



# DeKalb County Planning & Sustainability Department

Lorraine Cochran-Johnson  
Chief Executive Officer

Cedric Hudson  
Interim Director

178 Sams Street, Decatur,  
GA 30030

## SEWER LINE INSTALLATION/REPLACEMENT REVIEW CHECKLIST

*This checklist shall be submitted with your documents/drawings. Answers shall be provided to all items as "no" or "yes"; and if "no", you must explain why the item in question is not applicable.*

**Project Name:**

**Date:**

**Address:**

**Parcel #:**

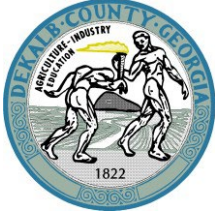
Name of Design professional \_\_\_\_\_

Signature \_\_\_\_\_

Seal \_\_\_\_\_

Date: \_\_\_\_\_

INFORMATION TO BE SHOWN ON THE DRAWINGS	IS ITEM ADDRESSED?		IF NO, EXPLAIN
1. Place on cover "DeKalb County Development File# _____".	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
2. <b><u>Describe the scope of work on the cover.</u></b>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
3. A professional engineer, currently registered in the State of Georgia must seal, sign and date all sheets of the plans.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
4. Minimum sheet size is to be 24" x 36"	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
5. On the cover show a location map with DeKalb County outline and indicate the approximate site location.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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6. Place on the cover sheet a vicinity map with adequate scale to identify the surrounding streets.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Show the F.E.M.A. <u>map panel image</u> and map panel number for the property on the cover sheet.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. Provide floodplain statement. Reference the 2016, or most recent, FEMA Firm Panel number	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
9. Show street names for all streets in vicinity of projects. parcels ID and addresses for all streets and parcels affected by the project	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Show parcels ID and addresses for parcels/properties affected by the project or encroached upon by the project	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. For 1 acre or more disturbed, show N.P.D.E.S. fees table to be paid to state and county <u>on the cover sheet</u> .	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. Show disturbed area, total tract size, impervious area, and percentage of tract impervious <u>on cover sheet</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
13. <u>On cover</u> show name, <u>physical address</u> and phone number of owner, developer and engineer	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
14. List a valid 24-hour contact name and telephone number <u>on the cover</u> .	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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15. Note on the cover sheet: <b><u>72 hrs notice is required to Georgia 811 Utility Protection Center before any planned</u></b> <a href="http://www.georgia811.com">http://www.georgia811.com</a> <b><u>digging</u></b>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Place on the cover sheet: <b><u>DeKalb County is not responsible for any errors or omissions by engineers or other design professionals on design or County code requirements for this project.</u></b>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Show size and location of sanitary sewer main	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
18. Show pipe cover to meet requirements	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
19. Show sanitary sewer easement for all County maintained lines not within County Right-of-Way	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
20. Show sanitary sewer profiles; with floodplain elevation if applicable	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
21. Show storm drain/water main crossings on the sanitary sewer profiles	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
22. If a new pipe segment is being installed, clearly show it and label it as such	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
23. If a pipe segment is to be removed and replaced, clearly show it and label it as such	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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24. If a pipe segment is to be abandoned, clearly show it and label it as such	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
25. Show manhole number on all sheets, as well as ES&C plans	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
26. Provide coordinates (latitude and longitude) of beginning and end of projects	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
27. Provide attached flood plain certificate on the plans (if floodplain/floodway in the vicinity of project or if floodplain/floodway is encroached)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
28. Clearly show the following features on site plan and Erosion Control plans <ul style="list-style-type: none"> <li>100-yr floodplain contour line/area <u>with</u> base flood elevation to the nearest 10th of a foot</li> <li>AFCF (area adjacent to future condition floodplain): 3' above BFE or 1' above Future Condition flood elevation, whichever is greater</li> <li>State waters/stream with applicable buffers (25' EPD buffer and 75' County buffer)</li> </ul>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
29. Provide compensatory grading plan for work within floodplain (including volume occupied by new structure(s) or modifies structures within the I.R.F./floodplain)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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30. Provide wetlands statement. (The statement is to indicate if the site is within any area of a wetland)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
31. Provide wetlands delineation. Show limits and area (acres or square feet) of encroachment. Delineate wetland areas and note the areas (in acres/ft2) to be impacted.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
32. Contact U.S. Army Corps of Engineers regarding wetland permit determination if there is any encroachment or fill proposed withing the stream bank and/or wetlands. Provide copy of Nationwide or Individual Permit application, OR provide note from Corps stating they are not applicable.  <b>Reach out to Corps, do not make such determination by yourself.</b>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



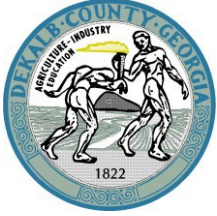
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<p>33. <b>Embed</b> in the plan set the completed applicable GAR Erosion and Sediment control plan checklist(s) used to prepare the plan, if applicable (1 acre or more of disturbance and/or within 200 ft of state waters). The checklist must be updated for the year in which the permit is to be issued. If it applies embed the completed Appendix One checklist indicating the selected items. Provide the GPS location of the construction exit for the site. Give the Latitude and Longitude in decimal degrees.</p> <p><b>Note: If you believe there is any item on the NPDES checklist that is not applicable to this project, and which is not clearly exempted by the checklist; please, confirm with the State EPD.</b></p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>34. Variance from GA. E.P.D is required for encroachment of the 25' State waters buffer zone. Have you obtained or already submitted a variance request?</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>35. Show double row Type 'S' silt fence between land disturbing activity and State waters, wetlands and/or floodplain</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>36. Show the name and phone number of the 24-hour local emergency contact on the erosion and sediment pollution control plan</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	



