

City of Emerson Construction Plan Application / Checklist

Project / Development Name: _____

Location / Address of Development: _____

Land Lot and District: _____

Name of Developer: _____ Developer Contact Number: _____

Developer's Engineer: _____ Engineer Contact Number: _____

Date of Plan: _____ Submittal Date: _____ Submittal Number: _____
(if applicable, latest revision date)

A EVALUATION

#	Description	Yes	No	N/A	Comments/ Plan to Resolve
A.	Preliminary Questionnaire				
<i>This section to be completed by the developer</i>					
	Have you reviewed the current ordinances and regulations of Emerson?				
	Does this plan include stormwater management?				
	If yes is a completed Stormwater Plan Checklist attached?				
B.	Administrative Staff				
<i>This section to be completed by City of Emerson administrative staff. If any question is answered no the submittal shall not be accepted.</i>					
	Are 8 copies of the plans submitted?				
	Have all fees as outlined below been submitted?				

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C.	Engineering Review				
<i>The developer or engineer of the developer shall indicate the page number for each item listed in the left hand column unless the item does not apply directly to the plans submitted. All other columns to be completed by the City of Emerson engineering staff.</i>					
	ROAD DESIGN				
	Acceleration/deceleration lanes at entrance				
	Typical road section for proposed roads.				
	Dimensions of turn radii.				
	Plan and profile of existing City or County road at proposed entrance with the City of Emerson minimum horizontal and vertical stopping sight distance requirements satisfied. The speed limit of the existing road shall be shown.				
	If additional right-of-way is required to bring the City Road up to minimum standards, as shown on the current City Street Classification Map, the future right-of-way shall be shown on the plan. Setbacks shall be measured from the future right-of-way.				
	Proposed street profiles for all new streets.				
	Proposed street grades.				
	Proposed lengths of vertical curves.				
	Vertical stopping sight distance at all proposed internal subdivision intersections.				
	Street horizontal curve radii.				
	All radii, curb setbacks, and taper details.				
	Landscaping Shown inside Right-of-Way?				

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	Typical construction details (curb and gutter, paving, etc.)				
	Street signs. (Developer to provide all signage to MUTCD standards)				
	Surveyor's and Engineer's stamp.				
	STORM DRAINAGE				
	Topographical layout of development at two (2) foot contour intervals based on mean sea level datum with storm drain layout.				
	Location, size, and length of existing drainage structures with drainage area.				
	Description by registered engineer of how method of runoff control will not adversely affect property downstream.				
	Location, size, length, and type of all proposed drainage structures.				
	Drainage area to each inlet point of the drainage system.				
	Ditch profiles.				
	Ditch cross sections every fifty (50) feet with velocity of runoff (no more than 5.0 fps without lining the ditch).				
	Hydrology study by a registered professional engineer for detention ponds, if required.				
	The 100-year floodplain limits and elevation or note absence.				

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	Profile of storm drainage pipes.				
	All cross-drain pipes shown on the street profiles.				
	Water travel distance in street between catch basins.				
	Drainage at intersections indicated by flow arrows on plan sheet.				
	All drainage structure outlets to be erosion proofed.				
	Method of sizing all storm drainage structures.				
	Easements for drainage system—minimum of ten (20) feet for piped runoff, minimum of twenty (20) feet for open ditches.				
	Dam breach zone shown if an existing or proposed permanent pond/lake is part of the proposed subdivision.				
	Location and mean sea level elevation of bench mark.				
	Cul-de-sac grading detail for steep downhill cul-de-sacs.				
	HYDROLOGY STUDY				
	To include the following items and calculations:				
	Hydrology study should bear a stamp of a registered engineer or landscape architect registered in the State of Georgia.				
	Name of the project and its location.				
	Description of current and proposed uses and conditions.				

