

**White County**

**Development**

**Guide**

## Table of Contents

Introduction: Purpose and Type of Approvals.....	3-4	
Developmental Flow Charts.....	5-6	
<b>Section I Plan Review Procedures</b>		
Step 1 Plan Submittal.....	7	
Step 2 Plan Review Meeting.....	8	
Step 3 Walk Through.....	8	
Step 4 Plan Approval.....	9	
<b>Section II</b>		
Step 1 Plan Submittal and Land Disturbance Review.....	10	
Step 2 Plan Approval.....	10	
Step 3 Pre-Construction Conference and Permit Issuance.....	11	
Land Disturbance Permit Revisions.....	11	
<b>Section III</b>		
Step 1 Plan Submittal.....	12	
Step 2 Plan Review Meeting.....	13	
Step 3 Walk Through.....	13	
Step 4 Plan Approval.....	14	
<b>Section IV Number of Plans to Submit.....</b>		15
<b>Section V</b>		
Step 1 As Built Submittal.....	16	
Step 2 Walk Through and Approval.....	17	
<b>Section VI Data Required for Plans.....</b>		17
Checklists, Application/Router Sheet, Permit Samples.....	18-40	
<b>Section VII White County Department Contact Numbers.....</b>		41
<b>Section VIII White County Development Permit Fees.....</b>		42
Descriptions		
Mountain Hillside Protection.....	43	
Water Supply Watershed.....	44	
Protected River Corridor.....	45	
Groundwater Recharge .....	45	
Wetlands.....	46	
<b>Approval Information.....</b>	46	

## Introduction

**Development Guideline** details the process for obtaining developmental approval and/or permits in White County. The purpose of Guide is to direct the developer in the implementation process of the Pre-Development Meeting with the Planning Department.

**Do I need a permit or County approval?** Nearly anytime you are disturbing ground, building, creating a new lot or new access from a public roadway, you are required to obtain approval or permits. It is important to note; applications, site plans and/or fees can be associated with permits. In the event approval or permits are not required, regulations such as “Best Management Practices” are still the responsibility of the land owner.

**Environmental regulations** such as; The Georgia Department of Natural Resources, Environmental Protection Division, Criteria for Environmental Protection or Part V Criteria, will convey county environmental regulations and development guidelines in identified sensitive areas. These areas of sensitivity may require additional planning, guidelines or restrictions, and will be communicated in a pre-development meeting between staff and developer. Areas of sensitivity may include, slope of land and/or quality of water.

**Approvals and/or permits** will be issued by the Planning Department for the following:

- Land Disturbance  
Clearing, grubbing, or grading for commercial and residential.
- Road Construction
- Site Development  
Commercial
- Subdivision  
Residential and commercial
- RV Park
- Rental Cabin Development
- Mobile Home Park
- Development in Mountain Protected Areas
- Building in areas of;  
Groundwater Recharge  
Water Supply Watershed  
Protected River Corridor  
Wetlands

**A Pre-Development Meeting** is required for each development project. Permits and plans for developments must be submitted and reviewed according to procedures outlined in the Development Guide.

**Checklists** detail requirements for plan and/or permit approval. Checklists are provided in the Development Guide. For additional information, permit applicants may refer to County Ordinances for the following:

- Subdivision Regulations
- RV Park Regulations
- Sign Ordinance
- Rental Cabin Development
- Soil Erosion and Sediment Control Ordinance
- Mobile Home Park Development
- Commercial Site Development

It is the recommendation of the Planning Department to obtain and review a copy of any special environmental restrictions associated with the developer's development. Environmental Regulations and County Ordinances may be obtained from the White County Planning Department or on line at [www.whitecounty.net](http://www.whitecounty.net).

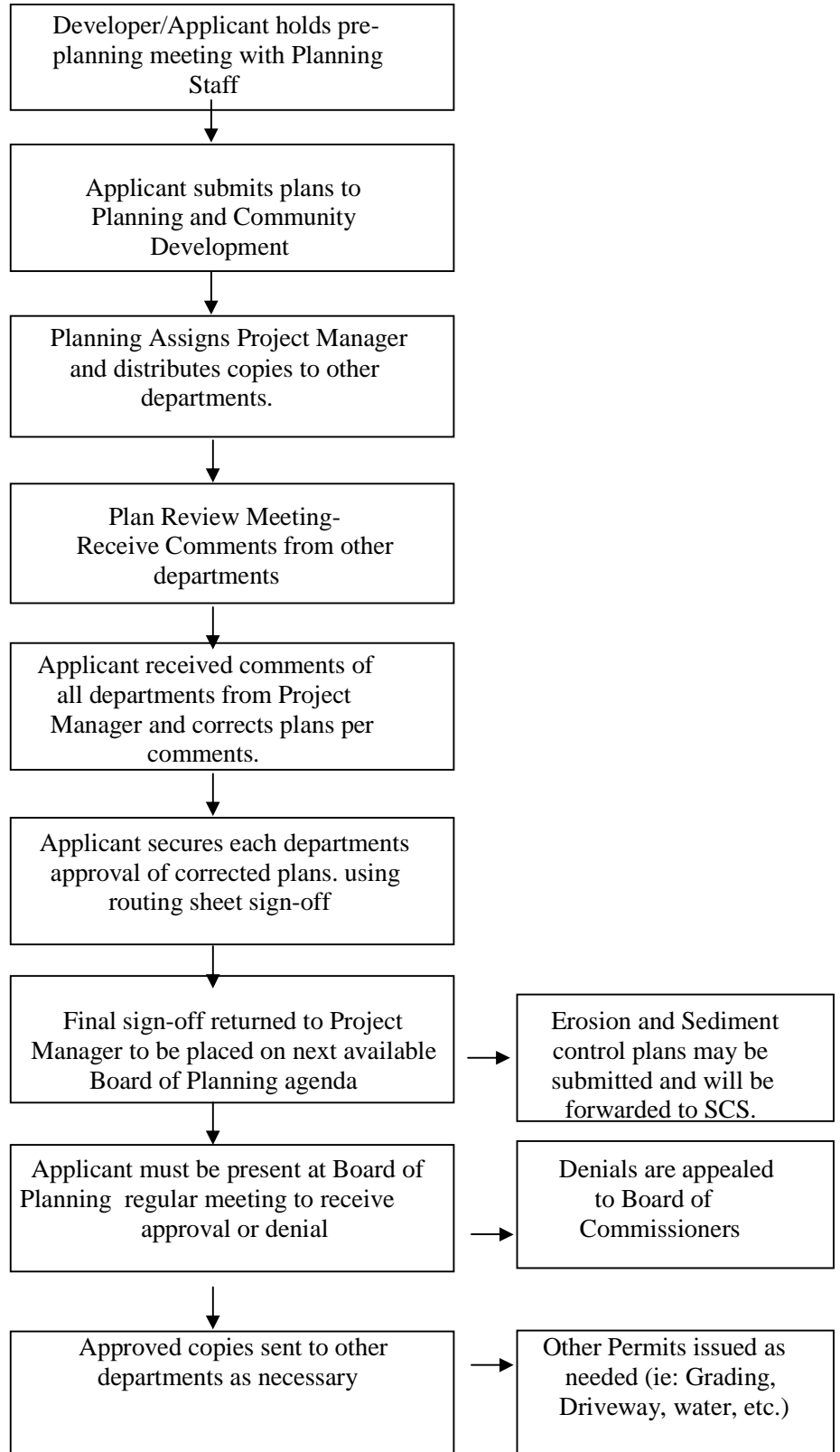
The Planning Department is the issuing authority of development permits. Land disturbance and/or construction regulations are enforced by the Public Works and/or the Building Inspections Department. (For example: the enforcement of land disturbance requirements as well as access to county roadways.)

