



## SUBDIVISION CONSTRUCTION PLAN CHECKLIST

All submissions shall bear the signature and date across the seal of the Georgia registered engineer or Georgia registered landscape architect for landscape sheets who prepared the plans, reports, design consideration, and calculations pertinent to the construction plans. The drawing scale shall not be larger than 1"=20' and smaller than 1"=40'. Location maps and index sheets may be up to 1"=100'. Plan sheets shall be 24"x36". For all plan sheets, provide a box of not less than three inches square, in the same location on each page, which shall be reserved for the County's approval stamp.

- Construction plans shall be submitted in the following format as appropriate:
  1. Title sheet.
  2. Existing conditions/demolition plan.
  3. Staking/layout and roadway centerline design plan.
  4. Grading, drainage and paving plan. (Provide multiple sheets if necessary for legibility.)
  5. Road and storm drainage profiles.
  6. Water and sanitary sewer profiles.
  7. Neighborhood grading plan.
  8. Soil erosion and sedimentation control plan.
  9. Landscape plan.
  10. Tree protection and preservation plan.
  11. Recreational/Open Space Plan.
  12. Traffic control plan, if necessary.
  13. Detail sheets for all proposed improvements.
  14. Other plans (as required by the Engineering Department).
  
- Existing conditions.** Provide on all plan drawing sheets existing features of the property and the following additional information:
  1. The bearings and distances of the boundary lines of the property to be subdivided. Provide coordinates, at least two (2), of the property corners.
  2. A minimum of two (2) survey control points based on the state plane coordinate system and NAVD 88 for horizontal and vertical control.
  3. If within one mile, the distance and direction to public water lines and sanitary sewer lines.
  4. The name, location, and width of all rights-of-way or easements of existing streets, roads, railroads, and utilities either on the property or abutting the property.
  5. Existing contours of the property and extending a minimum of 100' outside the tract boundaries at one foot intervals based on mean sea level datum.
  6. The location of railroads, public or private rights-of-way or easements, and of parks or other public spaces either on the property or abutting the property.
  7. Location of existing adjoining property lines with owners' names and addresses.
  8. Existing buildings on the property to be subdivided.

9. Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the street or within the right-of-way of streets or roads abutting the property, including the grades and invert elevations of storm and sanitary sewers.
10. Location of city limit lines and county lines, if applicable.
11. Name and address of the professional land surveyor(s) who prepared survey information for the project including signature and seal on all appropriate sheets.

**Proposed design features on each sheet.**

1. Each sheet signed and sealed by [a] Georgia registered professional engineer.
2. Three inch block, same location, for County approval stamp
3. Graphic and written scale shown on each sheet.
4. Legend.
5. North arrow (grid, magnetic, true, etc.).
6. Revision block with description and date entry blocks.
7. Sheet number and plan description.
8. Benchmark on each plan sheet on permanent locations outside of area of construction.
9. Sheet match lines where necessary.
10. Phase lines if necessary.
11. Special Flood Hazard Area information and zone lines where necessary.
12. Wetlands delineation based on approved ACOE Jurisdictional Determination Letter.

**Title sheet**

1. Development name and phase (if applicable).
2. Owner, engineer, and landscape architect's name, address, and phone number.
3. Sheet content schedule with page numbers.
4. General location map.
5. Total number of lots, total acreage, total length of streets.
6. Subdivision name and phase number, if applicable.

**Staking/layout and roadway centerline design plan**

1. Proposed road names.
2. Centerline horizontal and vertical curve data and station numbers at 50-foot intervals.
3. Location and purpose of all easements.
4. Existing and proposed lot line dimensions; proposed lot numbers and block numbers.
5. Location of entrance monuments/signage.
6. Traffic signage and striping per MUTCD.
7. Location of proposed monuments and road signs.
8. Location of all buffers and landscaping.
9. Proposed major contour changes in areas where substantial cut and/or fill is to be done.
10. Designation of all lands (if any) to be reserved or dedicated for public use and areas proposed for use other than single-family residential use.
11. Location of pedestrian crosswalks and/or bicycle lanes.

**Grading, drainage, and paving plan.**

1. Existing and proposed contours shown at one foot intervals with high and low spot elevations provided as necessary. All proposed grading contours shall be properly tied back into existing contours.

2. Topography information on adjacent property as appropriate.
3. All stormwater management and detention features.
4. Invert elevations and size for all pipes, inlets, etc.
5. Ditch and swale invert elevations.
6. Drainage structure location information including station and offset.
7. Normal water surface and peak water elevations labeled for all ponds.
8. Maintenance access easements provided for all stormwater management facilities.
9. Easements provided as necessary for all pipes, ditches and swales.
10. Location of mail kiosk(s), including stacking length and pull outs/bypass lanes (UDO Section 114-605). Include approval email/letter from USPS with plan submittal.
11. Sidewalk locations.
12. Temporary or permanent cul-de-sacs provided.
13. Emergency secondary access easement approved by Fire Chief and Engineering Director, for subdivision with more than 30 but less 100 lots. If Fire Chief and Engineering Director do not approve easement, full second access must be shown.

**Road and storm drainage profiles.**

1. Profile of existing and proposed roadway centerline grades at 50' stations. Existing grades at tie-in locations shall be provided for at least 50' past the tie-in point.
2. Seasonal high groundwater profiles.
3. PVI stations, vertical curve information and tangent grades.
4. Storm drain structure and pipe locations and elevations.
5. Utility crossings.

**Water and sanitary sewer and profiles.**

1. Location and size of all water lines, valves, fire hydrants and services.
2. Location and size of all sewer mains, manholes, force mains, air release valves and laterals.
3. Typical section of utility locations in ROW.
4. Profile of proposed lines and grades.
5. Location of all proposed features crossing lines.

**Neighborhood grading plan.**

1. Existing and proposed contours with high and low spot elevations as necessary.
2. General building footprint with proposed finish floor elevations.
3. Minimum garage finish floor elevations.
4. Clearly labeled drainage plan for each lot.
5. SFHA and wetland boundaries with labeling.
6. Proposed road centerline elevations at 50' stations.

**Soil erosion and sediment control plan.**

1. Approved plans by the GSWCC.
2. Construction exit provided.
3. 24-hour contact provided.
4. Construction schedule.
5. Clearing limits indicated with trees shown.
6. Erosion control provided for all pipe outlets.

7. Temporary sediment basins.
8. Temporary and permanent grassing indicated.

**Landscape Plan.**

1. Landscape Architect's name, address, phone number, and email address. Landscape plan shall be prepared by a landscape architect licensed in the State of Georgia.
2. Zoning classification and land use of the property and all adjacent properties.
3. Location and dimensions of all proposed/existing structures, property lines, building envelopes, servitudes, roadways and rights-of-way, sidewalks, pedestrian ways, signs, fences, utility easements, recreational facilities and equipment, drainage facilities, and other freestanding structures such as mail kiosks.
4. Location and specifications for approved entranceway features as required by Section 114-1011. Include landscape and lighting details for all entrance signage/monuments.
5. All existing and proposed impervious surfaces.
6. Buffers, including walls and berms. Height of walls and berms shall be noted and material of the walls shall be identified.
7. All existing and proposed green infrastructure, if applicable.
8. Irrigation or watering system plans if applicable. If no irrigation or water system is proposed, show closest water source.
9. Summary tabulation of all planting requirements, including buffers and tree canopy coverage.
10. Location of trees, including Protected Trees, shrubs, and bushes.
11. Installation and maintenance details.

**Tree protection and preservation plan.**

1. Tree Survey, including location, quantity, size (dbh), name (botanical and common), and condition of all existing trees over six (6) inches DBH, including those in the public right-of-way. The plan shall designate which trees are to be retained and which are to be removed. Tree Survey must be prepared by a registered arborist. Overall Tree Protection and Preservation Plan must be stamped by a registered arborist or landscape architect.
2. Tree save area(s).
3. Delineation of wetlands.
4. Identify waters of the state.
5. Tree protection details for trees to be retained, to include fencing.
6. Inventory of Protected Trees, including identifying Protected Trees to be removed.
7. Mitigation calculations for Protected Trees to be removed as required by Section 114-634(f).
8. Canopy coverage analysis as required by Appendix D-3 of the UDO.

**Open Space/Recreation plan**

1. Legend showing the shading, hatching or line types used to clearly delineate recreational and/or open space areas used to meet minimum requirements. Different forms of shading and hatching should be used to distinguish between the different types of features contributing to the minimum requirements (water bodies, retention areas, detention and wetlands basins, etc.) Provide the area in square feet for each space.
2. Table showing the required and provided open space in square feet and percentage. If phased project, provide calculations for each phase and total project area.

3. Table showing the required and provided recreational areas and credit tabulation. If phased project, provide calculations for each phase and total project area.
4. Proposed amenity locations and labels (i.e. recreational fields, swimming pool, sport courts, etc.).
5. Specifications for each amenity area to include dimensions and square footage and structures/equipment proposed.

**Details.**

1. Construction details shown for all roadway and drainage structures.
2. Construction details for all water and sewer improvements.
3. Details shown for all non-standard construction.
4. Typical cross-sections for roads and utility locations.
5. Detention basin and outlet control structure cross sections.
6. Landscaping and plantings.

**Design calculations.**

1. Construction plans stamped by GA registered professional engineer.
2. Stormwater Management Report and supporting documentation in accordance with the EDM.
3. Geotechnical Report for the road network and stormwater management system in accordance with the EDM.
4. TIA in accordance with the UDO.
5. Environmental Site Assessment (ESA) in accordance with the UDO.
6. Water System Report with design calculations for the proposed system.
7. Sanitary Sewer System Report with design calculations for the proposed system.