



770-730-5600
sandyspringsga.org

LAND DISTURBANCE MINIMUM SUBMITTAL REQUIREMENTS CHECKLIST

Project Name: _____ Tax ID #: _____

Project Number: _____ Date: _____

Applicant: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Accepted/Denied by: _____

Provide all items listed below. If not applicable, applicant shall explain herein. Incomplete application will not be accepted into the review process.

- ___ 1. Three sets of plans, bearing professional seal and signature
- ___ 2. Provide project name, project address, owner's name/address/phone, design firm name/address/phone, point of contact and contact phone number, north arrow (on all sheets), acreage, and location map. Indicate scale (1"=10 to 1"=100').
- ___ 3. Submittal fee and completed application.
- ___ 4. Maximum sheet size shall be 30" x 42".
- ___ 5. Approved Concept Plan(s)-1 copy
- ___ 6. Zoning Case(s) (2 copies)
- ___ 7. Hydrology Report (2 copies) or hydrology statement on plans
- ___ 8. Flood Study (2 copies if applicable)
- ___ 9. Flood Map shown on plans (1998)
- ___ 10. Storm Drainage Pipe calculations and profiles
- ___ 11. Sewer Plan and Profile
- ___ 12. Water Plan (or joint Utility Plan)
- ___ 13. Erosion Control Plans
- ___ 14. Landscape Tree Protection Plan
- ___ 15. Signed copy of Arborist's site visit
- ___ 16. Detailed, specific REVISION STATEMENT on plan and or letter attached to each set of plans (for permit revisions only)
- ___ 17. Fire flow test results. If performed by private entity, provide on company letterhead with license, register and competency #. If not applicable for this project, applicant explain here: