



# **CIVIL PLAN REVIEW**

## **APPLICATION PACKET**



*UPDATED 9-23-2022*

**CIVIL PLAN REVIEW APPLICATION  
PACKET CHECKLIST**

In order to expedite the review process, use this checklist to make sure you have filled out the applicable forms and submitted the required documents.

- Civil Plan Review Application
- UDO Review Checklist
- Appendix X Stormwater Management Checklist
- Appendix A Stormwater Facility Inspection & Maintenance Agreement
- Civil Drawings (Email PDF and/or link)
- Related Documents, Hydro Report, Traffic Impact Analysis, etc. (Email PDF and/or link)
- Check(s) payable to the City of Richmond Hill for application fee(s)

EMAIL Completed Packet, PDF and Links to: [rdykes@richmondhill-ga.gov](mailto:rdykes@richmondhill-ga.gov) and [astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**CITY OF RICHMOND HILL**  
**CIVIL PLAN REVIEW APPLICATION**  
Zoning Administrator: Amanda Styer (912) 756-3735  
[astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
PROJECT NAME \_\_\_\_\_ ACRES/LOTS \_\_\_\_\_ ZONE \_\_\_\_\_  
PROJECT ADDRESS \_\_\_\_\_ TAX MAP/PARCEL \_\_\_\_\_

**PLEASE CHECK ALL APPLICABLE REQUESTS:**

- Commercial/Multifamily Civil Plan Review \$75 x \_\_\_\_\_ acre(s) + \$2500 = \$ \_\_\_\_\_
- Commercial & Multifamily Infrastructure Inspection \$100 x \_\_\_\_\_ acre(s) + \$500 = \$ \_\_\_\_\_
- Single Family Residential/Townhome Civil Plan Review \$10 x \_\_\_\_\_ lot(s) + \$2500 = \$ \_\_\_\_\_
- Single Family Residential & Townhome Infrastructure Inspection \$10 x \_\_\_\_\_ lot(s) + \$250 = \$ \_\_\_\_\_

*An **Infrastructure Warranty Inspection Fee** shall be paid before the Final Plat and/or Building Permit is issued. The fee is calculated by multiplying the Design Engineer's estimate of infrastructure costs, dedicated to the City, by .005*

-----DO NOT FILL IN BELOW THIS LINE-----FOR STAFF USE ONLY-----

**Infrastructure Warranty Inspection Fee**

Design Engineer's Estimate of Infrastructure Costs, Dedicated To The City \$ \_\_\_\_\_ x .005 = \$ \_\_\_\_\_

**UDO CHECKLIST**  
**CIVIL PLAN REVIEW**  
Each Item Shall Be Checked Y or N/A

**N/A Article 12 General Provisions**  
**Y N/A**

- Section 12.3 Lots
- Section 12.4 Setbacks
- Section 12.5 Structures

**N/A Article 14 Parking and Loading**  
**Y N/A**

- Section 19.3 G Standards for Subdivisions
- Section 14.1 Purpose
- Section 14.2 General Requirements
- Section 14.3 Required Off-Street Parking Spaces
- Section 14.4 Off-Street Parking and Facility Design
- Section 14.5 Access Management
- Section 14.6 Traffic Impact Analysis
- Section 14.7 Off-Street Loading Requirement
- Section 14.8 Sidewalks and Non-motorized Pathways

**N/A Article 17 Site Development Plan**  
**Y N/A**

- Section 17.1 Purpose
- Section 17.6 Review Standards

**N/A Article 18 Stormwater Management**  
**Y N/A**

- Section 18.2 Purpose and Intent
- Section 18.10 Post Construction Stormwater Management Site Planning and Design Criteria
- Section 18.11 Stormwater Management Design Procedures and Requirements

**N/A Article 19 Floodplain Management**  
**Y N/A**

- Section 19.1 C. Statement of Purpose
- Section 19.1 D Objectives
- Section 19.3 A. General Standards 7,8 & 9
- Section 19.3 B Specific Standards 4

**N/A Article 22 Subdivision – Design Requirements**  
**Y N/A**

- Section 22.2 Streets
- Section 22.3 Easements
- Section 22.4 Blocks
- Section 22.5 Lots
- Section 22.6 Building Lines
- Section 22.7 Public Site and Open Spaces
- Section 22.8 Sidewalks and Crosswalks
- Section 22.9 Storm Sewers and Drainage
- Section 22.10 Utilities
- Section 22.11 Street Lighting
- Section 22.12 Fire Hydrants
- Section 22.13 Area Subject to Flooding

**Compliance with the City Engineering Design Standards (EDS)**

**YES**

*This checklist is not intended to be all encompassing. The applicant is responsible for making sure the proposed development meets or exceeds the requirements found in the City of Richmond Hill Unified Development Ordinance (UDO) and the Engineering Design Standards (EDS). The applicant is also responsible for making sure the proposed development meets or exceeds all state and federal requirements.*

*The UDO and EDS can be found at [www.richmondhill-ga.gov](http://www.richmondhill-ga.gov)*

