RICHMOND HILL
GEORGIA

PLANNING AND ZONING DEPARTMENT
LAND DISTURBANCE ACTIVITY (LDA) APPLICATION PACKET

ZONING ADMINISTRATOR
(912) 756-3735

ORDINANCES CAN BE VIEWED ONLINE AT WWW.RICHMONDHILL-GA.GOV

UPDATED 6-7-2017

Land Disturbance Activity Permit Checklist

In order to expedite the review process, use this checklist
to make sure you have filled out the applicable forms

NPDES Forms and GASWCC Plan Review Checklists and
Guidance Documents can be found online at http://www.gaswccgeorgia.gov

YES	N/A	
☐		Application for Land Disturbing Permit
☐		Coastal Soil and Water Conservation District Application
☐		NPDES Application
☐	☐	Copy of Notice of Intent (NOI) Primary Permittees
☐	☐	Copy of Notice of Intent (NOI) Secondary Permittees
☐	☐	Copy of Notice of Intent (NOI) for Tertiary Permittees
☐		Certificate of Applicant and Owner
☐		Check(s) required for applicable fees

Before a land disturbance permit is issued by the City of Richmond Hill, a site development plan or a preliminary subdivision plat must be submitted and approved. In some cases, a letter of intent will suffice if site development plan or preliminary subdivision plat is not applicable.

Once we have received a completed application and all fees have been paid, we will issue you a cover letter which you will need in order to have your plans reviewed by the GASWCC.

PROJECT NAME: _____

APPLICANT NAME: _____

SIGNATURE: _____ DATE: _____

APPLICATION FOR LAND DISTURBING ACTIVITY PERMIT

APPLICANT _____ **PHONE** _____ **DATE** _____

APPLICANT ADDRESS _____

IS APPLICANT THE OWNER OF THE PROPERTY? ☐ **YES** ☐ **NO (IF NO, FILL IN OWNER INFO BELOW)**

OWNER _____ **PHONE** _____

OWNER ADDRESS _____

24 HR CONTACT NAME _____ **24 HR CONTACT #** _____

PROJECT NAME/DESCRIPTION _____

PROJECT LOCATION _____

TAX MAP _____ **PARCEL** _____

PLAN PREPARED BY (ENGINEER & FIRM) _____

TOTAL ACRES _____ **DISTURBED ACRES** _____

LOCAL FEE $50.00 + $3.00 PER DISTURBED ACRE = $_____

NPDES FEE FOR CITY $40.00 PER DISTURBED ACRE = $_____

TOTAL FEES TO CITY = $_____
TOTAL FEES

I, _____, hereby certify that I fully understand the provisions of the
PRINT NAME
Richmond Hill Erosion, Sedimentation and Pollution Control Ordinance and program, and that I accept responsibility for carrying out the Erosion, Sedimentation and Pollution Control Plan for the above referenced project as approved by the City. I further grant the right-of-entry onto this property, as described above, to the designated personnel of the City of Richmond Hill for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

_____ _____
SIGNATURE DATE

APPROVED BY:

CSWCD DATE _____ **PLAN REVIEW # BR** _____

LOCAL PROGRAM ADMINISTRATOR _____ **DATE** _____
NAME

Coastal Soil & Water Conservation District

DATE: _____

TO: Applicants for Land-Disturbing Activity Permits

FROM: Coastal Soil and Water Conservation District

SUBJECT: Erosion and Sediment Control Plan Review

A conservation education contribution of $50.00 per Erosion and Sediment Control Plan is requested by the Coastal Soil and Water Conservation District. This is in addition to any charges by the Local Issuing Authority.

Please complete the following form and attach a check in the amount of $50.00 payable to the Coastal Soil and Water Conservation District.

_____

Project Name County

_____

Applicant Name

_____

Address

_____

Phone Number

Contact the following for information on where to send your $50.00 education contribution:

State Headquarters

4310 Lexington Road
Athens, GA 30605
Phone: (706) 552-4470

NPDES GENERAL PERMITS – FEE FORM

State of Georgia
Department of Natural Resources
Environmental Protection Division

PLEASE PRINT OR TYPE THIS FORM.
SUBMIT ORIGINAL FORM AND PAYMENT TO:

EPD - Construction Land Disturbance Fees
P. O. Box 932858
Atlanta, GA 31193-2858

PLEASE MAKE CHECKS PAYABLE TO: **Department of Natural Resources - EPD**
(DO NOT MAIL CASH)

COMPLETE THE FOLLOWING (do not leave any sections blank - if not applicable, mark "N/A"):

Primary Permittee's Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Contact Telephone: _____

Project Construction Site Name:

_____

Construction Site Street Address:

_____

(please provide sufficient information to accurately locate the construction site)

Is the construction site located within the city limits ?

☐ YES ☐ NO

City: _____
(applicable if the site is located within the jurisdictional boundaries of the municipality)

County: _____

☐ Acres Disturbed *(to the nearest tenth (1/10th) acre)*
In an area with a certified Local Issuing Authority
(Do not include fees payable to the Local Issuing Authority)
_____ X $40/acre = _____
(acres)

☐ Acres Disturbed *(to the nearest tenth (1/10th) acre)*
In an area with no certified Local Issuing Authority
_____ X $80/acre = _____
(acres)

☐ Acres Disturbed *(to the nearest tenth (1/10th) acre)*
(By an entity exempt from a certified Local Issuing Authority's regulation pursuant to statute)
_____ X $80/acre = _____
(acres)

TOTAL FEE SUBMITTED = _____

CHECK NUMBER: _____

Submitted By *(Printed Name)*: _____ Title: _____

Signature: _____ Date: _____

ATTACH CHECK HERE
VOID IF SUBMITTED WITHOUT PAYMENT

RICHMOND HILL
GEORGIA

CERTIFICATION BY OWNER OR APPLICANT

I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application, and that the agent/applicant stated below is authorized by this owner to apply for the request in this application.

PRINT OWNER NAME PHONE

EMAIL

SIGNATURE DATE

PRINT AGENT/APPLICANT NAME PHONE

AGENT/APPLICANT EMAIL