

Land Development Permit Handbook



March 2022

Overview

If a project disturbs more than 5,000 square feet of land, then the project will require a Land Disturbance Permit (LDP). This packet contains the information required to prepare and submit plans for a Land Disturbance Permit to the City of Peachtree Corners. The City's Land Development Regulations can be found in Chapter 24 of the [City of Peachtree Corner's Municipal Code](#).

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OBTAINING A LAND DISTURBANCE PERMIT (LDP)

1. Pre-Application Meeting (Concept Meeting)

This meeting can happen early in the design process to assist engineers and developers on what will be expected and required during the permitting process. This meeting should help expedite the process.

- Schedule the pre-application meeting with Katherine Francesconi kfrancesconi@peachtreecornersga.gov
- Applicant should submit plans prior to meeting for staff review
- Applicant should bring plans for discussion to meeting – if the project has been rezoned, bring rezoning package with conditions.
- Meeting minutes are required for all meetings with the City and they are the applicant's responsibility.

2. Civil Plan Set and Hydrology Report Requirements

To expedite the Plan Review Process and reduce the number of re-submittals and redlines, please read the City's [General Civil Set Plan Review Checklist](#) and include applicable comments in plan set. To apply for a Land Disturbance Permit, you must provide a civil plan set and stormwater management report

A. The Land Disturbance Permit Civil Plan set should include, at a minimum, the following:

- Cover Sheet – provide existing impervious surface area, proposed impervious surface area, area of disturbance, 24hr contact info, address/parcel/pin, FIRM
- General Notes - Zoning conditions and all applicable private agreements
- Existing Conditions Survey
- Demolition Plan – if applicable
- Preliminary Plat (if subdivision or subdividing property) – plat checklist found [here](#)
- Site Plan – show all existing and proposed easements and specimen trees
- Grading Plan – clearly delineate limits of disturbance and specimen tree CRZs
- Drainage
- Storm Pipe Profiles and Chart
- Utility Plan
- Phased Sediment and Erosion Control Plans (initial, intermediate, & final). E&S plans must be in compliance with the [Manual For Erosion and Sediment Control in Georgia \(Green Book\)](#)
- Sediment and Erosion Control Notes & Details– Include the completed GSWCC Erosion and Sediment Control Checklist.
- Existing Tree Survey – clearly identify specimen trees to be saved and removed. Provide table of trees to remain and specimen trees to be removed.
- Landscaping and Tree Protection Plan
- Photometric Lighting Plan – Plans must be in compliance with the City's [Green Building Lighting Standards](#)
- Retaining Wall Plans - if the plans contain a Retaining Wall greater than 4 feet in height, a separate Retaining Wall Permit is required.

B. A Stormwater Management report is required for all Land Disturbance Permits.

- To reduce the number of re-submittals and redlines, please see the “stormwater management” section of the City’s [General Plan Review Checklist](#).
- The City’s Stormwater regulations can be found in chapter 34 of the [City’s Ordinance](#)
- The City also follows the [Georgia Stormwater Management Manual](#)
- Stormwater management requirements:
 1. For new developments, pre-development conditions shall consider the entire property as “Forested in Good Condition” with a curve number of 55. For Redevelopment projects, pre-development conditions shall consider the area of land disturbance as “Forested in Good Condition” with a curve number of 55 for the disturbed area. For properties apart of a master regional detention pond, show that the proposed CN is within the CN limits of the designed master pond. You do not have to do routing of the 2-100year storm if you show the CN is within the designed range of the regional pond study.
 2. Projects are required to provide Runoff Reduction (instead of water quality) to retain the first 1.0 inches of rainfall on site using runoff reduction and infiltrative methods. Two infiltration tests must be performed in each infiltration basin, at the depth of installation. Infiltration report is to be provided with the first LDP submittal and hydrology report. Infiltration drainage time cannot exceed 72 hours. If runoff reduction is infeasible, an infeasibility report/memo and supporting documentation must be provided and the Water Quality requirement shall apply. The City’s approved proprietary Water Quality devices are found [here](#).
 3. Channel Protection. 24 hour extended detention storage of the one year, 24 hour return frequency storm event (channel protection volume).
 4. Downstream overbank protection. The Post Developed peak discharge rate cannot exceed the predeveloped peak discharge rate for the 2-100year 24 hour storm.
 5. The Hydrology Report should include the following:
 - Narrative explaining the purpose of the report
 - An executive summary of the report’s findings, including pre-developed and post developed conditions
 - Flow Summary Table - which includes the Return Frequency (1,2,5,10,25,50,100), Pre and Post Developed flow, Ponding Elevation, 10% Point at the Pre and Post Developed flow
 - Curve Number Summary Calculations and Table
 - Times of Concentration Summary Table
 - [GSMM Site Development Review Tool](#) to perform the water quality analysis for the project site Instructions are on the first tab of the spreadsheet.

