



**RICHMOND HILL**  
G E O R G I A

**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](http://WWW.RICHMONDHILL-GA.GOV)**

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: \_\_\_\_\_

Project Construction Site Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Construction Site Street Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Contact Telephone: \_\_\_\_\_

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 (1/10<sup>th</sup>) 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 (1/10<sup>th</sup>) acre)  
In an area with no certified Local Issuing Authority

\_\_\_\_\_ X \$80/acre = \_\_\_\_\_  
*(acres)*

Acres Disturbed (to the nearest tenth (1/10<sup>th</sup>) 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**



**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.

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**PRINT OWNER NAME** **PHONE**

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**EMAIL**

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**SIGNATURE** **DATE**

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**PRINT AGENT/APPLICANT NAME** **PHONE**

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**AGENT/APPLICANT EMAIL**