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

<table>
<thead>
<tr>
<th>Page #</th>
<th>Y/N</th>
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TO BE SHOWN ON ES&PC PLAN

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:

<table>
<thead>
<tr>
<th>Map Scale</th>
<th>Ground Slope</th>
<th>Contour Intervals, ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 inch = 100 feet or larger scale</td>
<td>Flat 0 – 2%</td>
<td>0.5 or 1</td>
</tr>
<tr>
<td></td>
<td>Rolling 2 – 8%</td>
<td>1 or 2</td>
</tr>
<tr>
<td></td>
<td>Steep 8% +</td>
<td>2, 5 or 10</td>
</tr>
</tbody>
</table>

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.


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 wrested 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.*
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.

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.

Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.

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.

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