Contact Numbers for questions:

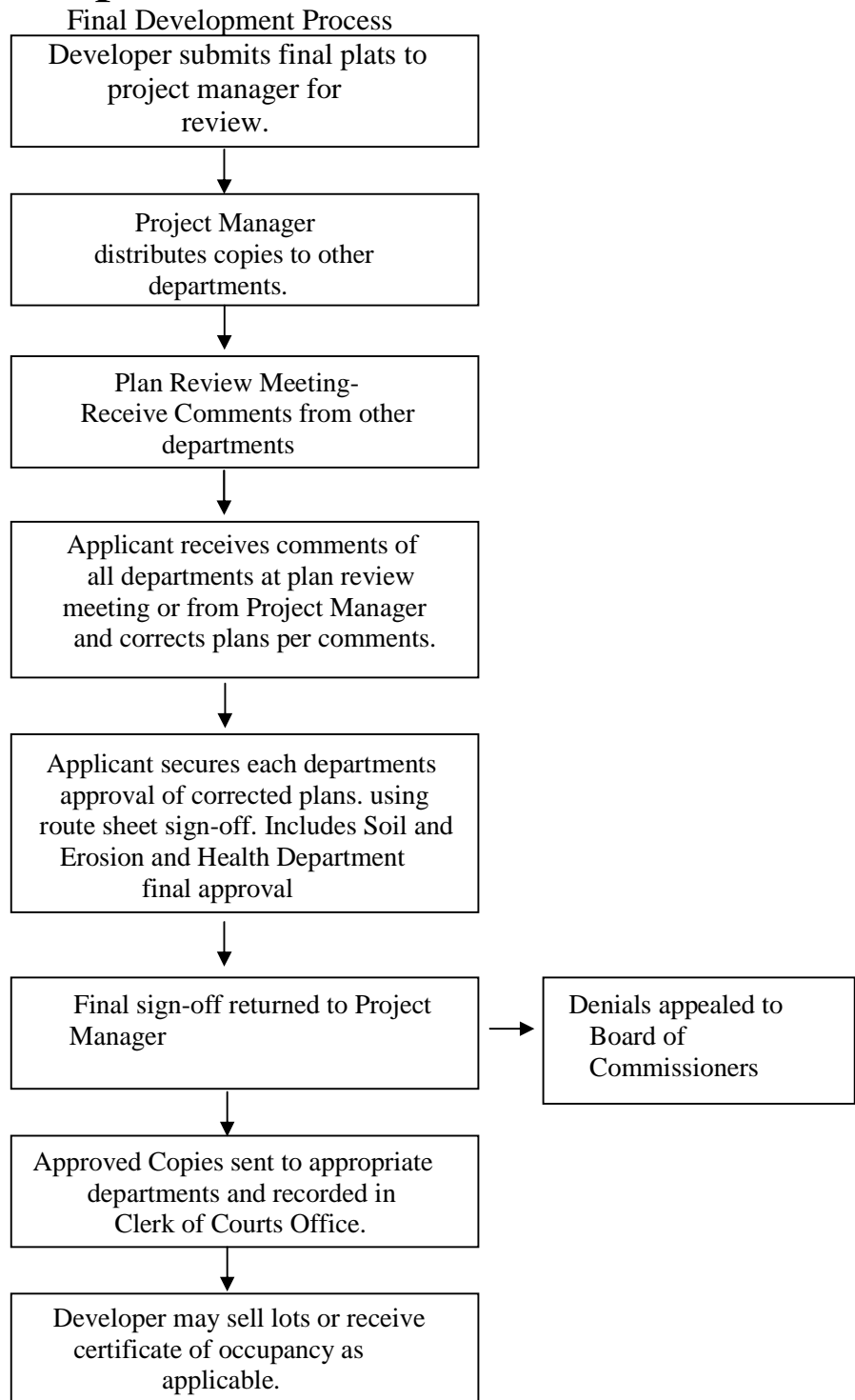
Public Works (706) 865-2510  
Building Inspections (706) 865-6496

# Developmental Flow Chart

## Preliminary Development Process



# Developmental Flow Chart



**Section I**  
**Plan Review Procedures**  
**Initial Development Plans and Preliminary Plats for**  
**Division of Property**

**Step 1**  
**Plan Submittal**

All plans and supporting documents are to be submitted to the Planning Department.

Regular Schedule:	Plan submittals are accepted on: Mondays only, between 8:00 am and 5:00 pm.
Holiday Schedule:	If offices are closed on Monday for a holiday, submittals will be accepted the following business day, between 8:00 am and 5:00 pm. Holiday closings are posted in the Planning Department.

Applicant must also complete an Application for Plan Approval (router sheet) containing contact and project information with submittals.

The Planning Department will distribute plans and supporting documents to the appropriate departments for review. **Applicant should refer to Table One (1), of page 15, for the appropriate copies of plans to be submitted.**

The applicant will be informed of their Project Manager, assigned by the Planning Department.

**Step 2  
Plan Review Meeting**

Plan review functions on a **9 day cycle**. Meetings are conducted on the **Wednesday** of the week following the submittal deadline.

**Plan Review Meetings begin at 9:00 am.** Meetings are on a first come, first service basis.

Plan Review Meetings	9:00am Wednesday (9 days after submittal) First Come, First Serve basis.
----------------------	---

Departmental representatives will be present to provide the owner and/or development representative, with:

- Comments and/or required corrections.
- Opportunity for discussion and/or receive acceptance signatures on the router sheet.

Applicants that fail to attend the Plan Review Meeting must:

- Go to each department individually to receive respective comments, required corrections and/or acceptance signatures.

**Step 3  
Walk Through**

After departmental comments have been addressed and corrections made, the owner and/or developmental representative, shall:

- Return to the respective reviewing department(s)
- Provide evidence of documented change requirements.

If changes are satisfactory to the reviewing department(s), the owner and/or developmental representative shall:

- Obtain acceptance signatures on the “Application for Plan Approval” (router sheet).
- Obtain departmental(s) stamp affixed to the plan(s).

## **Step 4 Plan Approval**

The owner and/or developmental representative will provide the following to the Planning Department:

- Approved plans from respective reviewing department(s).
- Plan(s) with appropriate affixed departmental stamp(s).
- A completed “Application for Plan Approval” (route sheet) containing appropriate departmental signatures.

The Planning Department will:

- Verify signatures from respective reviewing department(s).
- Verify completion of “Application for Plan Approval” (router sheet) and affixed stamp(s) on plan(s).
- Place the development on the Planning Commission Agenda.

The owner and/or developmental representative must:

- Attend the Planning Commission Meeting to receive approval or denial.

Once preliminary approval is received, the Planning Department will:

- Execute appropriate permits. (i.e. land disturbance plans by Soil Conservation Service, DOT permits, etc.)

## **Conditional Approval**

Departments providing conditional approval must:

- Provide documentation conveying conditions.
- Documentation must be on department letterhead.
- Documentation must include project name and date of conditional approval.
- Documentation must include signature and print of authorized departmental representative.
- Documentation must be delivered to the Planning Department prior to or concurrent with the sign off of the project plan(s).

## **Distribution**

Upon Planning Department approval the director or project manager will:

- Sign off on plan(s) and supporting document(s).
- Execute permit(s) or place the development on the appropriate Planning Commission Agenda.
- Upon preliminary approval, distribute plan(s) to respective departments.

**Section II**  
Plan Review Procedures for Land Disturbance Permits

**Step 1**

**Plan Submittal and Land Disturbance Review**

Land Disturbance site plan(s) and appropriate documentation must be submitted to the Planning Department.

Regular Schedule:	Plan submittals are accepted on: Mondays – Friday, between 8:00 am and 5:00 pm.
Holiday Schedule:	If offices are closed on Monday for a holiday, submittals will be accepted the following business day, between 8:00 am and 5:00 pm. Holiday closings are posted in the Planning Department.

Plan(s) are:

- Reviewed by the Soil Conservation Service.
- Reviewed pursuant to the schedule of other agencies.

The Planning Department will:

- (If required) Request additional paperwork, and provide copies to the owner and/or development representative.
- Review, provide comments, document required corrections, and provide a review checklist with redlined plan(s) copies, to the owner and/or development representative.

The applicant will:

- Have necessary corrections made and provide (1) copy of corrected plan(s) with original redlined copy to the Planning Department.
- Corrections may be returned on any day and will be re-reviewed by the Soil Conservation Service at the next review session.

**Step 2**

**Plan Approval**

Upon approval by the Soil Conservation Service:

- The Planning Department will notify the owner and/or developmental representative.
- The owner and/or developmental representative shall provide (3) copies of the approve plan(s) to the Planning Department.
- The Planning Department shall confirm required documentation is complete, and required approval(s) have been secured. (i.e. Notice of Intent, paid EPD Land Disturbance fees, access permits, etc.)

Once all documentation and approvals have been verified, the owner and/or developmental representative may request a Pre-Construction Meeting.

### **Step 3**

#### **Pre-Construction Conference and Permit Issuance**

Land Disturbance Permits for clearing and grubbing, road construction and site development permit(s):

- Will be issued pursuant to approvals by the Soil Conservation Service.
- Will be issued at a Pre-Construction Meeting scheduled by the Planning Department.
- Fees are due at the Pre-Construction Meeting.

#### **Land Disturbance Permit Revisions**

Land Disturbance Permit revisions are:

- Submitted as described in Step (1).
- Follow an accelerated review schedule (assuming minor revision(s)).

The owner and/or developmental representative:

- Must provide documentation outlining any revisions to the Planning Department.
- Is recommended to schedule a Pre-Construction Meeting with the Planning Department to review revisions.
- Must pay associated fees upon meeting with the Planning Department.

The Planning Department will:

- Determine the scope of changes and determine if additional reviews are required.
- Schedule the project for additional a review if revisions are major. (Step 2)
- Issue revised permits upon approval.
- Review soil and erosion measures with the owner and/or development representative.

