



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. 3 sets of Erosion & Sediment Control plans consisting of a narrative and site plan
 - b. Application for Land Disturbing Permit
 - c. Site Development Plan Application
 - d. Site Development Plan Checklist
 - e. Erosion and Sedimentation Control Plan Review Checklist
 - f. A Land Disturbing Permit fee of \$150 payable to the City of Tybee Island [*\$40 NPDES fee (National Pollutant Discharge Elimination System) + \$110 Tybee Island land disturbing activity permit fee*]

City of Tybee Island
P.O. Box 2749
403 Butler Ave.
Tybee Island, GA 31328
phone (912) 786-4573 ext. 104

**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**

**Building and Zoning Department
P.O. Box 2749 · 403 Butler Ave. · Tybee Island, Georgia 31328-2749
Phone (866) 786-4573 · FAX (866) 786-9539 · www.cityoftybee.org**

2. Submit the following to the NRCS (*Natural Resources Conservation Service*) –
 - a. 2 sets 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. 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

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.

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APPLICATION FOR LAND DISTURBING PERMIT

Applicant _____ Phone Number _____

Applicant's Address _____

Property Owner _____ Phone Number _____

Property Owner's Address _____

Plan Prepared By _____

Project Location _____

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

Zoning Administrator *Date*



SITE DEVELOPMENT PLAN APPLICATION

Applicant _____ Phone Number _____

Applicant's Address _____

Property Owner _____ Phone Number _____

Property Owner's Address _____

Project Address/Location _____

PIN _____ Zoning District _____

Provide a brief description of the proposed land development activity and use of land thereafter on property:

List the company name, business type, address, license number, contact person and phone number of all participating contractors (include surveyor, engineer, architect, installer, developer, etc.)

1. Company _____ Business Type _____

Address _____ License Number _____

Contact Person _____ Phone Number _____

**Building and Zoning Department · P.O. Box 2749 · 403 Butler Avenue
Tybee Island, Georgia 31328-2749
(866) 786-4573 · FAX (866) 786-9539 · www.cityoftybee.org**

2. Company _____	Business Type _____
Address _____	License Number _____
Contact Person _____	Phone Number _____
3. Company _____	Business Type _____
Address _____	License Number _____
Contact Person _____	Phone Number _____
4. Company _____	Business Type _____
Address _____	License Number _____
Contact Person _____	Phone Number _____
5. Company _____	Business Type _____
Address _____	License Number _____
Contact Person _____	Phone Number _____
6. Company _____	Business Type _____
Address _____	License Number _____
Contact Person _____	Phone Number _____

Attach additional sheets if needed.

I attest that all the information provided is true to fact.

Applicant's Signature

Date

* * * * *

Project File Number _____

ATTESTED

Zoning Administrator

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.

**Building and Zoning Department · P.O. Box 2749 · 403 Butler Avenue
Tybee Island, Georgia 31328-2749
(866) 786-4573 · FAX (866) 786-9539 · www.cityoftybee.org**

Narrative Notes and Other Information: (Notes or narrative should be located on the site plan under general notes or under erosion and sediment control notes.)

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1. Provide revision and/or initial date on E&SC plans.

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2. Provide description of existing land use at project site and description of proposed project. Include land lot and district numbers for site location. Describe critical areas and what extra measures will be utilized for these areas.

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3. Provide name, address and phone number of developer/owner.

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4. Provide name and phone number of 24-hour local erosion and sediment control contact.

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5. Show certification number, signature and seal of qualified plan designer.

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6. Note total and disturbed acreage (the disturbed area shall be the total estimated disturbed area of the primary and secondary permittees) of the project or phase under construction.

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7. Provide detailed construction activity schedule – show anticipated starting and completion dates for project events, include vegetation and mulching timeline.

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8. Clearly note this 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.”**

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9. Provide 67 cubic yards per acre sediment storage. Include specific design information and calculations for structural measures on site. Sites with more than 10 total acres must have a temporary sediment basin.

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10. Show storm-drain pipe and weir velocities and provide appropriate outlet protection to accommodate discharges without erosion.

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11. 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.

