



## DeKalb County Planning & Sustainability Department

Lorraine Cochran-Johnson  
Chief Executive Officer

178 Sams Street  
Decatur, GA 30030

Juliana A. Njoku  
Director

**Important note:** All drawings shall have the seal and signature of the design professional, along with the date the drawings were prepared.

### RESIDENTIAL SITE PLAN REVIEW CHECKLIST (Land Development Section's)

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

GENERAL INFORMATION	IS ITEM ADDRESSED?		IF NO, EXPLAIN
1. Provide a vicinity map showing site's relation to surrounding area	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
2. Provide 24-hour emergency contact information (name, telephone number & address).	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
3. Plans must be sealed by a registered professional civil engineer, landscape architect, land surveyor or architect.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
4. Minimum sheet size is to be 11" x 17"	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
5. Plans must be drawn to scale	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
6. Graphic scale & north arrow	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Reference the final plat (i.e. plat book and page number from recordation) for property	NO	YES	



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8. Review the final plat to ensure that all required features are provided/shown under the building permit (sidewalk, buffers, easements, etc.)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
9. Provide a floodplain statement, including the map panel number, the effective date, and whether there is a floodplain on the property, and its zoned (zone AE, AO, A, X, etc.)	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Show/provide email, phone, address and name of builder and owner	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Show/indicate building address, the parcel ID#, lot number, Subdivision name and phase	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. Provide the lot size, disturbed area, impervious area, and cut/fill volumes, zoning district, % of impervious and % of proposed lot coverage	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
13. Provide a breakdown of the impervious area by surfaces: house, driveway, walkway, garage, patio, decks, porch, etc.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
<b>INFORMATION TO BE SHOWN ON THE EXISTING CONDITION SHEET</b>	<b>IS ITEM ADDRESSED?</b>	<b>IF NO, EXPLAIN</b>	
14. Provide a survey showing the existing condition of the site	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
15. Show topography/contours with elevation and sufficient contours on adjacent properties to determine drainage patterns	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
16. Show/Delineate the state EPD 25-foot undisturbed stream buffers and the County 75-foot undisturbed stream buffers from the top of bank, for state waters	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
17. Show location and information for all existing storm pipes, storm drain structures, all utilities (and labelled them as existing) and easements on site and in R/W	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
18. Show all setback lines, and easements.	NO <input type="checkbox"/>	YES <input type="checkbox"/>	



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19. Show location of all existing features such as:	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Flood plain limit (AE Floodway, AE, AO, X, etc.) and elevation to 0.1 Ft</li> <li>AFCF (area adjacent to future condition floodplain: 3 ft above BFE or 1 ft above future condition floodplain whichever is greater)</li> <li>State Future Conditions floodplain elevation (if different from BFE)</li> <li>State waters buffers</li> <li>Transitional zoning buffers</li> </ul>			
<b>INFORMATION TO BE SHOWN ON THE PROPOSED SITE PLAN</b>	<b>IS ITEM ADDRESSED?</b>	<b>IF NO, EXPLAIN</b>	
20. Items 15 (existing and proposed contours) 16, 17 (existing utilities to remain and proposed), 18, and 19 above shall be shown on the proposed site plan as well	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
21. Show location of: dumpsters, portable toilets (15' min. from P/L) parking, material storage and stockpile areas.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
22. Show limits of disturbance	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
23. Variance from DeKalb County required for encroachment in 75-foot state waters buffers.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
24. Variance from GA. E.P.D. required for encroachment in 25-foot state waters buffers	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
25. Show site specific erosion controls to manage onsite disturbance and to protect offsite properties, tree save areas, undisturbed creek buffers, and flood plains from sedimentation per Manual for Erosion and Sediment Control in Georgia (GSWCC) <u>Level II Certification Required when part of a Common Development.</u>	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
26. Provide details, drawings, and legend for all BMP's used on site. Per he GSWCC manual.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	