Section III  
Final Plan Review  
Plans for Division of Property  
Development Plans and Commercial As Built Plans

**Step 1**  
**Plan Submittal**

All plan(s) and supporting documents are to be submitted to the Planning Department.

Regular Schedule:	Plan submittals are accepted on: Mondays only, between 8:00 am and 5:00 pm.
Holiday Schedule:	If offices are closed on Monday for a holiday, submittals will be accepted the following business day, between 8:00 am and 5:00 pm. Holiday closings are posted in the Planning Department.

Applicant must also complete an Application for Plan Approval (router sheet) containing contact and project information with submittals.

The Planning and Economic Development Department will distribute plans and supporting documents to the appropriate departments for review. **Applicant should refer to Table One (1), of page 15, for the appropriate copies of plans to be submitted.**

The owner and/or developmental representative shall provide the following to the Planning Department:

- Final plat or plan(s) as set out in the applicable regulation.  
See Table (1), page 12.
- Utility provider documentation which certifies utilities are correctly installed (or)
- Documentation of provided utility service for a single lot development.
- (If applicable) Documentation from the City certifying properly installed sewer (or)
- Document of available taps from existing sewer line for a single lot development.
- Irrevocable Letter of Credit in the appropriate amount.
- Copy of the paving contract, identifying new, unpaved roads at the time of final application. (The Letter of Credit must not expire for a period of 12 months from the date of final approval.)
- Any documentation required for the specific development application.

**Plan Review Meeting  
Step 2**

Plan review functions on a **9 day cycle**. Meetings are conducted on the **Wednesday** of the week following the submittal deadline.

**Plan Review Meetings begin at 9:00 am.** Meetings are on a first come, first service basis.

Plan Review Meetings	9:00am Wednesday (9 days after submittal) First Come, First Serve basis.
----------------------	---

Departmental representatives will be present to provide the owner and/or development representative, with:

- Comments and/or required corrections.
- Opportunity for discussion and/or receive acceptance signatures on the router sheet.

Applicants that fail to attend the Plan Review Meeting must:

- Go to each department individually to receive respective comments, required corrections and/or acceptance signatures.

**Walk Through  
Step 3**

After departmental comments have been addressed and corrections made, the owner and/or developmental representative, shall:

- Return to the respective reviewing department(s)
- Provide evidence of documented change requirements.

If changes are satisfactory to the reviewing department(s), the owner and/or developmental representative shall:

- Obtain acceptance signatures on the “Application for Plan Approval” (router sheet).
- Obtain departmental(s) stamp affixed to the plan(s).

## **Plan Approval Step 4**

The owner and/or developmental representative will provide the following to the Planning Department:

- Approved plans from respective reviewing department(s).
- Plan(s) with appropriate affixed departmental stamp(s).
- A completed “Application for Plan Approval” (route sheet) containing appropriate departmental signatures.

The Planning Department will:

- Verify signatures from respective reviewing department(s).
- Verify completion of “Application for Plan Approval” (router sheet) and affixed stamp(s) on plan(s).
- If necessary, place the development on the Planning Commission Agenda.

The owner and/or developmental representative:

- If necessary, must attend the Planning Commission Meeting to receive approval or denial.
- May sell lots or obtain additional building permits once plats are approved and recorded.
- May receive Certificate of Occupancy or Certificates of Completion for commercial buildings.

Once final approval is given, the Planning Department will:

- Execute recording of plats.

**Final Plat/Plan Revisions**

Revised final plats are submitted directly to the Planning Department.

Final plat or plan(s) revisions are:

- Submitted as described in Step (1). (except)
- Are submitted directly to the Planning Department.
- Follow an accelerated review schedule (assuming minor revision(s)).

The owner and/or developmental representative:

- Must provide documentation outlining any revisions to the Planning Department.
- Is recommended to schedule a Pre-Construction Meeting with the Planning Department to review revisions.
- Must pay associated fees upon meeting with the Planning Department.

The Planning Department will:

- Determine the cope of changes and determine if additional reviews are required.
- Schedule the project for additional review if revisions are major. (Step 2)
- Record Final plats upon approval.
- Review plan(s) for the purpose of additional approvals.

Section IV  
Number of Plans to Submit  
Table 1

Project Type	Preliminary Submittal	Final Submittal
Residential Development (division of Property)	7	7
Commercial Development (division of property)	7	7
Residential Development (non-division of property)	7	7
Commercial Site Development (single)	6	6
R. V. Park Development	7	7
Mobile Home Park Development	7	7
Rental Cabin Development	7	7
Land Disturbance Permits	1	4

**UNDER NO CIRCUMSTANCES SHOULD PLANS BE SUBMITTED TO THE INDIVIDUAL DEPARTMENTS PRIOR TO THE PLAN REVIEW MEETING.**

**Section V**  
Final Review Process for  
Commercial As Built Sites

**Step 1**  
**As Built Submittal**

All plans and supporting documents are to be submitted to the Planning Department.

Regular Schedule: Plan submittals are accepted on: Mondays through Friday, between 8:00 am and 5:00 pm.
--

Applicant must also complete an Application for Plan Approval (router sheet) containing contact and project information with submittals.

**Distribution**

As Builts will be distributed to the following departments for application review:

- Building Inspections Department
- Fire Department
- Health Department
- Planning Department
- Public Works Department
- Water and Sewer Department

**Comments**

The Planning Department will:

- Review plan(s) and provide comments and/or approval in a timely fashion.

Respective reviewing departments:

- May take longer to process comments and/or approval.

Owner and/or Developmental Representative:

- Should contact the respective departments for information regarding timing of receiving developmental comments and/or approvals.

**Step 2**  
**“Walk Through” and Approval**

**“Walk Through”**

After departmental comments have been addressed and corrections made, the owner and/or developmental representative, shall:

- Return to the respective reviewing department(s)
- Provide evidence of documented change requirements.

If changes are satisfactory to the reviewing department(s), the owner and/or developmental representative shall:

- Obtain departmental(s) stamp affixed to the plan(s).  
(See Table 1, page 12 for number of plans.)
  
- Submit the stamped as built(s) to the Building Inspections Department last.

**Final Approval**

The owner and/or developmental representative:

- May obtain a Certificate of Occupancy or Certificate of Completion once approval is given from all respective departments.

**Section VI**  
**Data Required for Plans**

**Checklists**

The Planning Department utilizes checklists for the review of plan(s) to ensure compliance with Federal, State and Local regulations regarding developmental plan(s) and land disturbance permit(s). These checklists provide a guideline in securing all necessary documents for creating approvable plans.

Checklists are provided as part of this Development Guide. Questions about specific checklists can be answered by The Planning Department. ((706) 865-6768)

**White County Planning Department  
Preliminary Plat Check List**

**All items must be completed 14 days prior to the first Monday of the month in which approval is requested to be given. All required documentation must accompany final plat.**

Project Name \_\_\_\_\_ Fee's Paid \_\_\_\_\_  
Date \_\_\_\_\_

Owner/Rep \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1. Pre-application review
- \_\_\_\_\_ 2. Application form completed
- \_\_\_\_\_ 3. Letter requesting approval with name, address, and phone number of applicant
- \_\_\_\_\_ 4. Seven (7) copies of plat
- \_\_\_\_\_ 5. Description of type of water supply and sewerage system and utilities to be provided
- \_\_\_\_\_ 6. Data on existing conditions
- \_\_\_\_\_ 7. Note placed on drawing designating if land lies within Mountain Protection area of the County
- \_\_\_\_\_ 8. Scale (minimum) 1" = 100 feet
- \_\_\_\_\_ 9. Sheet size (maximum) 24"x36"
- \_\_\_\_\_ 10. North arrow and graphic engineering scale
- \_\_\_\_\_ 11. Proposed name of subdivision or project and phases, if any
- \_\_\_\_\_ 12. Vicinity map
- \_\_\_\_\_ 13. Total acreage of the property being subdivided or developed
- \_\_\_\_\_ 14. Name, address, and phone number of owner of record
- \_\_\_\_\_ 15. Name, address, and phone number of subdivider or land developer
- \_\_\_\_\_ 16. Name, address, and phone number of preparer of plat or plans
- \_\_\_\_\_ 17. Date of plat or plan drawing and revision date(s) if any

**White County Planning Department  
Preliminary Plat Check List**

- \_\_\_\_\_ 18. Exact boundaries of the tract to be subdivided or developed by bearings and distances, tied to one or more benchmarks
- \_\_\_\_\_ 19. Names of owners of record of all abutting land
- \_\_\_\_\_ 20. Municipal, County, and land lot lines inside the property or within 500 feet
- \_\_\_\_\_ 21. Existing buildings and structures on or encroaching on the tract to be subdivided or developed.
- \_\_\_\_\_ 22. Existing streets, utilities , and easements on and adjacent to the tract
- \_\_\_\_\_ 23. Environmental conditions (streams, wetlands, watershed supply watersheds, groundwater recharge areas, flood hazard areas, river corridor protection boundaries, mountain and hillside protection areas, etc.)
- \_\_\_\_\_ 24. Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition
- \_\_\_\_\_ 25. Approximate dimensions and acreage of all lots
- \_\_\_\_\_ 26. Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- \_\_\_\_\_ 27. Locations, widths, and purposes of easements
- \_\_\_\_\_ 28. Topography as required by this Resolution (see footnote 1)
- \_\_\_\_\_ 29. Minimum building setback/yard lines for all lots drawn on plat or plan
- \_\_\_\_\_ 30. Land surveyor's stamp, certificate, signature, including field survey and closure statement
- \_\_\_\_\_ 31. Plat certificate – Section 504

Footnote 1: Contour intervals ten (10) foot for hilly terrain (slopes greater than 10 percent), five (5) foot for rolling terrain (2-10 percent) two (2) foot for flat terrain (slopes less than 2 percent). Contour lines shall be based on field surveys or photogrammetric methods for aerial photographs. The basis for the topographic contour shall be specified. Topographic data based on geological survey maps which have been adjusted by field survey data may be accepted by the County if it determines that such data will be adequate to evaluate the layout of lots and streets, drainage and other service requirements.

