIEW CHECKLIST**

Project Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carroll County Community Development - Engineer

**ALL SUBMITTALS:**

Please address all items below that are marked with an X, as well as any additional comments prior to resubmittal.

**All required certificates must be placed on plat as required in Appendix "T" of Carroll County Subdivision Regulations.**

**Attach appropriate GSWCC Erosion, Sedimentation and Pollution Control checklist to plan.**

**INFORMATION TO BE LOCATED ON COVER SHEET:**

Name of Development; Owner/Subdivider's name, address, and telephone number; 24 hour contact name and telephone number; location and vicinity map with minimum scale: 1" = 2000'.

**Notes as follows:**

"All construction must conform to Carroll County, Georgia, Standards."

"Carroll County Land Disturbance Permits must be displayed at all times during construction, in a manner to protect from adverse weather, and in plain view from a county road or street. Any and all land disturbance permits may be revoked at any time if the construction of project is not in strict accordance with accepted plans."

"Acceptance of these plans by Carroll County does not alleviate the permit holder from meeting all requirements of the 'Carroll County Zoning Ordinance', 'Flood Damage Prevention Ordinance', 'Soil Erosion and Sedimentation Control Ordinance', the Rules and Regulations of the Carroll County Health Department, the US Army Corps of Engineers and any other local, state or federal law as it relates to the development in Carroll County."

"The location of erosion and sediment control devices may have to be altered from that shown on the accepted plans due to changes in drainage patterns created during construction. It is the owner/developers responsibility to accomplish erosion and sediment control for all drainage patterns created at various states and phases during construction. Any difficulty in controlling erosion or sediment during any phase of construction shall be reported to the project engineer immediately. Failure to properly install, operate or maintain all erosion and sedimentation control measures may result in all construction being stopped until such measures are corrected to the satisfaction of the Carroll County inspector."

"Erosion control measures will be inspected at least weekly and after each rain, and repaired by the general contractor. Each device is to be maintained or replaced if sediment accumulation has reached one half the capacity of the device."

“Owner agrees by implementation of these plans that all land clearing, construction, development and drainage activities will be done according to these accepted plans or previously accepted revisions. Owner acknowledges that acceptance of plans by the County in no way relieves owner of responsibility not to adversely impact downstream property regarding any land disturbing activity, erosion and sediment control measure and/or storm water management activity during or after construction. Owner acknowledges that the acceptance of these plans and the issuance of this land disturbance permit does not in any way suggest that all other requirements for the legal or appropriate operations of this activity, which may require additional permitting or approvals may be necessary if any to operate from this point in an appropriate and legal manner. Plan acceptance or permit issuance does not absolve the applicant from complying with all applicable laws, policies, standards or other permits which may be required for this project.”

“Drainage easements will be provided along all concentrated drainage paths a minimum width of 20 feet. Required widths and locations will be referenced and shown on final plat. Proposed drainage ditches will be provided with privately owned easements and are to be maintained and protected by individual lot owners. Notice of same shall be included on final plat and subsequent deeds of conveyance from the developer to the individual lot owners. Open drainage shall be 4:1 side slopes or flatter and fall entirely within easement. Residential fences and other flow obstructions are not allowed within drainage easements.”

“The performance of all storm water drainage systems including detention facilities have been checked using the 100-yr storm (developed condition) for evaluation of local flooding and possible flood hazards to adjacent structures and/or property. The cumulative effect of the proposed development, when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point within the community.”

“Acceptance of these plans does not constitute approval by Carroll County of any land disturbing activity within wetlands areas. It is the owner’s responsibility to contact the appropriate regulatory agency for approval on any wetland area disturbance.”

“It is the owners responsibility to ensure that all residential lots have sufficient grade and adequate drainage to prevent flooding of proposed structures and pertinent improvements such as on-site septic systems. Developer shall notify builder of any special conditions relating to lot drainage and flooding potential.”

“Owner/developer is responsible for maintaining control of silt on-site at all times. Developer is also responsible for control of silt that is tracked onto County R/W or subdivision streets by builders, contractors, subcontractors, utility companies or any others during construction until street has been accepted by County Public Works Department.”