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27. Show all proposed utilities, drainage structures, etc. and labelled them as "proposed"	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
28. Show proposed structures and surfaces: house, driveway, walkway, garage, patio, decks, porch, etc...  If any existing structures to remain, label them as "existing"	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
29. Provide basement, garage, crawlspace and main floor elevations to NAVD 1988	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
30. Provide proposed contours/grading and existing contours using different line types.  If no grading is being proposed, add note to state that no grading is being proposed.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
31. Show proposed driveway location and landing, spot elevations to NAVD 1988, and indicate driveway slope percentage (% not to exceed 20%)	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
32. Show driveway entrance per DeKalb County 709 & 710 Standard details (see attached)	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
33. Driveway apron shall be 4' min. from catch basin and cannot extend beyond projected property corner in R/W.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
34. (a) Provide top & bottom elevations of proposed retaining/foundation wall,  (b) Indicate wall type and address surface drainage	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
35. Retaining walls over 30" require safety restraints.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
36. Retaining walls of 4 feet or greater in height will require a separate building permit & must be designed by a professional engineer	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	



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37. Retaining walls must be off property line half the distance of the building set back line (chapt 27, sec. 5.4.5)	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
38. Refer to floodplain resources features such as: 1. P-213 Answers to Questions About Substantially Improved/ Substantially Damaged Buildings 2. P-312 Homeowner's Guide to Retrofitting 3. P-348 Protecting Building Utility Systems From Flood Damage 4. P-758 Substantial Improvement Substantial Damage Desk Reference 5. TB-1 Requirements for Flood Openings In Foundation Walls and Walls of Enclosures 6. TB-2 Flood Damage-Resistant Materials Requirements 7. P-259 Engineering Principles and Practices  The County GIS map can be accessed here: <a href="https://arcg.is/P89a9">https://arcg.is/P89a9</a>	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
39. The lowest floor including crawlspace shall be 3' above base flood elevation, or 1' above the future conditions flood elevation	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
40. The installation of new stormwater structures and pipe will require the approval of DeKalb County Department of Roads and Drainage.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
41. The installation of new public sanitary sewer structures and pipe will require the approval of DeKalb County Department of Watershed Management.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
42. Revise final plat prior to issuance of Certificate of Occupancy, if applicable	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
43. Provide Stormwater management plan for lots creating 5,000 sq. ft. or more impervious surface. Refer to the stormwater management review checklist.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
44. Water quality BMP is required for any new house construction (except for common development project where water quality has been addressed as part of the development stormwater mgt plan)  Refer to the Water Quality review checklist	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	



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<p>45. Check/review the recorded final plat (if applicable) to ensure that water quality BMP is not required for the lot in question.</p>	<p><b>NO</b> <input type="checkbox"/></p>	<p><b>YES</b> <input type="checkbox"/></p>	
<p>46. Add the following notes:</p> <ul style="list-style-type: none"> <li>• Dumpsters and/or temporary sanitary facilities shall not be located in the street or tree protection area or right-of-way.</li> <li>• Additional erosion controls shall be installed as deemed necessary by the on-site inspector(s)</li> <li>• The installation of erosion and sedimentation control measures and practices shall occur prior to or concurrent with land-disturbing activities.</li> <li>• Erosion and sedimentation control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion and sediment control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.</li> <li>• All lots/sites with 2' of fill or greater will require a compaction certificate by a professional registered engineer prior to a building permit and or prior to footers being poured.</li> <li>• Locate and field stake all utilities, easements, pipes, flood limits, stream buffers, and tree save areas prior to any land disturbing activities.</li> <li>• All tree protection areas to be protected from sedimentation.</li> <li>• All tree protection devices to be installed prior to land disturbance and maintained until final landscaping.</li> <li>• All tree protection fencing to be inspected daily and repaired or replaced as needed.</li> <li>• A final as-built lot survey required prior to issuance of Certificate of Occupancy.</li> <li>• A final as-built water quality certificate required prior to Certificate of Occupancy.</li> <li>• Water quality BMP(s) to be installed at the time of final landscaping.</li> <li>• All collected water shall be directed to the water quality BMP(s).</li> <li>• No water quality BMP(s) allowed in undisturbed stream buffers or tree save/critical root zone.</li> <li>• Work hours and construction deliveries are: Monday – Friday 7:00am – 7:00pm Saturday 8:00am – 5:00pm</li> </ul>	<p><b>NO</b> <input type="checkbox"/></p>	<p><b>YES</b> <input type="checkbox"/></p>	