**White County Planning Department  
Final Plat Check List**

**All items must be completed 14 days prior to the first Monday of the month in which approval is requested to be given. All required documentation must accompany final plat.**

Project Name \_\_\_\_\_ Fee's Paid \_\_\_\_\_  
Date \_\_\_\_\_

Owner/Rep \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1. Application form completed
- \_\_\_\_\_ 2. Letter requesting approval with name, address, and phone number of applicant
- \_\_\_\_\_ 3. Four (4) copies of plat/plans
- \_\_\_\_\_ 4. Description of type of water supply and sewerage system and utilities to be provided
- \_\_\_\_\_ 5. Note placed on drawing designating if land lies within Mountain Protection area of the County
- \_\_\_\_\_ 6. Soil test for each lot proposed for on-site septic tank and drainfield
- \_\_\_\_\_ 7. Written approval from electric utility company regarding installation of service points and street lights
- \_\_\_\_\_ 8. Subdivision improvement guarantee – Section 513
- \_\_\_\_\_ 9. Plat certificates
- \_\_\_\_\_ 10. Scale (minimum) 1" = 100 feet
- \_\_\_\_\_ 11. Sheet size (maximum) 18"x24"
- \_\_\_\_\_ 12. North arrow and graphic engineering scale
- \_\_\_\_\_ 13. Proposed name of subdivision or project and phases, if any
- \_\_\_\_\_ 14. Vicinity map
- \_\_\_\_\_ 15. Total acreage of the property being subdivided or developed
- \_\_\_\_\_ 16. Name, address, and phone number of owner of record

**White County Planning Department  
Final Plat Check List**

- \_\_\_\_\_ 17. Name, address, and phone number of subdivider or land developer
- \_\_\_\_\_ 18. Name, address, and phone number of preparer of plat or plans
- \_\_\_\_\_ 19. Date of plat or plan drawing and revision date(s) if any
- \_\_\_\_\_ 20. Exact boundaries of the tract to be subdivided or developed by bearings and distances, tied to one or more benchmarks
- \_\_\_\_\_ 21. Names of owners of record of all abutting land
- \_\_\_\_\_ 22. Municipal, County, and land lot lines inside the property or within 500 feet
- \_\_\_\_\_ 23. Existing buildings and structures on or encroaching on the tract to be subdivided or developed.
- \_\_\_\_\_ 24. Existing streets, utilities, and easements on and adjacent to the tract
- \_\_\_\_\_ 25. Environmental conditions (streams, wetlands, watershed supply watersheds, groundwater recharge areas, flood hazard areas, river corridor protection boundaries, mountain and hillside protection areas, etc.)
- \_\_\_\_\_ 26. Block boundaries lettered and each lot numbered consecutively counterclockwise without repetition
- \_\_\_\_\_ 27. Exact dimensions and acreage of all lots
- \_\_\_\_\_ 28. Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- \_\_\_\_\_ 29. Right-of-way widths and pavement widths for abutting streets and existing and proposed streets within the subdivision or development
- \_\_\_\_\_ 30. Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data
- \_\_\_\_\_ 31. Acreage to be dedicated to the public
- \_\_\_\_\_ 32. Locations of culverts or drainage structures, including sizes, (ie: diameter & length of culvert) & drainage design calculations
- \_\_\_\_\_ 33. Street names (as proposed)
- \_\_\_\_\_ 34. Locations, widths, and purposes of easements
- \_\_\_\_\_ 35. Minimum building setback/yard lines for all lots drawn on plat or plan

**White County Planning Department  
Final Plat Check List**

- \_\_\_\_\_ 36. Location and description of all monuments
- \_\_\_\_\_ 37. Certificate of ownership and dedication
- \_\_\_\_\_ 38. Land surveyor's stamp, certificate, signature, including field survey and closure statement
- \_\_\_\_\_ 39. Statement of and reference to private covenants, if any
- \_\_\_\_\_ 40. PRC approval
- \_\_\_\_\_ 41. Sec 707 Spec for Final Plats involving private streets
- \_\_\_\_\_ 42. Health Dept approval

**White County Planning Department  
Development Plan Check List**

**All items must be completed 14 days prior to the first Monday of the month in which approval is requested to be given. All required documentation must accompany final plat.**

Project Name \_\_\_\_\_ Fee's Paid \_\_\_\_\_  
Date \_\_\_\_\_

Owner/Rep \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1. Pre-application review
- \_\_\_\_\_ 2. Application form completed
- \_\_\_\_\_ 3. Letter requesting approval with name, address, and phone number of applicant
- \_\_\_\_\_ 4. Three (3) copies of plat/plans
- \_\_\_\_\_ 5. Description of type of water supply and sewerage system and utilities to be provided
- \_\_\_\_\_ 6. Note placed on drawing designating if land lies within Mountain Protection area of the County
- \_\_\_\_\_ 7. Hydrological or other engineering study
- \_\_\_\_\_ 8. As-built drawings of public improvements
- \_\_\_\_\_ 9. Scale (minimum) 1" = 100 feet
- \_\_\_\_\_ 10. Sheet size (maximum) 24"x36"
- \_\_\_\_\_ 11. North arrow and graphic engineering scale
- \_\_\_\_\_ 12. Proposed name of subdivision or project and phases, if any
- \_\_\_\_\_ 13. Vicinity map
- \_\_\_\_\_ 14. Total acreage of the property being subdivided or developed
- \_\_\_\_\_ 15. Name, address, and phone number of owner of record
- \_\_\_\_\_ 16. Name, address, and phone number of subdivider or land developer
- \_\_\_\_\_ 17. Name, address, and phone number of preparer of plat or plans
- \_\_\_\_\_ 18. Date of plat or plan drawing and revision date(s) if any

**White County Planning Department  
Development Plan Check List**

- \_\_\_\_\_ 19. Exact boundaries of the tract to be subdivided or developed by bearings and distances, tied to one or more benchmarks
- \_\_\_\_\_ 20. Names of owners of record of all abutting land
- \_\_\_\_\_ 21. Municipal, County, and land lot lines inside the property or within 500 feet
- \_\_\_\_\_ 22. Existing buildings and structures on or encroaching on the tract to be subdivided or developed.
- \_\_\_\_\_ 23. Existing streets, utilities , and easements on and adjacent to the tract
- \_\_\_\_\_ 24. Environmental conditions (streams, wetlands, watershed supply watersheds, groundwater recharge areas, flood hazard areas, river corridor protection boundaries, mountain and hillside protection areas, etc.)
- \_\_\_\_\_ 25. Approximate dimensions and acreage of all lots
- \_\_\_\_\_ 26. Locations of streets, alleys, lots, open spaces, and any public use reservations and/or common areas
- \_\_\_\_\_ 27. Right-of-way widths and pavement widths for abutting streets and existing and proposed streets within the subdivision or development
- \_\_\_\_\_ 28. Street centerlines showing angles of deflection, angles of intersection, radii, and lengths of tangents and arcs, and degree of curvature and curve data
- \_\_\_\_\_ 29. Locations of culverts or drainage structures, including sizes, (ie: diameter & length of culvert) & drainage design calculations
- \_\_\_\_\_ 30. Street names (as proposed)
- \_\_\_\_\_ 31. Locations, widths, and purposes of easements
- \_\_\_\_\_ 32. Topography as required by this Resolution (see footnote 1)
- \_\_\_\_\_ 33. Minimum building setback/yard lines for all lots drawn on plat or plan
- \_\_\_\_\_ 34. Land surveyor's stamp, certificate, signature, including field survey and closure statement

**White County Planning Department  
Development Plan Check List**

Footnote 1: Contour intervals ten (10) foot for hilly terrain (slopes greater than 10 percent), five (5) foot for rolling terrain (2-10 percent) two (2) foot for flat terrain (slopes less than 2 percent). Contour lines shall be based on field surveys or photogrammetric methods for aerial photographs. The basis for the topographic contour shall be specified. Topographic data based on geological survey maps which have been adjusted by field survey data may be accepted by the County if it determines that such data will be adequate to evaluate the layout of lots and streets, drainage and other service requirements.