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

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13. Clearly note maintenance statement – **“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.”**

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14. Clearly note the statement: **“Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.”**

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15. Provide certification stating that the plan designer has visited the site prior to the design of the E&SC plans

COASTAL SOIL & WATER CONSERVATION DISTRICT
117 Savannah Avenue
Statesboro, Georgia 30458
Telephone (912) 871-1429

TO: Applications for Land Disturbing Activity Permits
FROM: Coastal Soil and Water Conservation District
DATE: _____
SUBJECT: Erosion and Sediment Control Plan Review

A conservation education contribution of \$50.00 per Erosion and Sediment Control Plan is requested by the Coastal Soil and Water Conservation District. This is in addition to any charges by the local issuing authorities.

Complete the following and attach a check in the amount of \$50.00 payable to Coastal Soil and Water Conservation District.

Project Name

County

Applicant Name

Address

Phone Number

To help us in processing your application mail check and this form within five (5) days to:

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

Georgia Department of Natural Resources
Environmental Protection Division

National Pollutant Discharge Elimination System (NPDES)
General Permits for Construction Activity
GAR 100001, GAR 100002 & GAR 100003
Fee System

Permit Fee Authority:

The amendment to the Water Quality Control Rules, effective November 25, 2003, provides authority for a National Pollutant Discharge Elimination System (NPDES) permit fee for land disturbing activities conducted under the NPDES construction storm water general permits that were effective August 13, 2003. The purpose of these fees is to help EPD offset the costs of implementing and enforcing the new NPDES stormwater general construction permits, and to help local governments offset the cost of implementing and enforcing the revised land disturbing activity permits.

Calculating Fees:

Fees are assessed at a rate of \$80/disturbed acre, with half of this amount to be paid directly to the Local Issuing Authority (LIA), provided a LIA has jurisdiction where the project is occurring, and the other half directly to Georgia Environmental Protection Division (EPD). The Primary Permittee (only Primary Permittees pay this fee) will write two separate checks (one to the LIA and one to EPD) each for the amount of \$40/disturbed acre. These fees are **in addition to any local fees** that are currently collected for land disturbing activities by the LIA. Projects that are not regulated by a LIA will not submit an NPDES permit fee to a LIA, but will submit the entire fee amount (\$80/disturbed acre) to EPD.

For those projects that began prior to the effective date of the new NPDES general permits for construction activities (August 13, 2003), fees are based upon the amount of disturbed acreage present or planned on or after August 13, 2003. Any acreage that has undergone "Final Stabilization" (see Part I.B in the permits for a definition) prior to August 13, 2003 is not required to be included in the disturbed acreage calculation.

Fee Submittal Deadlines:

- Ongoing projects existing prior to August 13, 2003 that require coverage under the new NPDES general permits for construction activity, **and** projects which started between August 13, 2003 and December 31, 2003, will have until January 31, 2004 to submit their fees.
- Projects starting on or after January 1, 2004 will submit their fee when they submit the Notice of Intent (NOI) for coverage under the appropriate NPDES general construction permit.

Fee Form:

The NPDES permit fee submittal form is located at www.dnr.state.ga.us/dnr/environ under "EPD Forms". Scroll down to "Water Protection Branch" and then "Storm Water". This form will have instructions and the address of the payment center.

**** Do not send the check to the EPD District Office where the NOI is sent. Send the permit fee together with the fee submittal form to the address on the form. ****

If you should have any questions regarding the NPDES permit fee system, please contact the Water Protection Branch, NonPoint Source Program, Storm Water Unit at 404-675-6240.

December 2003

National Pollutant Discharge Elimination System
General Permit Fee Form
Georgia Dept. of Natural Resources
Environmental Protection Division



Please print or type this form.
Submit original and payment to:

EPD-Construction Land Disturbance Fees
P. O. Box 932858
Atlanta, Georgia 31193-2858

Make check payable to:
Department of Natural Resources – EPD (DO NOT MAIL CASH)

(Complete the following information)

Primary Permittee _____

Project Name _____

Permittee Address _____

Location / Address _____

County _____

Contact Telephone _____

City _____

Acres Disturbed in an area with a local issuing authority _____ x \$40 per acre = _____

Do not include fees payable to local issuing authorities.