“Maintain a minimum two (2) feet of cover over storm pipes. All corrugated metal pipe to be maintained by county shall be fully asphalt coated. Paved inverts are required in perennial streams. Pipe gage determined based on depth of cover and loading conditions.”

“Debris fills are strictly prohibited at all construction sites on or within any development. All waste and construction debris generated from construction must be properly disposed of in an appropriate landfill.”

“All street and stop signs must be installed prior to issuance of any building permits.”

“Construction equipment shall not be parked in right-of-way, and must be stored within site.”

"All building sites must be a minimum of 2' above high water elevation and/or the 100-year flood elevation."

"All drainage easements must be grassed and rip rapped as required to control erosion."

"Clearing and grading shall be limited to areas designated as right-of-way and those areas required for storm drainage, detention facilities, and utilities."

"Detention/sediment pond(s) and diversion ditches shall be installed immediately after clearing for roadway construction. Detention pond(s) shall be retrofitted for siltation control. Engineer shall immediately follow-up with as built certification for design compliance prior to acceptance of final plat."

Include in bold letters "The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, and concurrent with, land disturbing activities.

"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."

"Disturbed areas left idle for two to four weeks, and not to final grade, will be established with temporary mulch and/or vegetation (Ds1) (Ds2). Disturbed areas left idle for four weeks or more will be established to permanent vegetation (Ds3). All areas to final grade will be established to permanent vegetation within two weeks."

Fire flow requirements shall be in accordance with the International Fire Code Appendix B.

### **SITEPLAN CHECKLIST:**

1. Show North arrow, Land Lots and District.
2. Show present zoning of property on plans.
3. Note the zoning case number, date of approval and all variances and conditions of zoning (if applicable).
4. Seal and Signature (across seal) of registered Professional Engineer, Land Surveyor, or Landscape Architect, with name, address, and phone number of each professional involved.
5. Origin of Survey and Date Drawn
6. Scale (no less than 1" = 100')
7. Topographic map with elevations referenced to mean sea level, and contour intervals equal to 2'.
8. All property boundaries heavily outlined with bearings and distances shown, all property lines with bearings and distances shown.
9. Include a statement and show all state waters, buffers, setbacks, and list watershed restrictions as follows:
  - No State waters located within 200 feet of this site; or
  - State waters present as indicated by a blue line on the USGS Quadrangle map; or

- ❑ State waters present as indicated on survey based on field observations;
- ❑ The following buffers and setbacks shall apply.

25 foot undisturbed buffer required on all state waters,  
 100 foot undisturbed buffer (from stream bank) required for all state waters located within the Snake Creek, Turkey Creek and Little Tallapoosa River Water Supply Watersheds.

NOTE: Septic tank drain fields and building(s) may not be placed within a 150 ft. setback, from the stream bank if located 7 miles upstream from an intake or reservoir, within a protected watershed and may not be within a 75 ft. setback, from the stream bank, outside 7 miles from the intake or reservoir, within a protected watershed.

NOTE: Septic tank drain fields may not be placed within a 250 ft. setback on the Lake Seaton Reservoir located in the Snake Creek Water Supply Watershed.

NOTE: minimum lot sizes will vary for those lots within the limited restriction area or water quality critical area.

10. Heavy outline of 100-year floodplain/pool elevation/upstream headwater/high water line/Dam Breach Zone..
11. Total Acreage of Property: \_\_\_\_\_ acres    Acreage of Disturbed Area: \_\_\_\_\_ acres  
 Total lots: \_\_\_\_\_ lots
12. Show Greenspace area provided. Must be designated on a separate parcel as common open space within subdivisions. Show all walking trails and proposed amenities within greenspace area.
13. State the type of sewer system being used for development: sanitary or permanent/temporary septic tank.
14. Show proposed water lines, size, type, location and fire hydrants etc.. with appropriate details
15. Streetlight locations, type, utility company info etc. Required if 24 or more lots in subdivision.