**WHITE COUNTY PLANNING DEPARTMENT**  
**Recreational Vehicle Park – Preliminary Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

- \_\_\_\_ 1) A letter requesting a review and approval of the preliminary development site plan, giving name, address and phone number of the person to whom the notice of the hearing shall be given.
- \_\_\_\_ 2) Seven copies of the development site plan and other documents as specified in Article V of the regulations.
- \_\_\_\_ 3) Scale – The preliminary shall be clearly and legibly drawn at a scale not smaller than 100 feet to the inch.
- \_\_\_\_ 4) Sheet Size – Sheet size shall be no larger than 24 X 36 inches or smaller than 8 ½ inches X 11 inches. If the complete plan cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate of the same size.
- \_\_\_\_ 5) Name and address of the owner of record and of the developer.
- \_\_\_\_ 6) Proposed names of the development and its acreage.
- \_\_\_\_ 7) North arrow, graphic scale and date.
- \_\_\_\_ 8) Vicinity map showing location and acreage of the development and inset showing access to major thoroughfares.
- \_\_\_\_ 9) Exact boundary lines of the tract by bearing and distances.
- \_\_\_\_ 10) Names of owners of record of adjoining land.
- \_\_\_\_ 11) Existing streets, utilities and easements on, and adjacent to tract.
- \_\_\_\_ 12) Proposed layout including street names, lot lines with approximate dimensions, easements, and land to be reserved.
- \_\_\_\_ 13) Block numbers and lot numbers.
- \_\_\_\_ 14) Provisions for water supply, sewage and drainage.
- \_\_\_\_ 15) Minimum building setback lines.
- \_\_\_\_ 16) Such street cross sections and centerline profiles as may be required by the County Commissioners.
- \_\_\_\_ 17) The preliminary plan shall show ground elevations based on the datum plane of the U.S. Coast and Geodetic Survey as required by the Planning Commission.
- \_\_\_\_ 18) All plan(s) shall comply with all state law requirements for recording of a development site plan(s) in the Office of the Clerk of the Superior Court. (These requirements are currently set forth in O.C.G.A. Section 15-6-67.)
- \_\_\_\_ 19) Certificate of Tentative Approval. A certificate of tentative approval of the preliminary plan by the Planning Commission shall be inscribed on the plan(s) as per regulation.
- \_\_\_\_ 20) Certificate of health Department Review – A signed affidavit of preliminary consultation with the White County Health Department. Preliminary consultation does not guarantee or imply final approval from the White County Health Department.

**WHITE COUNTY PLANNING DEPARTMENT  
Recreational Vehicle Park – Final Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**The final plan shall conform to and meet the specifications of the Preliminary plan, and with the following additions:**

- \_\_\_\_\_ 1) **A letter requesting review** and approval of a final developmental site plan giving the name, address, and phone number of the person to whom the notice of review by the Planning Commission shall be given.
- \_\_\_\_\_ 2) **Seven copies** of the final development site plan and other documents, as specified in Article VII, of the regulation, the original and at least one copy of which shall be drawn in permanent ink.
- \_\_\_\_\_ 3) **The final** plan shall be clearly and legibly drawn in permanent ink.
- \_\_\_\_\_ 4) **The name of the development**, exact locations, widths, and names of all streets within and immediately adjoining the development.
- \_\_\_\_\_ 5) **Location**, dimensions, and purpose of any easements and any areas to be reserved.
- \_\_\_\_\_ 6) **A statement**, either directly on the plan or in a identified attached document, of any private covenants.
- \_\_\_\_\_ 7) **In addition** to the requirements shown, all plans for development shall conform to all State law requirements for recording of maps and development site plan(s). (These requirements are currently set forth in the O.C.G.A – Section 15-6-67.)
- \_\_\_\_\_ 8) **The final plan** shall clearly show the placement of each travel trailer/recreational vehicle and/or lots. If lots are for sale, exact dimensions of each lot are required.
- \_\_\_\_\_ 9) **Setbacks** shall be clearly defined for RV/Travel Trailers and for structures.
- \_\_\_\_\_ 10) **A Certificate of Approval** on the Final Developmental site plan(s) by the Planning Commission, directly on the plan, as per regulations.
- \_\_\_\_\_ 11) **Health Department Approval** – Approval for water/sewer/septic tanks stamp **on plat**. (4 copies must be stamped/signed.)
- \_\_\_\_\_ 12) **Public Works Approval** – Letter stating review and approval from the Public Works Department that all construction requirements have been met.

**WHITE COUNTY PLANNING DEPARTMENT**  
**Mobile Home Park – Preliminary Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

- \_\_\_\_\_ 1) **A letter requesting a review** and approval of the preliminary.
- \_\_\_\_\_ 2) **Seven copies** of the development plan and other documents as specified in Article V of the resolution.
- \_\_\_\_\_ 3) **Scale** The preliminary plan shall be clearly and legibly drawn at a scale not smaller than 100 feet to the inch.
- \_\_\_\_\_ 4) **Sheet Size** – Sheet size shall be no larger than 18 – 24 inches or smaller than 8 ½ inches x 11 inches. If the complete plan cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.
- \_\_\_\_\_ 5) **Name and address of the owner** of record and of the developer.
- \_\_\_\_\_ 6) **Proposed name** of the development and its acreage.
- \_\_\_\_\_ 7) **North arrow**, graphic scale and date.
- \_\_\_\_\_ 8) **Vicinity map** showing location and acreage of the development and inset showing access to major thoroughfares.
- \_\_\_\_\_ 9) **Exact boundary lines** of the tract by bearing and distances.
- \_\_\_\_\_ 10) **Names** of owners of record of adjoining land.
- \_\_\_\_\_ 11) **Existing streets**, utilities and easements on and adjacent to tract.
- \_\_\_\_\_ 12) **Proposed layout** including street names, lot lines with approximate dimensions of easements, land to be reserved.
- \_\_\_\_\_ 13) **Block numbers** and lot numbers.
- \_\_\_\_\_ 14) **Provisions** for water supply, sewage and drainage.
- \_\_\_\_\_ 15) **Minimum building** setback lines.
- \_\_\_\_\_ 16) **Such street cross sections** and centerline profiles. New street cross sections must have ground run or “flyover” data.
- \_\_\_\_\_ 17) **The preliminary** plan shall show ground elevations based on the datum plane of the U.S. Coast and Geodetic Survey.
- \_\_\_\_\_ 18) **Certificate of Tentative Approval.** – A certificate of tentative approval of the preliminary plan by the Planning Commission shall be inscribed on the plan as per regulation.

**WHITE COUNTY PLANNING DEPARTMENT**  
**Mobile Home Park – Final Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

- \_\_\_\_\_ 1) **A letter** requesting a review and approval of the final development plan, giving the name, address, and phone number of the person to whom the notice of the hearing shall be given.
- \_\_\_\_\_ 2) **Seven copies** of the development plan and other documents as specified in Article V of the resolution.
- \_\_\_\_\_ 3) **Scale** – The preliminary plan shall be clearly and legibly drawn at a scale not smaller than 100 feet to the inch.
- \_\_\_\_\_ 4) **Sheet Size** – Sheet size shall be no larger than 18 – 24 inches or smaller than 8 ½ inches c 11 inches. If the complete plan cannot be shown on one sheet of this size, it may be shown on more than one sheet with an index map on a separate sheet of the same size.
- \_\_\_\_\_ 5) **The final plan** shall be clearly and legibly drawn in permanent ink.
- \_\_\_\_\_ 6) **The name of the development**, exact locations, widths, and names of all streets within and immediately adjoining the development.
- \_\_\_\_\_ 7) **Location**, dimensions, and purposes of any easements and any areas to be reserved.
- \_\_\_\_\_ 8) **A statement**, either directly on the plan or in an identified attached.
- \_\_\_\_\_ 9) The final plan shall clearly show the placement of each manufactured/mobile home.
- \_\_\_\_\_ 10) **A Certificate of Approval on the Final Development Plan** to be placed directly on the plan as per regulations.
- \_\_\_\_\_ 11) **Statements of Street Approval** to be placed directly on the plan as per regulations.
- \_\_\_\_\_ 12) **Approval by Public Works** for Road Construction – letter to be included giving approval by Public Works of all roads or letter approving construction of any driveways, or both. (note: certification of grade of roadway shall be on the final play or may be provided by a separate letter by the surveyor.)
- \_\_\_\_\_ 13) **Street Construction** – Final approval of any new street construction in a gravel state required approval by Public Works, a Letter of Credit, per section 1007, of 20% of the total costs of paving, and a copy of the paving contract.
- \_\_\_\_\_ 14) **Utility Approval** – Letters of Completion from applicable utility companies involved, including, but not limited to, electricity, water, telephone, etc. If public water is installed, letter must include psi rating at hydrants also.