3. Initial Submittal Requirements

The City of Peachtree Corner's plan review process is handled electronically via Eplan Solutions. To submit plans for a LDP or Plat, set up an [Eplan Solutions account](#). Once account is set up through Eplan, follow instructions to upload plans and associated documents. Please allow 10 business days for review before approval or comments are issued.

- Overlay Review – A large portion of the city is covered by the Activity Center/Corridor Overlay District (“The Overlay”). LDP projects located in this special district require an [Overlay Review](#) for evaluation of architecture and site design. For any questions pertaining to Overlay District requirements, please contact [Jeff Conkle](#), the Planning and Zoning Administrator at jconkle@peachtreecornersga.gov. If the project is in the Activity Center/Corridor Overlay District, and additional review fee is required according to the following site acreage: ≤ 1 acre = \$150 1.01 - 5 acres = \$250 5.01 - 10 acres = \$350 >10 acres = \$500
- Review Fee - A plan review fee is required prior to the first round of comments being issued. The LDP issuance fee is required prior to LDP issuance. Fees are to be paid through Eplan Solutions. Once you have uploaded your LDP submission, the City will review the submission and add the appropriate fees to be paid by the applicant. You will be alerted via email when the fee(s) have been uploaded by the City. The breakdown of LDP fees:

	Disturbed Acreage	Plan Review Fee	LDP Permit Fee
Land Disturbance Permit	0-1 Acre	\$250*	\$100 per disturbed acre (minimum of \$600)
	1.01-4.9 Acres	\$500*	
	4.91-10 Acres	\$750*	
	More than 10 Acres	\$1000*	

4. Plan Review Procedures

Since several agencies outside of the City will be reviewing the plans, the applicant should begin getting approvals concurrently with the City Review. It is the responsibility of the applicant to obtain all required agency approvals.

- Outside agencies are required to stamp the plans, which will include date and signature, or send an email or electronic plans approved by the agencies. The revision date must be shown on the plans and the agency who required the changes should be noted in the comments.
- Please allow 10 business days for City Staff to complete the review, which will include Erosion and Sediment Control review for compliance with NPDES. After the City has reviewed the plan set submittal, Eplan solutions will notify you that your red line plan set, including comments, has been made available to view by the applicant. If the plan set has been approved, you will receive email notification from Katherine Francesconi.

5. Re-submittal Requirements

All items will be uploaded through Eplan Solutions. The link to submit plans can be found [here](#). For the re-submittal to be considered complete and ready for review, all of the items listed below must be submitted. If any items are missing, the review process could be delayed.

- Provide digital annotated copy of the comments issued by the City. State how comments were addressed and indicate which page and quadrant the change was made on.

- Follow instructions to upload a new submittal through Eplan Solutions. The resubmittal will include the revised plan set along with the revised hydrology report. Provide initial date of the Plans submittal and dates of resubmittal on the Cover Sheet of the full plan set.
- Please note that an additional plan review fee of \$150 is required after the 3rd and subsequent LDP submittals.

6. Plan Approval Requirements

- Final approved plans will be signed and stamped electronically, then uploaded by the city to Eplan. It is the applicant's responsibility to print it and keep a copy on site.
- The following items are needed prior to LDP approval and issuance:
 - All fees paid in eplan
 - Erosion Control Affidavit – attachment F of the [Pre-Land Disturbance Permit Package](#)
 - Erosion Control Surety in the amount of \$3,000.00 per disturbed acre. Surety template can be found in Attachment D and E of the [Pre-Land Disturbance Permit Surety Package](#)
 - ROW Performance Surety - for any work done in the ROW, due prior to issuance of LDP. Download and fill out the [ROW Performance Surety calculator](#) and submit calculations for approval
 - Digital copy of approved plans from agencies submitted electronically through Email or Eplan Solutions.
 - Draft [Stormwater Maintenance Agreement](#) - Provide the City an unsigned draft of the Maintenance Agreement for approval.
 - Proof of Payment of State NPDES Fee to the Georgia Environmental Protection Division and Copy Primary Permittee Notice of Intent (NOI) (for developments over 1 acre of disturbance)

7. Pre-Construction Meeting

All Land Disturbance Permittees are required to schedule a pre-construction meeting with the City's Land Development Inspector prior to any land disturbing activity. The Pre-construction meeting will take place on site after all perimeter silt fence/tree save fence and "Coming Soon" signage has been installed. Pre-construction meetings provide an opportunity to meet the Peachtree Corners site inspector, discuss city regulations, enforcement protocol, project expectations, and identify critical areas that may require special attention during development.