**HYDROLOGY AND DRAINAGE CHECKLIST: Attach appropriate GSWCC Erosion, Sedimentation and Pollution Control checklist to plan.**

16. 20' storm drainage easement on all storm sewer pipes, channels, and ditches. Label as private ownership and maintenance past the right of way, but show as piped past the back of the building site. All pipes connecting to county maintained pipes must be BCCMP.
17. Hydrology study including:
  - a. Topographic map(s) including all on-site and off-site contributing areas;
  - b. Basis for determining runoff coefficients and time of concentration;
  - c. Inflow hydrographs, with peak flows for the 2-, 10-, 25-, 50-, 100-year storms;
  - d. Stage/storage/discharge table for all proposed detention ponds;
  - e. Details and calculations for all outlet control structures and emergency spillways;
  - f. Hydrological routing of the 2-, 10-, 25-, 50-, 100-year storms through the proposed detention system(s).
  - g. Original seal and signature of the registered Professional Engineer who prepared the study;
  - h. Show cross section of any detention pond dams (existing or proposed);
  - i. Sketch of drainage basins.

18. Storm sewer calculations: Design storm used: Drainage areas of 100 acres or less shall be designed for the 25-year storm frequency; Drainage areas over 100 acres shall be designed for the 100-year storm frequency.
19. Velocities (V) and flow rates (Q) for all storm drain outlets
20. Diameter/size of rip-rap used at outlets or within drainage channels
21. Design and detail of any drainage channels.
22. Inlet and outlet protection on storm drainage structures.
- 23. NPDES SHEET – PERMIT LANGUAGE AND CERTS**
24. Detention ponds
  - a. Outlet structures- detail required
  - b. Access easements
  - c. 100 year storm elevation
  - d. Emergency overflow (if applicable)

**ROADS AND OTHER IMPROVEMENTS CHECKLIST:**

25. Existing and proposed right-of-way of any existing streets and existing and proposed edge of pavement.
26. Plan and profile of all streets, storm sewers and sanitary sewers on a scale of no less than:  
 Horizontally: 1" = 100'      Vertically: 1" = 10'
27. Plan view of existing County road(s) fronting property
28. Acceleration/Deceleration lanes, including length of lane, length of taper and width of taper, and/or entrance striping.
29. Details of sidewalks (if applicable), including handicap ramps
30. Pavement Specifications (typical section) as required by Carroll County Public Works Department including Base, Binder, and Topping. Label each thickness and spread rate, and type of material to be used.
31. Angle between street centerlines at intersections.
32. Sight distance at intersections with county roads must be shown as follows:

<b>Speed Limit</b>	<b>Sight Distance</b>
1. 55 MPH	500 ft.
2. 50 MPH	450 ft.
3. 45 MPH	400 ft.
4. 40 MPH	325 ft.
5. 35 MPH	275 ft.
6. 30 MPH	225 ft.

Sight distance must be measured from a point 15 ft. from edge of travel way at a height of 3.5 ft. above the roadway surface to an object on the centerline of the road two (2) feet above the surface of the road.

33. Provide assurance that all Georgia DOT permits (if applicable) will be obtained prior to issuance of land disturbance permit.
34. Show all existing and proposed utilities (utility corridor detail).
35. Provide overall plan with building location and size, on-site parking, traffic circulation, and all access locations.
36. Show all proposed and existing traffic control devices
37. Show distance from one corner of the property, along the right-of-way line to the centerline of the nearest intersecting street.
38. Proposed driveway width measured from back of curb to back of curb or edge of pavement to edge of pavement.
39. Provide radii for all proposed driveways.
40. Express cross slopes of roadway pavement, shoulder surfaces, and sidewalks as percentages. Show outer slopes by ratio, horizontal to vertical (e.g. 3:1)
41. Provide sight distance at all proposed driveways and access points

**EROSION AND SEDIMENTATION CONTROL REQUIREMENTS: Attach appropriate GSWCC Erosion, Sedimentation and Pollution Control checklist to plan.**

42. Site plan showing existing and planned contours.
43. Give location of erosion and sediment control practices, using uniform coding symbols from the Manual for Erosion and Sediment Control in Georgia. Chapter 6, with legend.
44. Delineate all state waters and wetlands located on or within 200 feet of the project site. If no state waters and/or wetlands are located on or within 200 feet of the project site, **provide statement in bold print – “No state waters or wetlands are located on or within 200 feet of this project.”**
45. If the project contains or appears to contain wetlands, the following note must be provided in bold faced type: “This site contains wetlands. The applicant will first obtain approval and the proper permit from the Army Corps of Engineers prior to disturbing any jurisdictional wetlands.”
46. Delineate the 25-foot undisturbed buffers of state waters and 50-foot buffer along designated trout streams. Where encroachment into buffers is proposed, provide documentation that appropriate variances have been attained.
47. Delineate all wetlands and provide regulatory documentation permitting any proposed impacts.
48. Include soil series and their delineation.
49. Show neighboring areas such as streams, lakes, residential areas, etc. that might be affected by

the proposed subdivision.