**WHITE COUNTY PLANNING DEPARTMENT**  
**Rental Cabin Development – Preliminary Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

- \_\_\_\_\_ 1) **Name and address** of the owner of record and of the developer.
  - \_\_\_\_\_ 2) **Proposed names** of the development and it's acreage.
  - \_\_\_\_\_ 3) **North arrow**, graphic scale and date.
  - \_\_\_\_\_ 4) **Vicinity map** showing location and acreage of the development and inset showing access to major thoroughfares.
  - \_\_\_\_\_ 5) **Exact boundary** lines of the tract by bearing and distances.
  - \_\_\_\_\_ 6) **Names of owners** of record of adjoining land.
  - \_\_\_\_\_ 7) **Existing streets**, utilities and easements on and adjacent to tract.
  - \_\_\_\_\_ 8) **Proposed layout** including proposed buildings indicating by hidden line or other method, the area set aside for each structure, street names, easements, and land to be reserved.
  - \_\_\_\_\_ 9) **Provisions for** water supply, sewage and drainage.
  - \_\_\_\_\_ 10) **Minimum building** setback lines.
  - \_\_\_\_\_ 11) **Such street** cross sections and centerline profiles as may be required by the County Commissioners.
  - \_\_\_\_\_ 12) **The preliminary plan** shall show ground elevations based on the datum plane of the U.S. Coast and Geodetic Survey as required by the Planning Commission.
  - \_\_\_\_\_ 13) **Certificate of Tentative Approval.** A certificate of tentative approval of the preliminary plan by the Planning Commission shall be inscribed on the plan as per regulation.
- 

**WHITE COUNTY PLANNING DEPARTMENT**  
**Rental Cabin Development – Final Development Plan Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

The final plan shall conform to and meet the specifications of the *preliminary plan, and with the following additions:*

- \_\_\_\_\_ 1) The final plan shall be clearly and legibly drawn in permanent ink.
- \_\_\_\_\_ 2) The name of the development, exact locations, widths, and names of all streets within and immediately adjoining the development.
- \_\_\_\_\_ 3) Location, dimensions, and purposes of any easements and any areas to be reserved.
- \_\_\_\_\_ 4) A statement, either directly on the plan or in an identified attached document, of any private covenants.
- \_\_\_\_\_ 5) The final plan shall clearly show the placement of each Vacation Rental/Tourist Cabin and any other permanent structures.
- \_\_\_\_\_ 6) A statement, either directly on the plan or in an identified attached document, of approval by the White County Health Department.
- \_\_\_\_\_ 7) Final Certificate of Approval as per regulations.
- \_\_\_\_\_ 8) Place for Approval of the Planning Commission.
- \_\_\_\_\_ 9) Statement of "This property cannot be subdivided into separate tracts without conforming to the residential requirements of the White County Subdivision Regulations."

## EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST COMMON DEVELOPMENTS

SWCD: \_\_\_\_\_

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

City County \_\_\_\_\_ Date on Plans: \_\_\_\_\_

Plan Included  
Page # Y/N

### TO BE SHOWN ON ES&PC PLAN

- \_\_\_\_\_ 1. Graphic scale and north arrow.
- \_\_\_\_\_ 2. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft
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

- \_\_\_\_\_ 3. Delineation and acreage of contributing drainage basins on the project site.
- \_\_\_\_\_ 4. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
- \_\_\_\_\_ 5. Delineation of 25-foot undisturbed buffers of state waters and 50-foot undisturbed buffers along designated trout streams. Clearly note and delineate all areas of impact.
- \_\_\_\_\_ 6. Soil series and their delineation.
- \_\_\_\_\_ 7. Revision and/or initial date.
- \_\_\_\_\_ 8. Limits of disturbance for each phase of construction.
- \_\_\_\_\_ 9. Signature, seal and GSWCC Level II certification number of the qualified design professional.
- \_\_\_\_\_ 10. Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion.
- \_\_\_\_\_ 11. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided.
- \_\_\_\_\_ 12. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Phase plan into initial sediment storage and perimeter control BMP's, intermediate grading and drainage BMP's and final BMP's. Use uniform coding symbols from the Manual, Chapter 6, with legend.
- \_\_\_\_\_ 13. Name and phone number of 24-hour local contact responsible for erosion, sedimentation and pollution controls.
- \_\_\_\_\_ 14. Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust.

\_\_\_\_\_ 15. Delineate sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.

\_\_\_\_\_ 16. Identify/Delineate all storm water discharge points.

**Narrative Notes and Other Information: (Notes or narrative should be located on the ES&PC plan or under Erosion, Sedimentation & Pollution Control notes.)**

\_\_\_\_\_ 17. Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.

\_\_\_\_\_ 18. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.

\_\_\_\_\_ 19. Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.

\_\_\_\_\_ 20. Plan addresses BMP's for all phases of common development including individual building lots and out-parcels, etc. regardless of who owns or operates the individual sites. Include a typical and any situational lots applicable.

\_\_\_\_\_ 21. Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMP's and sampling to meet permit requirements as stated on page 15 of permit.

\_\_\_\_\_ 22. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan.

\_\_\_\_\_ 23. Indication 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.

\_\_\_\_\_ 24. Plan describes practices used to reduce the pollutants in storm water discharges.

\_\_\_\_\_ 25. Indication that the applicable portion of ES&PC Plan is to be provided to each secondary permittee prior to the secondary conducting any construction activity and that each secondary shall sign the Plan or portion of the Plan applicable to their site. List the names and addresses of all secondary permittees.

\_\_\_\_\_ 26. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of BMP's within 7 days after initial construction activity begins.

\_\_\_\_\_ 27. Include certification and signature in accordance with section V.G.d. of the permit.

\_\_\_\_\_ 28. Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMP's with a hydraulic component must be certified by the design professional.

\_\_\_\_\_ 29. Description of the nature of construction activity.

\_\_\_\_\_ 30. 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 BMP's, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).

\_\_\_\_\_ 31. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.

\_\_\_\_\_ 32. Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.

- \_\_\_\_\_ 33. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.
- \_\_\_\_\_ 34. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations.
- \_\_\_\_\_ 35. BMP's for the remediation of all petroleum spills and leaks.
- \_\_\_\_\_ 36. Details on required inspections and record keeping by the primary permittee, secondary permittees and tertiary permittees.
- \_\_\_\_\_ 37. Description of analytical methods to be used to collect and analyze the samples from each location.
- \_\_\_\_\_ 38. Appendix B rationale for outfall sampling points where applicable.
- \_\_\_\_\_ 39. Information on sampling frequency and reporting requirements.
- \_\_\_\_\_ 40. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.
- \_\_\_\_\_ 41. Provide name, address and phone number of primary permittee.
- \_\_\_\_\_ 42. Note total and disturbed acreage (the disturbed area shall be the total estimated disturbed area of the primary and secondary permittees) of the project or phase under construction.
- \_\_\_\_\_ 43. Clearly note statement in bold letters- **"The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."**
- \_\_\_\_\_ 44. Clearly note maintenance statement in bold letters - **"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."**
- \_\_\_\_\_ 45. Clearly note the statement in bold letters - **"Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."**
- \_\_\_\_\_ 46. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- \_\_\_\_\_ 47. 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 year that seeding will take place and for the appropriate geographic region of Georgia.

**Revised July 2007**

## EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST STAND ALONE CONSTRUCTION PROJECTS

SWCD: \_\_\_\_\_

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

City/County: \_\_\_\_\_ Date on Plans: \_\_\_\_\_

Plan Included TO BE SHOWN ON ES&PC PLAN

Page# Y/N

- \_\_\_\_\_ 1. Graphic scale and north arrow.  
 \_\_\_\_\_ 2. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
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

- \_\_\_\_\_ 3. Delineation and acreage of contributing drainage basins on the project site.  
 \_\_\_\_\_ 4. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.  
 \_\_\_\_\_ 5. Delineation of 25-foot undisturbed buffers of state waters and 50-foot undisturbed buffers along designated trout streams. Clearly note and delineate all areas of impact.  
 \_\_\_\_\_ 6. Soil series and their delineation.  
 \_\_\_\_\_ 7. Revision and/or initial date.  
 \_\_\_\_\_ 8. Limits of disturbance for each phase of construction.  
 \_\_\_\_\_ 9. Signature, seal and GSWCC Level II certification number of the qualified design professional.  
 \_\_\_\_\_ 10. Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion.  
 \_\_\_\_\_ 11. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided.  
 \_\_\_\_\_ 12. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Phase plan into initial sediment storage and perimeter control BMP's, intermediate grading and drainage BMP's and final BMP's. Use uniform coding symbols from the Manual, Chapter 6, with legend.  
 \_\_\_\_\_ 13. Name and phone number of 24-hour local contact responsible for erosion, sedimentation and pollution controls.  
 \_\_\_\_\_ 14. Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust.