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37. File notice of intent and notice of termination with GA. E.P.D. and provide a copy of all the filed documents and approval of submission from the EPD; if land disturbance is one acre or more or within 200 feet of state waters. Submission must be at least 14 days prior to start of land disturbance activities.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
38. Show the soil series on erosion control plan.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
39. <u>Show existing and proposed contours with labels and differing line weights or line types</u>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
40. Show adjacent area, such as streams, lakes, drainage ditches, residential areas, etc, which might be affected.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
41. Show vegetative plan for all temporary and permanent vegetative practices, including species, planting dates, seeding, fertilizer, and mulching rates.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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<p>42. Show location and <b><u>details of all erosion and sediment control practices to be used</u></b>, using uniform coding <b>symbols</b> and details from the current Manual for Erosion and Sediment Control in Georgia, Chapter 6.: construction exit, sediment barrier, storm drains inlet protections, stream bank stabilization etc.</p> <p><b>Note:</b> ONLY show details for BMPs that are proposed for this project.</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>43. Show <u>Construction Activity Schedule</u> with anticipated starting and completion dates for project, and detailed sequence of events for all activities</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>44. Show the proposed location of topsoil stockpile on the plan, if applicable</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>45. Provide a narrative for location, method of containment and disposal procedures for concrete truck or mixer wash out.</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>46. Provide a narrative for storage location, method of containment and emergency procedures in the event of a spill or reportable quantity of petroleum products.</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	
<p>47. Provide a narrative for paint and/or other chemicals with respect to storage, clean-up and disposal</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>	





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	NO	YES	
<p>48. Notes on the plan:</p> <ul style="list-style-type: none"><li>• Contractor shall prevent tracking or flow of mud and or sediment onto floodway, streets and adjacent properties. All materials spilled, dropped, washed or tracked from vehicles or sites onto roadways or into storm drains must be removed immediately by the contractor</li><li>• Contractor is responsible of acquiring right of entries for access/construction prior to beginning of construction</li><li>• 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.</li><li>• Sediment and erosion measures and practices to be inspected daily.</li><li>• All disturbed areas to be grassed as soon as construction phases permit.</li><li>• The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with land disturbing activities.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	



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(continued)

- Cut and fill slopes shall not exceed 3H:1V on residential projects and lots, and shall not exceed 2H:1V on all other projects. If compliance is not met an application for a variance may be an option.
- Weekly erosion and sediment control reports shall be submitted to the development department starting with the issuance of the development permit and ending when project is released by the inspector.
- “I certify that the permittee’s erosion, sedimentation and pollution control plan provides for an appropriate and comprehensive system of best management practices required by the Georgia Water Quality Control Act and the document ‘manual for Erosion and Sediment control in Georgia’, published by the State Soil and Water Conservation Commission as Of January 1 of the year in which the land disturbing activity was permitted, provides for the sampling of the receiving water(s) or the sampling of the storm water outfalls and the designed system of Best Management Practices and sampling methods is expected to meet the requirements contained in the General NPDES Permit N0. Gar



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<p>10000_(1, 2 or 3).” (with signature and date)</p> <ul style="list-style-type: none"><li>• “I certify under penalty of law that this plan was prepared after a site visit to the locations described herein by myself or my authorized agent, under my direct supervision.” (with signature and date)</li><li>• If encroachment into the 25’ state stream buffer is proposed; assess or contact the EPD to identify whether a stream buffer variance is required or not</li><li>• If encroachment into the 75’ county buffer is proposed, assess or contact the County to identify whether a stream buffer variance is required or not</li><li>• If there is a filling or encroachment/disturbance into wetlands or state waters is proposed, assess or contact the Army Corps of Engineers to identify whether a permit/Pre-Construction Notification is required or not.</li><li>• Note that for items# 59 and 61; a permit/variance is required or a letter/email from the EPD stating that a permit/variance is not required must be provided by before the land disturbance permit will be issued by the County</li><li>• Before beginning construction activity, the intermediate regional floodplain elevation</li></ul>			
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<p>contours shall be identified on the property by staking or other identifying mechanisms no less than every one hundred (100) feet, and shall be identifiable throughout project development.</p> <ul style="list-style-type: none"><li>• All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate: (1) Infiltration of floodwaters into the system, and (2) Discharge from the systems into floodwaters.</li><li>• All new construction and substantial improvements shall be adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy</li></ul>			
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### GENERAL GUIDANCE AND INFORMATION

**A. To request a Letter of Awareness from the County for EPD stream variance application, please contact Ms. Collins at [kacollins@dekalbcountyga.gov](mailto:kacollins@dekalbcountyga.gov)**

(The letter can be requested even before an application is submitted to the County)

**B. If you have any question or would like to discuss the project, contact any member of the Land Development section**

**C. To discuss any item related to floodplain encroachment (ex: disturbance in the floodplain, compensatory grading, aerial crossing, etc.), please contact the Floodplain Coordinator, Ms. Cushnie at [dcushnie@dekalbcountyga.gov](mailto:dcushnie@dekalbcountyga.gov)**

**D. To discuss encroachment into the County 50' stream buffer, please contact Ms. Collins at [kacollins@dekalbcountyga.gov](mailto:kacollins@dekalbcountyga.gov)**

**Note:** Utility installation projects on behalf of the County are exempted from County stream buffer variance, **however**, the County may still request a stream buffer variance application be filed.