50. Seeding schedule (Temporary and Permanent) – dates, application rates and species.

51. Construction schedule showing estimated time periods for each stage of construction.

## **HEALTH DEPARTMENT REQUIREMENTS**

52. A Soil analysis overlaying the preliminary plat

53. The soil analysis must be a comprehensive soil analysis showing soil classification, predicated and/or measured seasonal high ground water levels, perched water table, or other restrictive layers such as rock.

54. Provide the signature and seal of an engineer registered in the State of Georgia who is practicing geotechnical engineering meeting the requirements established in the Health Department's current Manual for On-Site Sewage Management Systems.



# Carroll County Department of Community Development

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## FINAL PLAT REVIEW CHECKLIST (Appendix "H" Carroll County Subdivision Regulations)

Project Name: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Carroll County Community Development - Engineer

Please address all items marked with an "X" below, as well as any additional comments on the attached plan (s), prior to resubmittal. **All required certificates must be placed on plat as required in Appendix "I" of Carroll County Subdivision Regulations.**

In addition to Georgia Plat Act O.C.G.A § 15-6-67 the Final Plat shall contain the following:

- \_\_\_\_\_ The Final Plat shall be clearly and legibly drawn at a standard engineering scale of not less than 1" = 100'.
- \_\_\_\_\_ The Final Plat shall be surveyed and drawn by a registered Professional Engineer, landscape Architect, or Land Surveyor, and the seal and signature of the person responsible for the plat shall be placed on the plat.
- \_\_\_\_\_ All required certificates must be placed on plat as required in Appendix "I" of Carroll County Subdivision Regulations.
- \_\_\_\_\_ The name of the subdivision, the names of all streets and assigned addresses
- \_\_\_\_\_ All street addresses must be approved by Map Room.
- \_\_\_\_\_ All street names must be approved by E-911.
- \_\_\_\_\_ Name, street address, and telephone number of the owner of the property.
- \_\_\_\_\_ Name, street address, and telephone number of the subdivider.
- \_\_\_\_\_ Date of survey, north arrow, and graphic scale.
- \_\_\_\_\_ Provide computations showing closure of tract boundary, which closure shall be one (1) foot in 2500 feet or better.
- \_\_\_\_\_ State the total number of acres and total number of lots\_\_\_\_\_.
- \_\_\_\_\_ Note the minimum lot size requirement and list square footage area of each lot.
- \_\_\_\_\_ Identify all land to be reserved or dedicated for public use/common open space.
- \_\_\_\_\_ Show common open space area (must be designated as common open space on a separate parcel with access).

\_\_\_\_\_ Show 10 ft. "No Access Easement" along the rear of all double frontage lots.

\_\_\_\_\_ Include a statement and show all state waters and buffers as follows:

- No State waters located within 200 feet of this site; or
- State waters present as indicated by a blue line on the USGS Quadrangle map; or
- State waters present as indicated on survey based on field observations;
- The following buffers and setbacks shall apply.

25 foot undisturbed buffer required on all state waters,

100 foot undisturbed buffer (from stream bank) required for all state waters located within the Snake Creek, Turkey Creek and Little Tallapoosa River Water Supply Watersheds.

NOTE: Septic tank drain fields and building(s) may not be placed within a 150 ft. setback, from the stream bank if located 7 miles upstream from an intake or reservoir, within a protected watershed and may not be within a 75 ft. setback, from the stream bank, outside 7 miles from the intake or reservoir, within a protected watershed.

NOTE: Septic tank drain fields may not be placed within a 250 ft. setback on the Lake Seaton Reservoir located in the Snake Creek Water Supply Watershed.

\_\_\_\_\_ Note the zoning case number, date of approval and all variances and conditions of zoning (if applicable).