## APPENDIX X

### Stormwater Management Site Development Plan Review Checklist

Yes	No	Waiver*	Section	Requirements
				Record of a pre-application concept meeting held
				Hydrologic Analysis (include narrative, pre and post development basin delineation maps, curve number and time of concentration calculations for SCS method)
				Hydraulic Analysis (include narrative, tailwater condition, stage/storage table and curve, system model diagram, hydrographs for appropriate design storms, and provide outfall control structure analysis)
				Stormwater Runoff Reduction Analysis (include CSS spreadsheet)
				Stormwater Quality Protection
				Aquatic Resources Protection (include calculations of 1-yr storm event extended detention, buffer width designation, & provide energy dissipation)
				Overbank Flood Protection (include 25-yr storm event calculations)
				Extreme Flood Protection (include 100-yr storm event calculations)
				Impervious Area Calculation on Cover Sheet
				Conveyance System Sizing Calculations (include pipes, culverts, swales, and channels)
				Downstream Analysis
				Soils Map
				Stormwater Management System Inspection and Maintenance Plan Agreement
				Soils Erosion, Sedimentation, & Pollution Control Plans
				Stormwater Management Plans (including Design Plan Layout, Drainage Details & Profiles)
				Copy of Wetlands Jurisdictional Determination and Impact Permits
				Compensatory Mitigation for Flood Elevation Impacts
				No Rise Certification Letter for Flood Elevations
				Dedication of Drainage Easements on Plans
				Copy of NRCS Permit Approval
				Geotechnical Report, if applicable
				Certification Letter stating that the proposed development will not adversely impact adjacent property owners, as well as upstream and downstream properties

**\*Specific reasons for consideration must be submitted in writing for each waiver.**

The above checklist shall be used for the completeness review of the stormwater management site development plan review. The checklist must be completed in its entirety and waivers attached as necessary. An incomplete checklist will deem the application incomplete. No further processing of the application shall occur until the checklist is completed and all items on the checklist are submitted. The applicant is encouraged to refer to Stormwater Ordinance for Stormwater Management Site Development Plan Review submittal procedure. This checklist must be completed by the engineer proposing the development. By signing below, the engineer acknowledges that they have fully reviewed the following City of Richmond Hill ordinances and guidelines:

- Article 18 – Stormwater Management of the City of Richmond Hill Unified Development Ordinance (UDO)
- Article 19 – Floodplain Management of the City of Richmond Hill Unified Development Ordinance (UDO)
- Article 7 - Drainage of the City of Richmond Hill Engineering Design Standards (EDS)
- Stormwater User Fee Credit Manual for the City of Richmond Hill Stormwater Utility

Engineer Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Engineer Firm: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix A: Stormwater Facility Inspection & Maintenance Agreement** Project Name: \_\_\_\_\_

This AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between (Insert Full Name of Owner) \_\_\_\_\_ his/her successors and assigns, including but not limited to any homeowners association, commercial developer, holder of any portion of the below described property, and/or similar (hereinafter called the "Landowner"), and the City of Richmond Hill, Georgia; hereinafter called the "City".

WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as:

Bryan County Tax Map/Parcel Identification Number \_\_\_\_\_ and recorded by deed in the land records of Bryan County, Georgia, Deed Book \_\_\_\_\_ Page \_\_\_\_\_, hereinafter called the "Property".

WHEREAS, the Landowner is proceeding to develop the property and/or build upon the property; and

WHEREAS, the Stormwater Management and Operations and Maintenance (O&M) Plan; hereinafter called "the Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater runoff for the property; and

WHEREAS, the City and the Landowner, its successors and assigns, agree that the health, safety, and welfare of the residents of Richmond Hill, Georgia, require that stormwater management facilities be constructed and maintained on the Property and in accordance with the Plan; and

WHEREAS, the City requires that private stormwater management facilities as shown within the Plan be constructed and adequately maintained by the Landowner, its successors and assigns.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The private stormwater management facilities shall be constructed and/or upgraded as well as maintained by the Landowner, its successors and assigns, in accordance with the specifications identified in the Plan.
2. The Landowner, its successors and assigns, shall adequately maintain the private stormwater management facilities and perform the work necessary to keep those facilities in good working order at all times, as described in the Plan. This includes all private stormwater ponds, outfall pipes, channels or other conveyances built to convey stormwater, as well as all outfall structures, improvements, and vegetation provided to control the quantity and quality of the stormwater runoff. Adequate maintenance is herein defined as good working condition so that these facilities are performing their approved design functions.
3. The Landowner, its successors and assigns, shall inspect the private stormwater management facility and submit an inspection report annually to the City Manager (or his designee). The purpose of the inspection is to ensure safe and proper functioning of the stipulated facilities. The inspection shall cover all applicable private stormwater management facilities, including but not limited to, conveyance measures, berms, outlet structures, pond areas, etc. Deficiencies shall be noted in the inspection report along with a schedule for repair. The inspection procedures, frequency and report shall follow the procedures established and approved in the Plan.
4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the private stormwater management facilities whenever the City deems necessary and with reasonable notice having been given to the Landowner. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the private stormwater management facilities in good working condition acceptable to the City, the City may issue citations to the Landowner for resulting, continuing ordinance violations (as set forth in the Richmond Hill Code of Ordinances), until such time as the issues are satisfactorily resolved. Additionally, the City may enter upon the Property and implement the necessary measures to correct deficiencies identified in the inspection report and to recover the costs of such repairs from the Landowner, its successors and assigns through the appropriate means. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the private stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this AGREEMENT be construed to impose any such obligation on the City.
6. Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the private stormwater management facilities (including sediment removal) is outlined on the approved plan, the schedule will be followed.
7. In the event the City, pursuant to this AGREEMENT, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.
8. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to hold the City harmless from any liability in the event the private stormwater management facilities fail to operate properly.
9. This AGREEMENT shall be recorded among the land records of Bryan County, Georgia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowner's association.

**CERTIFICATION**

**OWNER:**

WITNESS the following signatures and seals:

The foregoing AGREEMENT was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

\_\_\_\_\_  
Company/Corporation/Partnership Name (Seal)

By: \_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
(Signature)

My Commission Expires: \_\_\_\_\_