- \_\_\_\_\_ 15. Delineate sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.
- \_\_\_\_\_ 16. Identify/Delineate all storm water discharge points.
- Narrative Notes and Other Information: (Notes or narrative should be located on the ES&PC plan or under Erosion, Sedimentation & Pollution Control notes.)**
- \_\_\_\_\_ 17. Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.
- \_\_\_\_\_ 18. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
- \_\_\_\_\_ 19. Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.
- \_\_\_\_\_ 20. Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMP's and sampling to meet permit requirements as stated on pages 12-13 of permit.
- \_\_\_\_\_ 21. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan.
- \_\_\_\_\_ 22. Indication that non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wretched vegetation without first acquiring the necessary variances and permits.
- \_\_\_\_\_ 23. Plan describes practices used to reduce the pollutants in storm water discharges.
- \_\_\_\_\_ 24. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of BMP's within 7 days after initial construction activity begins.
- \_\_\_\_\_ 25. Include certification and signature in accordance with section V.G.d. of the permit.
- \_\_\_\_\_ 26. Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMP's with a hydraulic component must be certified by the design professional.
- \_\_\_\_\_ 27. Description of the nature of construction activity.
- \_\_\_\_\_ 28. 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 BMP's, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).
- \_\_\_\_\_ 29. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.
- \_\_\_\_\_ 30. Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.
- \_\_\_\_\_ 31. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.
- \_\_\_\_\_ 32. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations.
- \_\_\_\_\_ 33. BMP's for the remediation of all petroleum spills and leaks
- \_\_\_\_\_ 34. Details on required inspections and record keeping by the primary permittee.
- \_\_\_\_\_ 35. Description of analytical methods to be used to collect and analyze the samples from each location.
- \_\_\_\_\_ 36. Appendix B rationale for outfall sampling points where applicable.
- \_\_\_\_\_ 37. Information on sampling frequency and reporting requirements.

- \_\_\_\_\_ 38. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.
- \_\_\_\_\_ 39. Provide name, address and phone number of primary permittee.
- \_\_\_\_\_ 40. Note total and disturbed acreage of the project or phase under construction.
- \_\_\_\_\_ 41. Clearly note statement in bold letters- **"The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."**
- \_\_\_\_\_ 42. Clearly note maintenance statement in bold letters - **"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."**
- \_\_\_\_\_ 43. Clearly note the statement in bold letters - **"Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."**
- \_\_\_\_\_ 44. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- \_\_\_\_\_ 45. 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 year that seeding will take place and for the appropriate geographic region of Georgia.

**Revised July  
2007**

## EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST INFRASTRUCTURE CONSTRUCTION PROJECTS

SWCD: \_\_\_\_\_

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

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

City/County: \_\_\_\_\_

Date on Plans: \_\_\_\_\_

Plan Page#  
Included Y/N

TO BE SHOWN ON ES&PC PLAN

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Graphic scale and north arrow.   |
| _____ | _____ | 2. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:<br><br>-Existing Contours: USGS 1" : 2000' topographical sheets - Proposed Contours: 1" : 400' centerline profile  |
| _____ | _____ | 3. Delineation and acreage of contributing drainage basins on the project site.   |
| _____ | _____ | 4. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.   |
| _____ | _____ | 5. Delineation of 25-foot undisturbed buffers of state waters and 50-foot undisturbed buffers along designated trout streams. Clearly note and delineate all areas of impact.   |
| _____ | _____ | 6. Soil series and their delineation.   |
| _____ | _____ | 7. Revision and/or initial date.  |
| _____ | _____ | 8. Limits of disturbance for each phase of construction.  |
| _____ | _____ | 9. Signature, seal and GSWCC Level II certification number of the qualified design professional.  |
| _____ | _____ | 10. Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion.  |
| _____ | _____ | 11. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided. |
| _____ | _____ | 12. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Phase plan into initial sediment storage and perimeter control BMP's, intermediate grading and drainage BMP's and final BMP's. Use uniform coding symbols from the Manual, Chapter 6, with legend.  |
| _____ | _____ | 13. Name and phone number of 24-hour local contact responsible for erosion, sedimentation and pollution controls.   |
| _____ | _____ | 14. Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust.  |
| _____ | _____ | 15. Delineate sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.   |
| _____ | _____ | 16. Identify/Delineate all storm water discharge points.  |

**Narrative Notes and Other Information: (Notes or narrative should be located on the ES&PC plan or under Erosion, Sedimentation & Pollution Control notes.)**

- \_\_\_\_\_ 17. Delineate on-site drainage and off-site watersheds using USGS 1" : 2000' topographical sheets.
- \_\_\_\_\_ 18. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
- \_\_\_\_\_ 19. Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.
- \_\_\_\_\_ 20. Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMP's and sampling to meet permit requirements as stated on page 13 of permit.
- \_\_\_\_\_ 21. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan.
- \_\_\_\_\_ 22. Indication 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.
- \_\_\_\_\_ 23. Plan describes practices used to reduce the pollutants in storm water discharges.
- \_\_\_\_\_ 24. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of BMP's within 7 days after initial construction activity begins.
- \_\_\_\_\_ 25. Include certification and signature in accordance with section V.G.d. of the permit.
- \_\_\_\_\_ 26. Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMP's with a hydraulic component must be certified by the design professional.
- \_\_\_\_\_ 27. Description of the nature of construction activity.
- \_\_\_\_\_ 28. 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 BMP's, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).
- \_\_\_\_\_ 29. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.
- \_\_\_\_\_ 30. Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.
- \_\_\_\_\_ 31. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.
- \_\_\_\_\_ 32. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations.
- \_\_\_\_\_ 33. BMP's for the remediation of all petroleum spills and leaks.
- \_\_\_\_\_ 34. Details on required inspections and record keeping by the primary permittee.
- \_\_\_\_\_ 35. Description of analytical methods to be used to collect and analyze the samples from each location.
- \_\_\_\_\_ 36. Appendix B rationale for outfall sampling points where applicable.
- \_\_\_\_\_ 37. Information on sampling frequency and reporting requirements.
- \_\_\_\_\_ 38. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.
- \_\_\_\_\_ 39. Provide name, address and phone number of primary permittee.
- \_\_\_\_\_ 40. Note total and disturbed acreage of the project or phase under construction.

- \_\_\_\_\_ 41. Clearly note statement in bold letters- **"The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."**
- \_\_\_\_\_ 42. Clearly note maintenance statement in bold letters - **"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."**
- \_\_\_\_\_ 43. Clearly note the statement in bold letters - **"Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."**
- \_\_\_\_\_ 44. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- \_\_\_\_\_ 45. 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 year that seeding will take place and for the appropriate geographic region of Georgia

**Revised July 2007**

**WHITE COUNTY PLANNING DEPARTMENT  
As-Builts Plan Requirement Checklist**

**Project Name** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Owner:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

- \_\_\_\_\_ 1) Sanitary sewer easement – water lines and service to building.
- \_\_\_\_\_ 2) Total acreage and setbacks.
- \_\_\_\_\_ 3) Streams, creeks, lakes and any natural features of land and their setbacks to be delineated (if no flood plain, need to locate and show elevation).
- \_\_\_\_\_ 4) Building – indicate footprint, breakdown of office and warehouse, square footage, finished flood elevation, loading docks, ramps and any other structure associated with the building.
- \_\_\_\_\_ 5) All pavement, walkways.
- \_\_\_\_\_ 6) Property boundaries, bearings, district, existing roads, adjoining properties, right of way, and pavement width and accel/decal lanes.
- \_\_\_\_\_ 7) Septic tank location, if not on sewer, and location of septic line and alternate area.
- \_\_\_\_\_ 8) Location of burn and/or bury sites or note stating no such sites on the property.
- \_\_\_\_\_ 9) Location, size, and type of pipe for all storm drainage.
- \_\_\_\_\_ 10) Plan to be stamped by licensed surveyor and engineer, if applicable.
- \_\_\_\_\_ 11) Any special environmental conditions on plan (i.e.: protected watershed, wetlands, etc.)
- \_\_\_\_\_ 12) Ties to any benchmarks on property.
- \_\_\_\_\_ 13) Bearings and distances to nearest Land Lot corner.
- \_\_\_\_\_ 14) Identify, on Title Block, type of As built: Commercial Site Development, or Utility Sewer/Storm water/Infrastructure Only.
- \_\_\_\_\_ 15) Site Development Permit and Building Permit number (if applicable).
- \_\_\_\_\_ 16) Project's Complete Address
- \_\_\_\_\_ 17) Notes for As-built shall include:
  - a) The method of survey, instrument used and closure.
  - b) Land lots and location if on property.
  - c) All flood plain notes and Firm Panel Number

Digital Submission (Submit final plat on disc in either: DXF (AutoCAD ASCII Drawing Exchange File) as may be required by Planning or Building Inspection. ESRI.