\_\_\_\_\_ State the present zoning of the property.

\_\_\_\_\_ Show the zoning of adjacent properties including property owners name, subdivision name, lot numbers, land uses, etc.

\_\_\_\_\_ Show any jurisdictional (city or county) boundary lines.

\_\_\_\_\_ Land lot and district within Carroll County.

\_\_\_\_\_ Location sketch showing the subdivision in relation to the surrounding area with regard to well-known landmarks such as major roadways, railroads, streams, or others. Scale should not be less than 1" = 2000'.

\_\_\_\_\_ Name of former subdivision if any or all of the property has been previously subdivided.

\_\_\_\_\_ Exact boundary lines of the tract indicated by a heavy line giving bearings and distances around the boundary. The boundary lines shall include the entire tract, and all data required in this checklist shall apply to the entire property.

\_\_\_\_\_ Show relevant curve data in the form of a curve table on plat.

\_\_\_\_\_ Natural features within the subdivision, including drainage channels, bodies of water (ie. Streams, lakes, swamps, etc.), wetlands, and floodplains, or note absence. Indicate Community Panel Number and Date of panel referenced. Show/note lot FFE at 100-yr elevation plus 2 vertical feet (if applicable).

\_\_\_\_\_ State and show all areas that are subject to flooding due to High Water Line or Dam Break Zone of any proposed or existing lake(s) (if applicable).

\_\_\_\_\_ Right-of-way and pavement widths for all proposed streets and any adjacent to the property.

\_\_\_\_\_ Show location of right-of-way and easements, railroads, and other utilities on or adjacent to the property.

\_\_\_\_\_ Layout of subdivision, including:

- \* Lot lines with dimensions, bearings and distances;
- \* Lot numbers and block letters;
- \* Street names;

\* Public-use easements

- \_\_\_\_\_ Stages or phases of development, if appropriate.
- \_\_\_\_\_ Notation regarding sanitary sewer (public/private/septic).
- \_\_\_\_\_ Provide final plan (as-built) of storm sewer system with grade, pipe size, and location of outlets, access and drainage easements and water line with fire hydrants.
- \_\_\_\_\_ Streetlights installed, accepted by Pwr Company, Proof of payment to Pwr. Company, special tax district application with fee and 2 years maintenance paid. Also BOC approved special tax district.
- \_\_\_\_\_ Maintenance Bond or Letter of Credit for 20% of total cost of road, curb and gutter, and storm sewer, valid for 12 months. Home Owners Association information required regarding development maintenance.
- \_\_\_\_\_ After final plat approval, provide digital copy of final plat to Community Development prior to final plat pick-up. File shall be in .dwg or .dgn format.
- \_\_\_\_\_ Provide Homeowners Association information.

Notes:



# DEVELOPMENT APPLICATION

Carroll County  
423 College Street

**Department of Community Development**  
Carrollton, GA 30117 (770) 830-5861



**Application Type**

Subdivision/Commercial Development Plan	Fee: \$150
Final Plat	Fee: \$100 + \$15/lot

**Date Received:** \_\_\_\_\_  
**Received by:** \_\_\_\_\_

**Please complete the blanks with the requested information. If any of the information or required materials is missing or incomplete, the application will not be processed.**

<b>CONTACT</b>	<p><b>Applicant Name:</b> _____</p> <p><b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>Phone:</b> ( ) _____ - _____ <b>Fax:</b> ( ) _____ - _____ <b>Email:</b> _____</p> <p><b>Agent Name:</b> _____</p> <p><b>Address:</b> _____ <b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>Phone:</b> ( ) _____ - _____ <b>Fax:</b> ( ) _____ - _____ <b>Email:</b> _____</p> <p><b>Owner Name (If different from applicant):</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone:</b> ( ) _____ - _____ <b>Fax:</b> ( ) _____ - _____</p> <p><i>(Note: A notarized statement signed by the property owner(s) authorizing the applicant to make this request shall be attached to the application.)</i></p>
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<p><b>Project Name:</b> _____</p> <p><b>Location:</b> _____</p> <p><b># of lots:</b> _____ <b>Total acreage:</b> _____</p> <p style="text-align: right;"><b>Disturbed acreage:</b> _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p><i>24 HOUR CONTACT FOR EROSION AND SEDIMENTATION CONTROL</i></p> <hr/> <p>NAME: _____</p> <hr/> <p>PHONE NUMBER(S): _____</p> </div>
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**Staff Use Only**