- The "Coming Soon" sign and perimeter silt and tree save fence are required to be installed prior to the pre-construction meeting.
 - The sign shall be on the property and not in the right of way. One sign per road frontage. The sign shall be between 16 and 32 square feet and the top of the mounted sign should be between 4 and 6 feet tall. The words "Coming Soon" shall appear in bold letters at the top, followed by the project name, a rendering of the project, and "For Further Information, Contact..."
 - A fence wrap, with the above-mentioned information, can be used in lieu of, or in addition to, the Coming Soon sign. The wrap and sign shall be kept up at the project site until all Certificates of Occupancy have been obtained.
- The Contractor and owner or engineer shall schedule the meeting with the City. At the meeting, the approved/stamped plans and the Erosion and Sediment Control Installation Permit will be issued.
- The Land Disturbance Permit will be issued to the Contractor on the site after the Initial Phase Erosion Controls have been installed and approved by the City, the City will approve the Initial Phase after the 7-day letter from Designer of Record (stamped the plans) has been submitted to the City and there are no deficiencies.

8. Post-Construction Site Final

The following items are needed prior to Final Plat approval, Certificate of Occupancy, or Certificate of Completion:

- Pass site final inspection with the Land Development Inspector. Storm Infrastructure must be completely cleaned of sediment, all exposed areas must be stabilized, and temporary BMPs removed.
- Signed “Certificate of Development Conformance”, attachment A on the [End of Development \(EOD\) Package](#).
- Maintenance Surety - A maintenance surety is required for all newly planted landscaping on site and work completed in the Right of Way. Fill out [Maintenance Surety calculator](#) and submit calculated amount for review
- Performance Surety - A performance surety is required for all incomplete work, approved in the LDP, at the time of Final Plat approval, CO issuance, or COC. Fill out [Performance Surety calculator](#) and submit calculated amount for review
- On the EOD Package: Attachment A and B are required to be filled out. For maintenance sureties, either attachment F, G, or H will be filled out depending on surety type selected. For performance sureties, either attachment C, D, or E will be filled out.
- Recorded Post-Construction BMP Maintenance Agreement. Two copies need to be signed by the City’s Director (after owners sign) prior to being recorded. Please provide a hard copy and digital copy of the recorded SWFMA.
- Post-Construction As-Built Hydrology Study. Study must verify that the stormwater facility and system was constructed in conformance with the designed and approved construction plans
- Post-Construction As-Built Survey of Site Plan, Storm Drainage System and Stormwater Facility. [Stormwater As-built Plan](#) should also include a table with the parcel number and impervious surface area for each lot on the As-Built.
- Approval of as-built site plans by all applicable outside agencies that approved LDP before it was issued (county and state transportation, county fire, sewer, water, land development, environmental health, etc).
- Provide DWG AutoCAD file of the as-builts so the stormwater structures can be added to our GIS. See detailed [CAD Guidance Document](#). If you have additional questions, please contact our GIS Manager, Layi Taylor ltaylor@peachtreecornersga.gov.
- If property disturbs more than 1 acre, a Notice of Termination is needed as required
- For subdivisions: provide digital copy of Recorded [Final Plat](#)
- If any sureties were paid by escrow Cashier’s Check, please fill out the [surety release form](#) in its entirety

9. Additional Applicable Forms

- [General LDP Plan Review Checklist](#) - To speed up the Plan Review Process and reduce the number of re-submittals prior to approval, please view the City’s [General Plan Review Checklist](#). Not all comments may be applicable to your project, however, this is the general checklist we use when we review every single Plan Set and Hydrology Report.
- [Land Development Regulations Modification Application](#) – Application for a modification of design standards in the development regulations
- [Approved Proprietary Water Quality Devices](#) - a list of proprietary Bumps that can be used on developments in Peachtree Corners by engineers to meet water quality requirements.
- [Approved Tree Species List](#) – a canopy tree species list with botanical and common names and canopy area in square feet.

Reviewing Agency Contact List

Gwinnett County – Water Resources

One Justice Square
446 West Crogan Street
Suite 150
Lawrenceville, Georgia 30046
678-518-6175
6000

Gwinnett County – Development

One Justice Square
446 West Crogan Street
Suite 150
Lawrenceville, Georgia 30046
678-518-

Gwinnett County - Fire

446 West Crogan Street, Suite 150
Lawrenceville, Georgia 30046
678-518-6000

Gwinnett Environmental Health

455 Grayson Highway, Suite 300
Lawrenceville, Georgia 30046
770-369-5132

Gwinnett County - Transportation

75 Langley Drive
Lawrenceville, Georgia 30046
770-822-7428

Georgia Department of Transportation

William Edwards/Gary Day
410 Hurricane Shoals Road
Lawrenceville, Georgia 30045
770-339-2308

Atlanta Regional Commission

Jim Santo
229 Peachtree St NE, Suite 100
Atlanta, Georgia 30303
404-463-3100

Georgia Soil & Water Conservation Commission

State Headquarters
4310 Lexington Road
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