Acres Disturbed in an area with no local issuing authority _____ x \$80 per acre = _____

Acres Disturbed by an entity exempt from local issuing
authority regulation pursuant to statute _____ x \$80 per acre = _____

TOTAL FEE SUBMITTED = _____

Check Number _____

Submitted By:

Signature: _____

Date: _____

Print Name: _____

Title: _____

ATTACH CHECK HERE

VOID IF SUBMITTED WITHOUT PAYMENT



For Official Use Only

NOTICE OF INTENT

State of Georgia Environmental Protection Division For Coverage Under General Permit GAR100003 To Discharge Storm Water Associated With Construction Activity

SECONDARY PERMITTEE

I. SITE/SECONDARY PERMITTEE INFORMATION

Site/Project Name: _____
 Site Location and Street Address: _____
 City(if applicable): _____ County: _____
 Subdivision Name: _____ Lot Number: _____
 Secondary Permittee Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Primary Permittee Name: _____ Phone: _____
 Address: _____ City: _____ State: _____ Zip Code: _____
 Facility Contact: _____ Phone: _____

II. SITE ACTIVITY INFORMATION

Start Date: _____ Completion Date: _____ Estimated Disturbed Acreage: _____
 Type Construction Activity: Commercial Industrial Municipal DOT Utility Residential

III. RECEIVING WATER INFORMATION

A. Name of Initial Receiving Water(s): _____
 Trout Stream Warm Water Fisheries Stream
 B. Name of Municipal Storm Sewer System Owner/Operator: _____
 Trout Stream Warm Water Fisheries Stream

IV. CERTIFICATIONS. (Owner or Operator or both to initial as applicable.)

____ I certify that I will adhere to the Primary Permittee's Erosion, Sedimentation and Pollutant Control Plan (Plan) or the portion of the Plan applicable to my construction activities.

____ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Secondary Permittee's Printed Name: _____ Title: _____
 Signature: _____ Date: _____

Instructions
Notice of Intent - *Secondary Permittee*
For Storm Water Discharges
Associated With Construction Activity
To Be Covered Under The NPDES General Permit
Who must file a Notice of Intent (NOI) Form

This Notice of Intent must be typed. Any NOI that contains illegible information will not be accepted, will be returned, and the site will not be granted Permit coverage. All information on this NOI must be submitted to be a valid Notice. Any information requested on the NOI that is not applicable to the owner and operator or to the site must be marked "N/A".

The Owner and Operator of an activity that has a discharge of storm water from a site where construction activities occur must apply for a National Pollutant Discharge Elimination System (NPDES) Permit. The Georgia Environmental Protection Division has issued this General NPDES Permit for storm water discharges from construction activities with an effective date of August 12, 2003. The Permit is available for review at EPD's offices and on EPD's web page at www.dnr.state.ga.us/dnr/enviro/. It is highly recommended that the permittee read and understand the terms and conditions of the Permit prior to submitting a NOI for coverage under this Permit. Contact EPD at the Regional Office or District Office shown on the next page for assistance in completing this NOI.

Where to file NOI Forms – The NOI and attachments must be sent to the Regional Office or District Office shown on the next page. Please submit only the first page of this document; do not submit the instructions or addresses.

Section I. Site / *Secondary Permittee* Information

Enter the information required. The site/project name is the physical location of the construction activity. Should the site lack a street address, sufficiently describe the facility location so that it can be found by district personnel. If additional space is needed, attach the description to the notice.

The facility contact is the person who the secondary permittee has assigned the responsibility for the daily on-site operational control. Please do not leave any blanks in this section.

Section II. Site Activity Information

The start date and completion date are expected for the construction activity for which this NOI is applicable.

Estimated disturbed acreage is the total number of acres, **to the nearest 1/10 acre**, that will be disturbed under this NOI (this includes disturbances by the secondary permittee(s).)

Section III. Receiving Water Information

If the facility discharges storm water directly or indirectly (but not through a MS4) to the receiving water(s), enter the name(s) of the receiving water(s) and indicate whether the water(s) is a trout stream or a warm water fisheries stream. Attach to this notice a written description and a map of the location of the receiving water(s).