Land Lot \_\_\_\_\_ of the \_\_\_\_\_ District, Carroll County    Tax Map \_\_\_\_\_    Parcel \_\_\_\_\_

**DEVELOPMENT APPLICATION, PAGE 2**

**SUBDIVISIONS/COMMERCIAL DEVELOPMENTS, ETC.**

**The items listed below will be required to be submitted prior to any permits being issued, please check if attached:**

- Copy of NOI and Mail Receipt
- (2) Copies of Hydrology Report
- Copy of DOT approvals if applicable
- Copy of EPD Fees Paid and Mail Receipt
- Copy of approved CDP if applicable
- Other Agency Approvals if applicable

**COMMENTS**

## PARCEL INFORMATION SHEET & APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

*To be completed by Map Room Personnel in Room #414*

**MAP ROOM OFFICAL:** \_\_\_\_\_

**MAP:** \_\_\_\_\_ **LAND LOT:** \_\_\_\_\_

**PARCEL:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**CURRENT PROPERTY OWNER:** \_\_\_\_\_

**PROPERTY OWNER AS OF JANUARY 1<sup>ST</sup>:** \_\_\_\_\_

**APPLICANT (IF DIFFERENT FROM OWNER):** \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**ACREAGE:** \_\_\_\_\_ **PARCEL SPLIT FROM:** \_\_\_\_\_

<b>REQUIRED SETBACKS</b>	FRONT
	SIDE
	REAR

**CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST**

- Owner(s) & Agent (if applicable)
- Legal Description or Adequate Description of Property
- Complete Inventory of Existing Structures (noting uses & non-conforming structures)
- Complete Inventory of Proposed Structures
- Complete Inventory of Existing Uses and/or Activities
- Applicant's Certification

**Signature of Zoning Administrator or Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

<b>CDP COMPLIANCE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of CDP Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____
<b>PLAT APPROVED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of County Engineer or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____
<b>APPROVED FOR NEW ADDRESS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of Zoning Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____

## Sketch of Property

Please check:     CONVENTIONAL             MANUFACTURED HOME             COMMERCIAL  
                          ACCESSORY BUILDING OR ADDITIONS             OTHER: \_\_\_\_\_

- ⇒ Provide a sketch of proposed building location, driveway, septic tank location and all additional structures.
- ⇒ Show the *dimensions* of the lot and all setbacks from the house and other structures to all property lines.
- ⇒ The front setback shall always be measured from the centerline of the frontage road(s).
- ⇒ Show location of any wells, trash pits and all easements (drainage or utility) located on the property.
- ⇒ Show distance to nearest stream or lake on property, or if not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property:

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Describe the type of structure that you plan to build:

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Is this a Multiple Road Frontage Lot: \_\_\_\_\_

STATE OF GEORGIA  
COUNTY OF CARROLL



**AFFIDAVIT FOR A \_\_\_\_\_**

\_\_\_\_\_, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a \_\_\_\_\_ under the Ordinances of Carroll County:

*The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sworn to and subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Entity:  
Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Notary Public**

My Commission Expires:

# Erosion Control Affidavit

Carroll County  
423 College Street

Department of Community Development  
Carrollton, GA 30117 (770) 830-5861



*This affidavit must be submitted at time of Land Disturbance or Building Permit application.*

Construction Site Name: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (Owner): \_\_\_\_\_

Authorized Representative/Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

24 Hour Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Georgia Soil and Water Conservation Commission certification number: \_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 2.5 feet horizontal to 1 foot vertical (2.5:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as too adversely affect other property owners;
12. **Mud or silt (sediment) may not enter a stream, river, lake or other state waters.**

**NOTE:**

- 1) **Best Management Practices (BMP's):** A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.
- 2) **State Waters:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to \$50,000 per day per violation.

**Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold.** Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

**NOTE:**

- 1) All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. § 12-7-19.
- 2) The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).
- 3) Driveway under drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department -- Phone: 770-830-5901 (Driveways on State Highways call: Georgia DOT – 770-646-5522).
- 4) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_