

**LOT GRADING**  
**INFORMATION & FORMS**

## EROSION CONTROL and YOUR RESPONSIBILITIES

- 1) The permit holder is responsible for the installment and on-going maintenance of all lot erosion and sediment control devices in accordance with your approved erosion control plans.
- 2) Periodic inspection shall be whatever is deemed necessary to ensure that erosion and sediment control measures are functioning as designed. Any problems noted during these inspections shall be corrected immediately.
- 3) Once construction has commenced, the permit holder is responsible for the maintenance of erosion and sediment control measures protecting area inlets on their lots, as well as curb inlets along the street frontage. It is critical that sediment not be allowed to invade the storm sewer system.
- 4) The temporary construction entrance provides a place for access to the lot and a spot where material can be off-loaded. It also provides a place to put your dumpster. The intent of the requirement is to provide a stable surface for vehicles where mud and other debris is not likely to be tracked onto the street. Proper maintenance of the area is required until such time as a permanent driveway can be put in place.
- 5) During the entire construction process the permit holder is responsible to ensure that mud, dirt, rocks and other debris are not allowed to erode onto city streets and sidewalks, nor tracked onto the streets by construction vehicles. Should any mud or other debris find its way to the street, the contractor shall take immediate steps to have it removed.
- 6) During the entire construction process the permit holder is responsible to ensure that dirt and other debris do not encroach upon adjacent property. If the adjoining lot(s) has been issued a certificate of occupancy then silt fence will need to be installed along that adjacent property line if the lot erosion control plan doesn't already require it to be installed.

### **Maintenance (sediment fence)**

- 1) Inspect sediment fences at least once a week and after each 1/2" or greater rainfall. Make needed repairs immediately.
- 2) Should the fabric of the sediment fence collapse, tear, decompose or become ineffective, replace promptly.
- 3) If the utilities are installed after BMP's have been put in place, the permit holder is responsible for control of erosion and sediment during the construction process and they are responsible to ensure that all BMP devices are reinstalled per the original design.

# Water Meter Installation Procedure

## New Construction

1. Apply to the Inspections Department for a building permit, you will be given a temporary backflow device
2. Connect a temporary backflow device to the curb stop at the end of the water lateral on your lot.

*If during construction the City finds that water is being used without the backflow device:*

*The water will be locked out until the backflow device is installed.*

*If the backflow device is lost or missing, you will have to pay for a new one.*

*Contact the Planning and Zoning Department to have the lock removed.*

*Also, no building inspections will be conducted until the backflow device is installed.*

### **To use a fire hydrant for construction water:**

*Apply for an account at City Hall. They will give you a contact to pick up a fire hydrant meter and backflow. The fire hydrant meter and backflow must be returned and fees paid before a CO can be issued.*

3. When you are ready for the water meter to be installed, contact the Planning and Zoning Department, (912) 756-3641. **The water meter must be installed prior to a plumbing rough inspection.**
4. You are responsible for protecting the water meter, backflow and meter box from damage until a CO has been issued.
5. The water meter will be installed within three (3) business days after the day you contact Planning and Zoning.
6. Have the area graded around the end of the water lateral, to final grade, where the water meter will be located.
7. Any outstanding fees have to be paid in full before a water meter will be installed.

## **Reasons for the water meter not to be installed:**

Area for placement of meter not graded

Curb stop device not exposed

All Fees not paid

7. If the building inspector sees that the curb stop, backflow device, water meter, meter box or meter box lid is damaged or missing when conducting the CO inspection, **the CO will not be issued**. If this is the case you will be responsible for the cost of replacing the damaged or missing parts. After payment has been received by the Planning and Zoning Department for any missing or damaged parts, the City will have three (3) business days to repair the problem. A **CO will not be issued** until the damaged or missing components have been replaced by the City.

# LOT GRADING VERIFICATION

If applicable, you were given a copy of your neighborhood grading plan with your building permit. This plan was developed by the design engineer for the subdivision. It shows which way the storm water is designed to run off of the lot so that it doesn't cause flooding issues for surrounding properties.

There are generally three types of grading plans for lots, type "A" all drainage to the street, type "B" drainage to both street and rear lot line and type "C" drainage to rear lot line.

Before a Certificate of Occupancy is issued, we must receive a completed lot grading verification form from you. This form must be completely filled out and correspond to the approved lot grading type designated for your lot.

## ALTERNATE NEIGHBORHOOD DRAINAGE PLAN

If you find that the neighborhood grading plan you are given with your building permit is not feasible to construct in the field, you may submit an alternate plan to our office for review. Please keep in mind that the neighborhood grading plan you are given was drawn by the developer's design engineer. The developer, along with his design engineer, should be consulted with before submitting an alternative plan.

There are three basic designs for neighborhood grading:

1. Type A, drainage to the street
2. Type B, drainage to both the street and rear lot line
3. Type C, drainage to rear lot line

The following shall be considered when addressing neighborhood grading:

1. Storm water runoff shall not be allowed to drain onto adjoining property without a drainage easement and a suitable means to carry the runoff to the approved outfall location.
2. **Do not wait until a CO request** to notify us that the neighborhood grading plan you were given was deviated from. A CO will not be issued until the neighborhood grading plan you are given is implemented or your alternate plan has been reviewed, approved and implemented.

If after a CO has been issued and we have a rain event that results in flooding problems associated with the grading of the lot, you will be required to correct the problem. Any building permit applications pending for you at that time may not be issued until the grading problem is corrected.

Examples of all three neighborhood drainage types and submittal forms are included in this packet and are also available in our office.