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<ul style="list-style-type: none"> <li>I .....(name of design professional).....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.</li> </ul>			
<b>INFORMATION TO BE SHOWN ON THE TREE PLAN</b>	<b>IS ITEM ADDRESSED</b>		<b>IF NO, EXPLAIN</b>
47. Show location, size, species of all existing trees 6" and greater.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
48. Show all specimen trees.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
49. Indicate preserved and removed trees.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
50. Show tree protection fencing and erosion control to protect critical root zones.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
51. Show preservation calculation: 120" of existing trees per acre -OR- 25% of existing # of trees onsite. Do not count trees or acreage in creek buffer/flood plain in calculation.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
52. Show calculation to provide 15 density units per acre. o Convert existing saved trees and replant trees using Chart 1-3 per 14-39(g)(4). o Provide necessary replants	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
53. Show and protect entire critical root zones of all trees included in preservation calculation	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
54. Show required front yard trees.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
55. Must preserve all trees 6" and greater in the front yard and in the rear half of the rear yard of infill lots.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	



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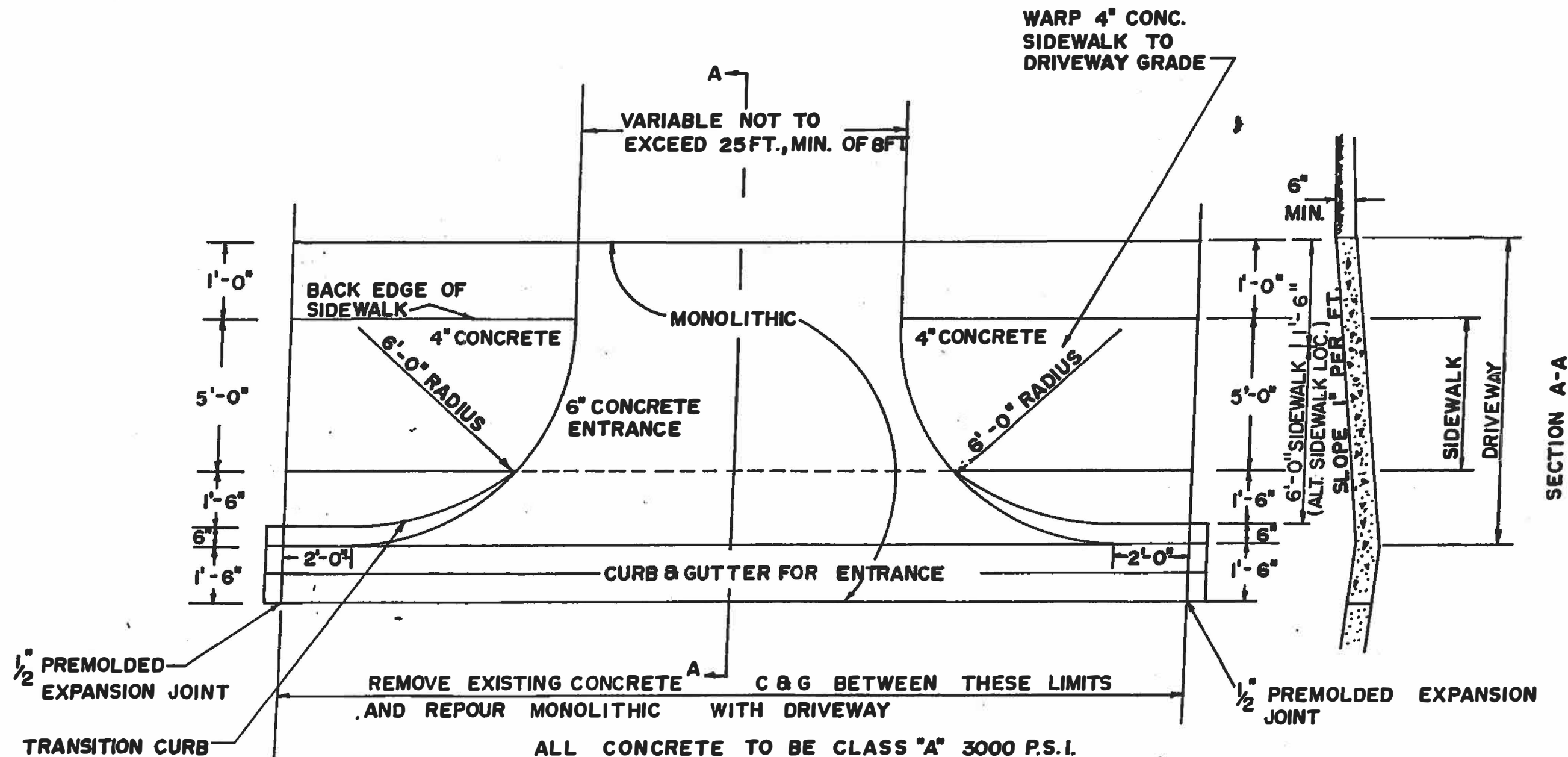
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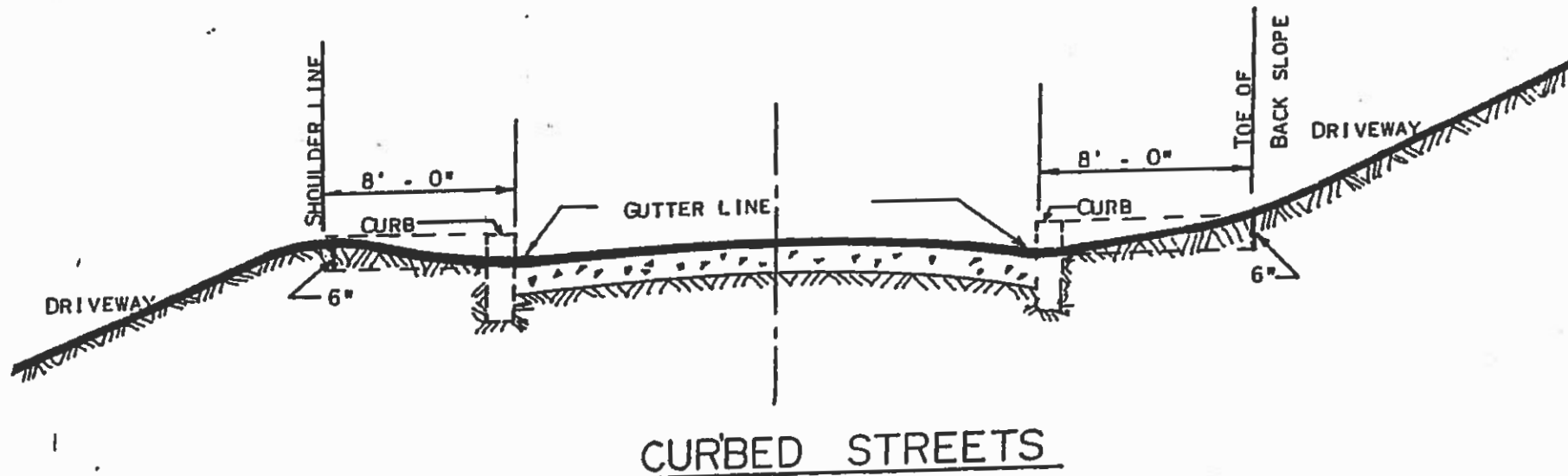
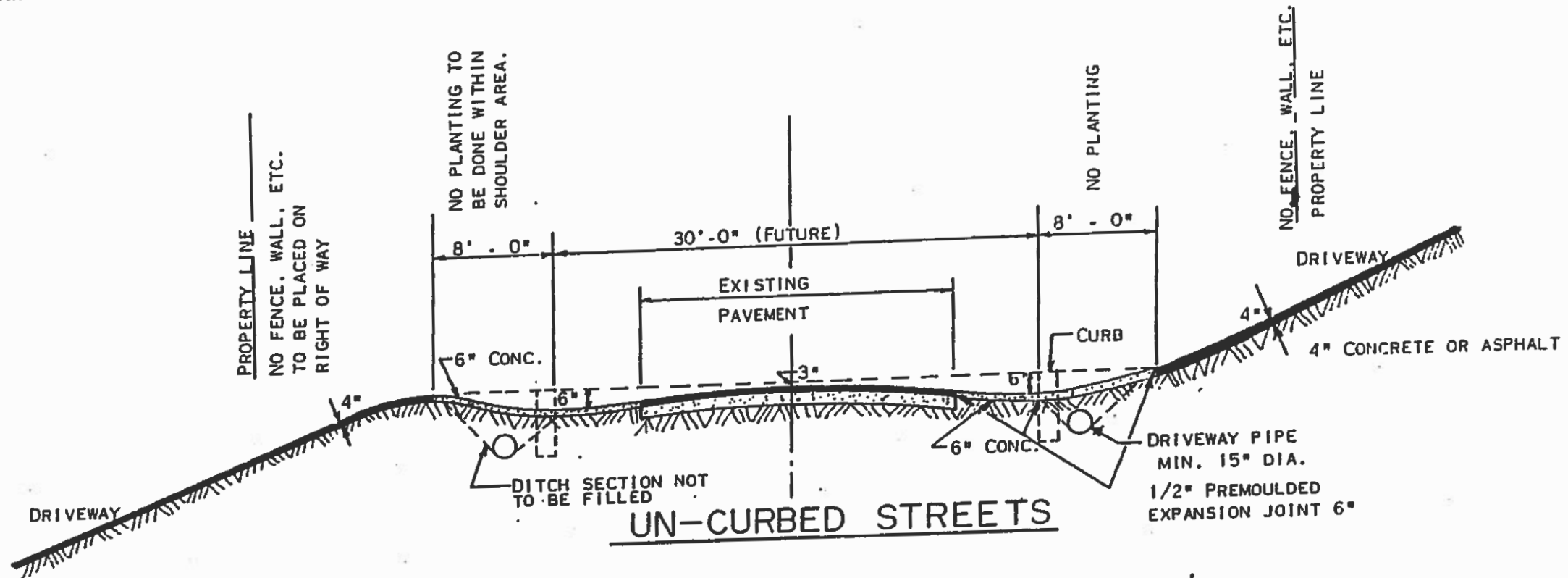
56. Show details for tree protection fencing.	<b>NO</b> <input type="checkbox"/>	<b>YES</b> <input type="checkbox"/>	
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NOTE WATER METERS ARE PROHIBITED WITHIN SIDEWALK. COORDINATE METER PLACEMENT WITH THE WATER AND SEWER DEPARTMENT.

REVISIONS		DEKALB COUNTY, GEORGIA	
		<b>DEPT. OF PUBLIC WORKS</b>	
DATE	BY	SUBDIVISION	& DRAINAGE DESIGN
9-69	JHG		
TITLE		PRIVATE DRIVEWAY ENTRANCE WITH SIDEWALK	
10-75	RBC	DWG. NO. 709 SHEETS 1 OF 1 SHEETS	
11-95	T.O.B.		
		DRAWN BY JHG	APPD. DATE 10-15-69
		CHECKED BY	
		SCALE NONE	DIRECTOR OF PUBLIC WORKS



DRIVEWAYS FOR LOTS ABOVE OR BELOW STREET LEVEL, WHERE STREETS HAVE CURB, ARE TO BE CONSTRUCTED TO AN ELEVATION 6" ABOVE THE GUTTER LINE AT THE NORMAL SHOULDER LINE, OR TOE OF BACK SLOPE AS INDICATED.

REVISIONS		DEKALB COUNTY, GEORGIA	
DATE	BY	<b>DEPT. OF PUBLIC WORKS</b>	
9-69	JHG	SUBDIVISION & DRAINAGE DESIGN	
		<b>STANDARD PRIVATE ENTRANCE</b>	
		PROFILE	
		DWG. NO. 710 SHEETS 1 OF 1 SHEETS	
		DRAWN BY JHG	
		CHECKED BY	
		SCALE NONE	
		APPD. DATE 10-17-69	
		James R. Foster	
		DIRECTOR OF PUBLIC WORKS	