If the storm water discharges to a municipal separate storm sewer system (MS4), enter the name of the operator of the MS4 (e.g., city name or county name) and the name of the receiving water at the point of discharge from the MS4. A MS4 is defined as a conveyance or system of conveyances (including: roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) that is owned or operated by a city or county which is designed or used for collecting or conveying storm water. It may be necessary to contact the city or county that operates the MS4 to determine the name of the receiving waters. Indicate whether the receiving water(s) is a trout stream or a warm water fisheries stream.

Section IV. Certifications

All applicants must sign this certification. Permittees shall initial next to the applicable certification statements on the line provided. Federal and State statutes provide specific requirements as to whom is authorized to sign Notice of Intents. Signing of a Notice of Intent by others is not a valid submittal. Please be aware Federal and State statutes provide severe penalties for submitting false information on this application form. Federal and State regulations require this application to be signed as follows:

- For a corporation: by a responsible corporate officer;
- For a partnership or sole proprietorship: by a general partner or the proprietor; or
- For a municipality, state, Federal or other public facility: by either a principal executive officer or ranking elected official.

GEORGIA EPD DISTRICT OFFICES

All Notice of Intents, Notice of Terminations, Erosion, Sedimentation and Pollution Control Plans, Comprehensive Monitoring Programs, certifications, reports, and any other information shall be sent to the following District offices of EPD:

A. For facilities/sites located in the following counties: Bibb, Bleckley, Chattahoochee, Crawford, Dooly, Harris, Houston, Jones, Lamar, Macon, Marion, Meriwether, Monroe, Muscogee, Peach, Pike, Pulaski, Schley, Talbot, Taylor, Troup, Twiggs, Upson

Information shall be submitted to: West Central District Office
Georgia Environmental Protection Division
2640 Shurling Drive
Macon, GA 31211-3576
(478) 751-6612

B. For facilities/sites located in the following counties: Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Johnson, Laurens, McDuffie, Montgomery, Richmond, Screven, Treutlen, Warren, Washington, Wheeler, Wilkinson

Information shall be submitted to: East Central District Office
Georgia Environmental Protection Division
1885-A Tobacco Road
Augusta, GA 30906-8825
(706) 792-7744

C. For facilities/sites located in the following counties: Baldwin, Banks, Barrow, Butts, Clarke, Elbert, Franklin, Greene, Hall, Hancock, Hart, Jackson, Jasper, Lincoln, Madison, Morgan, Newton, Oconee, Oglethorpe, Putnam, Stephens, Taliaferro, Walton, Wilkes

Information shall be submitted to: Northeast District Office
Georgia Environmental Protection Division
745 Gaines School Road
Athens, GA 30605-3129
(706) 369-6376

D. For facilities/sites located in the following counties: Clayton, Coweta, DeKalb, Fayette, Gwinnett, Heard, Henry, Rockdale, Spalding

Information shall be submitted to: Mountain District - Atlanta Satellite
Georgia Environmental Protection Division
4244 International Parkway, Suite 114
Atlanta, GA 30354-3906
(404) 362-2671

E. For facilities/sites located in the following counties: Bartow, Carroll, Catoosa, Chattooga, Cherokee, Cobb, Dade, Dawson, Douglas, Fannin, Floyd, Forsyth, Fulton, Gilmer, Gordon, Habersham, Haralson, Lumpkin, Murray, Paulding, Pickens, Polk, Rabun, Towns, Union, Walker, White, Whitfield

Information shall be submitted to: Mountain District - Cartersville Office
Georgia Environmental Protection Division
P.O. Box 3250
Cartersville, GA 30120-1705
(770) 387-4900

F. For facilities/sites located in the following counties: Appling, Atkinson, Bacon, Brantley, Bryan, Bulloch, Camden, Candler, Charlton, Chatham, Clinch, Coffee, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Pierce, Tattnall, Toombs, Ware, Wayne

Information shall be submitted to: Coastal District- Brunswick Office
Georgia Environmental Protection Division
One Conservation Way
Brunswick, GA 31520-8687
(912) 264-7284

G. For facilities/sites located in the following counties: Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Colquitt, Cook, Crisp, Decatur, Dodge, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Stewart, Sumter, Telfair, Terrell, Thomas, Tift, Turner, Webster, Wilcox, Worth

Information shall be submitted to:

Southwest District Office
Georgia Environmental Protection Division
2024 Newton Road
Albany, GA 31701-3576
(912) 430-4144