# ALTERNATIVE NEIGHBORHOOD GRADING PLAN APPLICATION

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_ LOT #: \_\_\_\_\_  
911 ADDRESS: \_\_\_\_\_

Type of grading plan given with building permit:

- 1. Type A, drainage to the street
- 2. Type B, drainage to both the street and rear lot line
- 3. Type C, drainage to rear lot line

Reason the plan will not work:

---

---

---

---

Type of grading plan proposed: (attach site plan showing adjoining lots and proposed route or storm water run off)

- 1. Type A, drainage to the street
- 2. Type B, drainage to both the street and rear lot line
- 3. Type C, drainage to rear lot line

The proposed plan will drain storm water into:

- curb/curb inlet     drainage ditch     grate inlet
- other \_\_\_\_\_

If after a CO has been issued and we have a rain event that results in flooding problems associated with the grading of the lot, you will be required to correct the problem. Any building permit applications pending for you at that time may not be issued until the grading problem is corrected.

I have read and understand the statement above: \_\_\_\_\_  
Signature & Title

I represent the following company: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**THIS SECTION FILLED OUT BY INSPECTIONS DEPARTMENT**

- 1. I have visited the site?     YES     NO
- 2. Will the proposed plan drain storm water onto neighboring property?     YES     NO

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ APPROVED     YES     NO



## Lot Grading Plan Certification

*This Form Must Be Completed and Stamped By:  
A Ga Licensed: Engineer, Landscape Architect, or Surveyor*

Date: \_\_\_\_\_ Lot #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

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

Builder Name: \_\_\_\_\_

Approved Neighborhood Lot Grading Type:  A  B  C

Finish Floor Elevation: \_\_\_\_\_ Datum: \_\_\_\_\_

1. Ground elevation, adjacent to structure, is a minimum four (4) inches lower than the finish floor elevation for masonry veneer, or six (6) inches lower than the finish floor elevation elsewhere:

Yes  No

2. Ground elevation, ten (10) feet from the structure, is an additional six (6) inches lower than the elevation adjacent to the structure:  Yes  No

3. Yard is graded, in accordance with the approved neighborhood drainage plan:  Yes  No

Engineering, Surveying and/or Landscape Architect Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

ADD STAMP/SEAL HERE



*This signed and sealed document must be submitted and approved, **BEFORE** the Certificate of Occupancy will be issued. This document must reference lot number, subdivision and 911 address and be completed in full*

## Natural Ground/Engineered Fill Certification Page 1 of 2

Date \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot # \_\_\_\_\_

Project 911 Address \_\_\_\_\_

**Yes or No MUST be checked on all three areas below and page 2 completed**

**Yes**     **No**    1. The above referenced location has suitable natural material compacted adequately for the structure proposed to be built. No additional fill material over 12" thick is needed to achieve building pad subgrade.

If you answered "yes" to # 1 above, the following information is needed:  
Signed and sealed letter from a certified engineering firm or certified lab stating:  
1. The natural ground material is suitable to build the proposed structure  
2. No additional fill over 12" is needed for building pad subgrade.

-----  
 **Yes**     **No**    2. The above referenced location will need fill material over 12" thick to achieve building pad subgrade, but will not need to be mucked.

If you answered "yes" to # 2 above, the following information is needed:  
Signed and sealed letter from a certified engineering firm or certified lab stating:  
1. The fill material used is approved to build the proposed structure on.  
2. The fill was placed and compacted accordingly.

-----  
 **Yes**     **No**    3. The above referenced location will need to be mucked and backfilled with suitable material to achieve building pad subgrade.

If you answered "yes" to # 3 above, the following information is needed:  
Signed and sealed letter from a certified engineering firm or certified lab stating:  
1. The lot was mucked to appropriate depth and a minimum of five (5) feet outside of proposed structure.  
2. The fill material used is approved to build the proposed structure on.  
3. The fill was placed and compacted accordingly.

**This signed and sealed document, or a letter from a professional engineer or certified testing facility stating the same, must be submitted BEFORE the first foundation inspection can be performed. This document is in addition to all other regular required compaction and/or density tests and reports. The letter must reference lot number, subdivision and/or 911 address**

## Natural Ground/Engineered Fill Certification Page 2 of 2

Date \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot # \_\_\_\_\_

Project 911 Address \_\_\_\_\_

Fill in, sign and date the corresponding number to reflect what is checked on opposite side and

**PROVIDE COPY OF SUPPORTING DOCUMENTS**

1. The natural ground material is suitable to build the proposed structure on and there will be no additional fill over 12" needed to achieve building pad subgrade.

ADD STAMP HERE

Print Name \_\_\_\_\_

Representing what engineering firm or certified lab \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



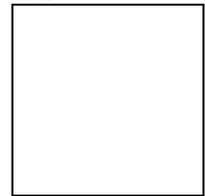
2. The fill material used for this building pad was suitable material and compacted adequately, no mucking required.

ADD STAMP HERE

Print Name \_\_\_\_\_

Representing what engineering firm or certified lab \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



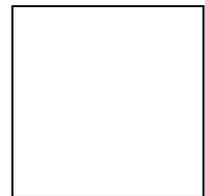
3. The lot was mucked to the appropriate depth a minimum of 5' outside of the proposed structure area and the fill material used for this building pad was suitable material and compacted adequately.

ADD STAMP HERE

Print Name \_\_\_\_\_

Representing what engineering firm or certified lab \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



This signed and sealed document, or a letter from a professional engineer or certified testing facility stating the same, must be submitted **BEFORE** the first foundation inspection can be performed. This document is in addition to all other regular required compaction and/or density tests and reports. The letter must reference lot number, subdivision and/or 911 address