## SECTION VII

### White County Department Contact Numbers

White County Planning and Community Development	(706) 865-6768
White County Health Department (Environmental Health)	(706) 348-7698
White County Public Works Department	(706) 865-2510
White County Building Inspections Department	(706) 865-6496
City of Cleveland	(706) 865-2017
City of Helen	(706) 878-2733
Fire Department	(706) 865-3855
Natural Resource Conservation Service (NRCS)	(706) 865-2912
Parks and Recreation	(706) 865-5275
Sheriff	(706) 865-5177
White County Water Authority	(706) 865-0788



## **White County Mountain and Hillside Protection**

The following are considered to serve as guidelines only and are not requirements.

Staggering of lots lines and home placement can help to reduce gaps in the ridgeline and in the tree canopy.

Developers or home builders will be encouraged to submit innovative lot, road, and home designs that will meet the goals of mountain and hillside protection.

Alternatives to conventional county roads will be considered in the variance process that provide for safe and efficient transportation, while reducing disturbance and tree clearing. This could include, but is not limited to, one way or loop roads, steeper side slopes where soil stability will allow varying grades and those other means that reduce land disturbance, increase environmental protection, and maintain safe efficient transportation.

Careful design plans can reduce the visual impact of development and should be considered in great detail before final architectural decisions are made. The choice of colors, materials and orientation of structures can greatly influence the visual impact of the development.

- a) Colors and materials used for structures, fences, driveways and landscaping should blend with the natural terrain.
- b) No highly reflective materials should be used as metal roof material, concrete driveways, etc. These materials may be used if colored or otherwise treated to give the appearance of natural materials.
- c) The form, mass, and profile of buildings should be designed to blend with the natural terrain. Buildings that utilize steps in a foundation and floor level permit structures to step up the natural slope. Roof slopes should approximate that of the hillside as well and avoid large gabled ends on downhill elevations. Avoid large expanses of single materials such as roof, walls, and paving areas.
- d) Fences and walls should blend into the view. Open view fencing is encouraged, as are natural materials and landscaping used as fencing.
- e) The landscape portion of the site plan should show how the landscaping requirements are to be met within all disturbed areas.
- f) Existing trees should be protected whenever possible. Trees should be protected within the development whenever possible using temporary fencing. Plant screening is recommended for all facades, retaining walls, cut and fill slopes. These measures should be used in conjunction with required methods of stabilization. The density of new plant material should approximate the density of vegetation prior to development.
- g) Native species are recommended to be used for screening and replanting.
- h) Cut and fill activities may be minimized by carefully selecting the site for structures, drain fields, septic tanks, etc.
- i) Grading areas should be clearly marked before any grading begins. Highly visible fencing is recommended to prohibit earthmoving equipment from moving beyond designated grading boundaries.
- j) Cut slope and fill slopes of steeper than 2:1 slope ratio will only be considered if shown to provide for more effective environmental protection while still being permanently stabilized with rock or other approved stabilization method. Alternative measures such as retaining walls of limited height may be used.
- k) Grading should be phased so that prompt re-vegetation will provide optimal erosion controls.
- l) All top and bottom edges of slopes caused by either cut or fill should be a minimum of 2 feet away from property lines.

## **White County Water Supply Watersheds**

To provide for protection of the public water supply two watersheds within White County have been delineated. These areas have standards that help protect water quality. The following guidelines should be considered in the planning phase of any development:

- a) Undisturbed buffer areas exist along all “live water” such as streams, creeks, lakes and even springheads. These buffers setbacks differ and are dependent on the actual activity involved.
- b) Impervious surfaces increase runoff and are limited in total area, including but not limited to buildings, accompanying structures, driveways, parking areas, and pools. They may also require being set back further from the edge of any “live water”. These setbacks may be measured from the water’s edge or from the top of the bank. Careful planning is encouraged to allow for open areas and re-vegetation to minimize the effect of development.
- c) Hazardous waste or materials should never be stored on a construction site.
- d) Land Disturbing activities make a major impact on water quality. It is important to make sure that erosion and sediment control measures be maintained on a regular basis. And that disturbed areas be re-vegetated as quickly as possible or a temporary stabilization such as mulch or hay, or other approved method.
- e) Pre-construction activities such as tree removal can also cause disturbance of the soil and can increase the chance for sediment movement. The appropriate erosion control methods should be placed prior to all soil disturbance activities.
- f) Land application of chemical agents such as pesticides and fertilizers is discouraged. Information and planning for alternative methods can be obtained from the *Natural Resource Conservation Services* or UGA Cooperative Extension Service.
- g) Fires or burning on the stream banks are not authorized. Care should always be taken for outdoor burning of any kind.
- h) Alternations to the natural storm water drainage patterns are discouraged unless no alternative is available.

### **White County Protected River Corridor**

The State of Georgia has determined that its river corridors are fragile natural resources, and are subject to flood, erosion, soil bearing capacity limitations and other natural and human induced hazards. In their natural state they serve multiple functions for pollution control, aquifer recharge and discharge, storage and passage of flood waters, and erosion and sedimentation control, as well as wildlife habitat, education scientific study, open spaces and recreation, and scenic and aesthetic beauty. County is desirous of protecting the quality of one of it's most important, natural resources, and can protect vital habitat for wildlife, provide areas for recreation, and a source of clean drinking water.

A one hundred (100) ft. natural vegetative buffer shall be maintained at all times within the protected river corridor except as otherwise provided for residential structures.

Residential structures must comply with all building codes and other regulations, such as Soil and Erosion and may be set inside the 100 foot buffer, but must remain outside of any land disturbance buffers. These buffers vary along the corridor. While the residential structure may be located within the 100 foot buffer, septic drain fields cannot. Careful planning may eliminate costly pumping of sewage to an area outside the protected river corridor. The natural vegetative buffer shall be restored as quickly as possible following any land disturbing activity within the river corridor.

Commercial applications must remain completely outside of the protected river corridor buffer.

### **White County Groundwater Recharge Areas**

Recharge areas are sensitive areas that allow surface water to infiltrate the ground and replenish the aquifer below. Certain solids, and areas they are prevalent in, have been designated in White County in order to protect the subsurface water resources and aquifers. These areas are also vulnerable to being polluted from spills, discharges, leaks, impoundments, applications of chemicals, injections, and other human activities.

Special care must be used within these areas when building or developing to prohibit unwanted agents from entering the aquifer while reducing areas of impervious surfaces. The reduction of impervious surfaces allow for greater area of surface water to reach and recharge usable water supplies.

Site plans for soil and erosion are required for all commercial and some residential applications. These site plans also include details regarding nearby streams. Site plans must be submitted before construction permits can be issued. Soil and Erosion site plans will be approved once all development approvals have been given by the Planning Commission or staff and other departments, as necessary.

Certain types of commercial applications are prohibited within the recharge areas or may require a more stringent construction standard. Also, new lots are required to be larger in size than in other areas. Please check with staff members to ascertain what standards or restrictions may apply to your project.

## White County Wetlands

Wetlands are a fragile and indispensable natural resource and are used to provide habitat areas for fish, wildlife, and vegetation. Wetland areas are set out on a Generalized Wetland Map and may include areas of "live eater" such as streams, creeks, lakes, and rivers, but may also include areas where no water is evident above ground, such as bogs.

Should possible wetlands be delineated on any tract of land a 50 foot wetland buffer will be applied. If development or construction should impact that buffer, the Corp of Engineers will determine what mitigation, if any, must be done. **Before** any local permits or development approvals can be issued. Certain agricultural and forestry measures may be exempted and certain commercial activities are prohibited within a wetlands buffer.

Once approved by the Corp of engineers, all building and development, within the wetlands buffer, will require site plans for development, and for soil and erosion. Additional information on surrounding affected perennial streams or water bodies and impervious surfaces, both existing and planned, must also be shown. All soil and erosion plans are approved after all development approvals have been given by the Board of Planning and other departments.

### APPROVAL INFORMATION:

**The Planning and Development Department is committed to providing prompt and courteous customer service to all people living and working within White County. Staff members welcome questions and will be happy to provide any assistance with any part of the development process. While we appreciate all projects are time sensitive, it is the policy of this office to approve projects or place them on upcoming agenda in the order that they are submitted. Projects not meeting the agenda deadlines will be automatically placed on the next available agenda. There are NO EXCEPTIONS to this requirement.**

7/12/2007  
09/20/2007  
10/01/07