



Planning and Zoning Department · P.O. Box 2749 · 403 Butler Avenue
Tybee Island, Georgia 31328-2749
(912) 472-5031 · FAX (912) 786-9539 · www.cityoftybee.org

OBTAINING A LAND DISTURBING PERMIT

Projects requiring a permit:

1. New construction
2. All commercial construction
3. Projects involving clearing, grading, grubbing, excavating, filling, and mucking

To apply for a Land Disturbing Permit:

1. Submit the following to the City of Tybee Island –
 - a. Three sets of Erosion & Sediment Control plans consisting of a narrative and site plan
 - b. Three sets of Drainage plan with supplemental calculations
 - c. Application for Land Disturbing Permit – For single family exempt from state erosion control permitting, details matching “Erosion Control for Home Builders” will suffice.
 - d. Site Development Plan Application
 - e. Site Development Plan Checklist
 - f. Erosion and Sedimentation Control Plan Review Checklist
 - g. Permit fee

City of Tybee Island
P.O. Box 2749
403 Butler Ave.
Tybee Island, GA 31328
phone (912) 472-5031

IF THE PROPERTY IS ONE (1) ACRE OR LARGER, OR WITHIN 200 FEET OF STATE WATERS, COMPLETE STEPS 2 THROUGH 5 ON THE FOLLOWING PAGE UNLESS EXEMPTIONS IN THE GEORGIA CODE APPLY. COPY THE CITY ON ALL SUBMITTALS.

2. Submit the following to the NRCS (*Natural Resources Conservation Service*) –
 - a. One set of Erosion & Sediment Control plans consisting of a narrative and site plan
 - b. Erosion and Sedimentation Control Plan Review Checklist

USDA, NRCS
185 Richard Davis Dr. Ste. 204A
Richmond Hill, GA 31324
phone (912) 459-2350 ext. 100 Larry Tanner

3. Submit the following to Coastal SWCD (*Soil and Water Conservation District*) –
 - a. Coastal Soil and Water Conservation District form
 - b. A conservation education contribution of \$50 payable to Coastal Soil and Water Conservation District

Coastal GA RC&D Council
ATTN: Rachel Faris
185 Richard Davis Dr. Ste. 201
Richmond Hill, GA 31324

4. If 1.0 acres or larger, submit the following to the State of Georgia EPD (*Environmental Protection Division*) –
 - a. General Permit Fee Form
 - b. A fee of \$40 per disturbed acre or portion thereof payable to the Department of Natural Resources; matching \$40 to the City of Tybee

EPD
Construction – Land Disturbing Fees
P.O. Box 932858
Atlanta, GA 31193-2858

5. Submit the following to the State of Georgia EPD (*Environmental Protection Division*) –
 - a. Notice of Intent form

Coastal District – Brunswick Office
Georgia EPD
One Conservation Way
Brunswick, GA 31520-8687
phone (912) 264-7284

Your plan will be reviewed and evaluated. If changes are required, you will be notified and advised of them. A revised plan may be required. Upon approval of the plan you may be required to post a bond (security bond, cash escrow, letter of credit) and sign certain agreements connected with the permit. Your land disturbing permit will then be issued. Your building permit can then be issued and the approved construction may commence.



APPLICATION FOR LAND DISTURBING PERMIT

Project Location _____

Applicant _____ Phone Number _____

Applicant's Address _____

Property Owner _____ Phone Number _____

Property Owner's Address _____

Plan Prepared By _____

PIN _____ Square Footage of Area _____

I hereby certify that I fully understand the provisions of the City of Tybee Island Erosion and Sediment Control Ordinance and Program, and accept the responsibility for carrying out the erosion and Sediment Control Plan for the above referenced project as approved by the City of Tybee Island. I further grant the right of entry onto this property, as described above, to the designated personnel of the City of Tybee Island for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Applicant's Signature Date

* * * * *

Project File Number _____

Date of Application _____

Permit Effective Date _____

APPROVED

Planning & Zoning Manager Date



SITE DEVELOPMENT PLAN CHECKLIST

The site development plan shall include, but not be limited to, the following:

- _____ The location, size and other pertinent data of all land uses on the site including types, location and height of buildings, parking, open areas and landscaping.
- _____ Dimension setback lines from property lines and street right-of way lines.
- _____ Adjacent thoroughfares and all curb cuts within 500 feet, including:
 - _____ Proposed new cut(s) onto public rights-of-way with turning radii and width; and
 - _____ Dimensions of all rights-of-way.
- _____ Drainage plan to conform to City Engineer's specifications.
- _____ Location of all utilities.
- _____ Tabulated data including at least:
 - _____ Gross density of dwelling units.
 - _____ Parking ratio per dwelling unit.
 - _____ Percent and amount of land coverage.
 - _____ Percent and amount of floor area by use and by type.
- _____ Topographical map showing existing and proposed contours at one-foot intervals and natural features.

THE PLANNING COMMISSION MAY REQUIRE ELEVATIONS OR OTHER ENGINEERING OR ARCHITECTURAL DRAWINGS COVERING THE PROPOSED DEVELOPMENT.

The completed checklist applicable to the project is also required.

EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST STAND ALONE CONSTRUCTION PROJECTS

SWCD: _____

Project Name: _____ Address: _____

City/County: _____ Date on Plans: _____

Plan	Included	<u>TO BE SHOWN ON ES&PC PLAN</u>
Page #	Y/N	

- _____ 1. The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land-disturbing activity was permitted. **(The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed.)**
- _____ 2. Level II certification number issued by the Commission, signature and seal of the certified design professional. **(Signature, seal and Level II number must be on each sheet pertaining to ES&PC plan or the Plan will not be reviewed.)**
- _____ 3. The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.
- _____ 4. Provide the name, address and phone number of primary permittee.
- _____ 5. Note total and disturbed acreage of the project or phase under construction.
- _____ 6. Provide land lot and district numbers for site location. Describe critical areas and any additional measures that will be utilized for these areas.
- _____ 7. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.
- _____ 8. Graphic scale and north arrow.
- _____ 9. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
1 inch = 100 feet or larger scale	Flat 0 – 2% Rolling 2 – 8% Steep 8% +	0.5 or 1 1 or 2 2, 5 or 10
- _____ 10. Boundary line survey.*
- _____ 11. Delineation and acreage of contributing drainage basins on the project site.
- _____ 12. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
- _____ 13. Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.
- _____ 14. Delineate all sampling locations, perennial and intermittent streams and other water bodies into which storm water is discharged.*
- _____ 15. Storm-drain pipe and weir velocities with appropriate outlet protection to accommodate discharges without erosion. Identify/Delineate all storm water discharge points.
- _____ 16. Soil series for the project site and their delineation.
- _____ 17. Identify the project receiving waters and describe all adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.
- _____ 18. Any construction activity which discharges storm water into an Impaired Stream Segment, or within 1 linear mile upstream of and within the same watershed as, any portion of an Biota Impaired Stream Segment must comply with Part III. C. of the Permit. Include the completed Appendix 1 listing all the BMPs that will be used for those areas of the site which discharge to the Impaired Stream Segment.*
- _____ 19. If a TMDL Implementation Plan for sediment has been finalized for the Impaired Stream Segment (identified in item 18 above) at least six months prior to submittal of NOI, the ES&PC Plan must address any site-specific conditions or requirements included in the TMDL Implementation Plan.*
- _____ 20. Provide hydrology study and maps of drainage basins for both the pre- and post-developed conditions.*
- _____ 21. Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.
- _____ 22. The limits of disturbance for each phase of construction.
- _____ 23. Limit of disturbance shall be no greater than 50 acres at any one time without prior written authorization from the EPD District Office. If EPD approves the request to disturb 50 acres or more at any one

time, the plan must include at least 4 of the BMPs listed in Appendix 1 of this checklist.* **(A copy of the written approval by EPD must be attached to the plan for the plan to be reviewed.)**

_____ 24. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the plan for each common drainage location in which a sediment basin is not provided. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls.

_____ 25. Use of alternative BMPs whose performance has been documented to be equivalent to or superior to conventional BMPs as certified by a Design Professional (unless disapproved by EPD or the Georgia Soil and Water Conservation Commission). **Please refer to the Alternative BMP Guidance Document found at www.gaswcc.org.**

_____ 26. Best Management Practices to minimize off-site vehicle tracking of sediments and the generation of dust.

_____ 27. BMPs for concrete wash down of tools, concrete mixer chutes, hoppers and the rear of the vehicles. Washout of the drum at the construction site is prohibited.*

_____ 28. Provide BMPs for the remediation of all petroleum spills and leaks.*

_____ 29. Location of Best Management Practices that is consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend.

_____ 30. Description of the nature of construction activity.

_____ 31. A description of appropriate controls and measures that will be implemented at the construction site including: (1) initial sediment storage requirements and perimeter control BMPs, (2) intermediate grading and drainage BMPs, and (3) final BMPs.*

_____ 32. Description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMPs, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization).

_____ 33. Description of the practices that will be used to reduce the pollutants in storm water discharges.*

_____ 34. Description of the measures that will be installed during the construction process to control pollutants in storm water that will occur after construction operations have been completed.*

_____ 35. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan as stated on page 14 of the permit.

_____ 36. Design professional's certification statement and signature that the permittee's ES&PC Plan provides for an appropriate and comprehensive system of BMPs and sampling to meet permit requirements as stated on page 14 of the permit.*

_____ 37. Certification statement and signature of the permittee or the duly authorized representative as stated in section V.G.2.d. of the state general permit.*

_____ 38. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed.

_____ 39. Indication that non-exempt activities shall not be conducted within the 25 or 50-foot undisturbed stream buffers as measured from the point of wretched vegetation without first acquiring the necessary variances and permits.

_____ 40. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of the initial sediment storage requirements and perimeter control BMPs within 7 days after installation.*

_____ 41. Indication that amendments/revisions to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional.*

_____ 42. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.*

_____ 43. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations during and after construction activities have been completed.*

_____ 44. Provide complete requirements of inspections and record keeping by the primary permittee.*

_____ 45. Provide complete requirements of sampling frequency and reporting of sampling results.*

_____ 46. Provide complete details for retention of records as per Part IV.F. of the permit.*

_____ 47. Description of analytical methods to be used to collect and analyze the samples from each location.*

_____ 48. Appendix B rationale for outfall sampling points where applicable.*

_____ 49. Clearly note statement in bold letters- **"The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to, or concurrent with, land disturbing activities."**

_____ 50. Clearly note maintenance statement in bold letters - **"Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."**

_____ 51. Clearly note the statement in bold letters - **"Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding."**

_____ 52. Provide detailed drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.

_____ 53. Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.

*If using this checklist for a project that is less than 1 acre and not part of a common development but within 200 feet of a perennial stream the * checklist items would be N/A.

Effective January 1, 2012