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	Description of downstream (upstream as well if necessary) conditions and assessment of downstream capacities. Discuss how method of runoff control will not adversely affect downstream property.				
	Method used in analysis.				
	An existing conditions map of the project with proposed topography shown, drainage basins delineated, acreages shown, Curve Numbers and Times of Concentration included. Off site drainage information should be shown.				
	A proposed conditions map of the project with proposed topography shown, drainage basins delineated, acreages shown, Curve Numbers and Times of Concentration included. The detention pond should be shown along with pond by-pass shown and quantified. Offsite drainage information should also be included.				
	Time of concentration for each basin shown.				
	Curve Numbers for existing and proposed conditions. Include calculations.				
	Peak flows for all storm return events for existing and proposed conditions, pond by-pass, and allowable detention pond release rates.				
	Detention pond volume calculations (the conical method should be used).				
	Detention pond Stage-Storage-Discharge table.				

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	Detention pond outlet control structure detail with all appropriate elevations and dimensions. Include invert elevation (s) of weirs and orifices, weir width, orifice diameter, outlet pipe diameter, 100-year pool overflow elevation, etc. The detail in the hydrology study should match that shown in the construction plans.				
	DETENTION POND REQUIREMENTS				
	The detention pond should be clearly illustrated on the plans with topographic information, 100-year pool limits shown and elevation called out. The outlet structure location and any associated piping should be clearly illustrated. No utilities should run through the detention pond area.				
	It should be clear from the overall grading/drainage plan from contours and piping what areas flow to the pond and what by-passes the pond.				
	The detention pond shall be encompassed within a drainage easement.				
	If there are any walls associated with the pond, the engineering design should be included in the plans and certified by an engineer registered in the State of Georgia. All information required to build the wall should be included in the plans with the reinforcing bar schedules, illustrated cross-sections and profile of the wall and footing with all necessary dimensions and elevations, etc. Include calculations for factor of safety against overturning and sliding.				
	Summary table comparing routed flows with allowable release rate flows for each storm event.				

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	A fully illustrated outlet structure detail should be included in the plans which should match that included in the hydrology study.				
	If the pond is four feet or deeper, a chain link or privacy fence is required to a height of six feet.				
	ADDITIONAL REQUIRMENTS				
	Sidewalks. (Required on at least one side of the street on all new developments and are required on existing streets where new development occurs.)				
	Preliminary Plat submitted with the construction plans.				
	Show location of all wells within one hundred (100) feet of property or certify that there are no wells, if lots are served by septic tank.				
	Names of all utility companies.				
	Erosion Control Plan.				
	Provide the Report of Technical Review from NRCS on plan approval if applicable.				
	Show location of any landfills or debris or garbage disposal sites on the property.				
	Is the following note added to plan: It is the developer's responsibility to abide by all the rules and regulations pertaining to the State of Georgia's National Pollutant Discharge Elimination System (NPDES) permit requirements.				

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	Is the following note added to plan: It is the developer's responsibility to address any wetlands issues to the satisfaction of the U.S. Army Corps of Engineers.				
	Engineer's stamp.				
	Engineer's original signature and date				
	Signature Statement for Planning Commission and Mayor				

B REVIEW FEES

All plan review fees are to be paid in full at time of submittal. For each re-application the fee is as stated unless the plan has changed substantially or in excess of the original review comments.

Residential Plan Fees	0 – 50 lots	51 – 100 lots	101 – 500 lots	501 or more lots
Construction Plan	\$15 Per Lot (Min \$500)	\$10 Per Lot (Min \$750)	\$7.50 Per Lot (Min \$1000)	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD
Commercial / Industrial Plan Fees	Up to 6 acres	6.1 – 20.9 acres	21 – 100 acres	101 or more acres
Construction Plan	\$150 Per Acre (Min \$500)	\$70 Per Acre (Min \$900)	\$35 Per Acre (Min \$1500)	TBD
Re-Application	\$100.00 per Occurrence	\$100.00 per Occurrence	\$100.00 per Occurrence	TBD

Total fees collected this submittal: \$ _____ By: _____

A PLANNING AND ZONING COMMISSION REVIEW

Recommend Approval: Yes (as-presented) _____ Yes (with comment) _____ No (state reasons) _____

Signature: _____ Date: _____

Comments:

Comments

B CITY COUNCIL REVIEW

Recommend Approval: Yes (as-presented) _____ Yes (with comment) _____ No (state reasons) _____

Signature: _____ Date: _____

Comments:

Comments