



SUBDIVISION PLANS REVIEW PRELIMINARY PLAT CHECKLIST

Subdivision Name: _____

Location: _____

Reviewed By: _____ Date: _____ HDV #: _____

PLEASE NOTE THAT ALL ROAD CENTERLINES MUST BE STAKED OR THE PLAN WILL NOT BE REVIEWED

3 rd	2 nd	1 st	SITE PLAN
			1 Project Information: Subdivision Name.
			2 Owner Information: Name (need corporate officer if business), Address, Telephone number of Owner/Subdivider. (Phone # for 24 hour contact should be verified.)
			3 Drawing Information: Name, Address, Telephone Number, Seal, and Signature of PE, RLS, LA, or Architect.
			4 Survey Information: Survey Date, North Arrow, (Grid, Mag, True) and Graphic Scale.
			5 Topographic Information: Tell How Contour lines were derived (i.e. field run survey, aerial survey, USGS Quad-Map, interpolation, Hall County GIS, etc.)
			6 Lot Layout Information: Show Lot Layout, Lot Numbering, Rough Dimensions of Lots, Exact Boundary, and Phasing.
			7 Adjoining Property Owner Information: Show all Adjoining Property Owners and Parcel ID #.
			8 Previous Subdivision Information: Show any previous subdivision of the property with boundary.
			9 Roadway Information: Show Existing/Proposed Road R/W, Pavement, and sidewalks.
			10 Utility/Drainage/Access Easement Information: Show Existing/Proposed Drainage/Utility Locations, and Easements.
			11 Existing Information: Locate any Existing Structures, Cemeteries, Drives, Existing Tree Lines, Grassy Areas, and/or Unique Vegetation, etc.
			12 Buffers: Show Lake Lanier Notes if applicable. Delineate appropriate buffer & impervious setback for all streams. If the impervious setback is not required, please show combined acreage of all stream buffers.
			13 Geographic Information: Show all City Limits, County Lines, Land Lot Lines, etc.
			14 Disposal Area: Location of stumps and debris to be deposited on-site shown on the plan. If the debris is to be deposited off-site, indicate off-site location. Must meet GA DNR code 391-3-4-.06.

3 rd	2 nd	1 st	NARRATIVE
			15 Project Description: Briefly describe the nature and purpose of the land-disturbing activity, zoning classification, and the amount of grading involved in both area and volume.
			16 Flood Hazard Area: Delineate, if present, existing and future floodplain. Confirm current information (e.g. FIRM panel number & date) with Hall County GIS. Any activity in floodplains must have Floodplain Management Plan.

This original checklist along with the redline copies and corrected copies of the civil plans and hydrology report must be returned to Hall County Planning & Development in order for the plans to be rechecked.



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3 rd	2 nd	1 st	THE FOLLOWING NOTES MUST APPEAR ON PLANS:	
			17	"No additional construction or improvements, including but not limited to walls, fences, signs, sprinkler systems, lights, etc. will be allowed on the road R/W."
			18	"Centerline must be surveyed and staked for the grading inspection."
			19	"Fire hydrants to be placed a minimum of 6' behind curb and water valves out of pavement."
			20	"Sidewalks will be installed before final plat / one year after final plat / on a lot by lot basis "
			21	"Retaining walls over 4' in height and part of initial infrastructure will be required to be inspected by design professional or representative and inspection report will required at time of final plat."
			22	"Sign every lot or 100', whichever is less, stating: "Streamside Buffer – Do Not Remove or Alter Existing Native Vegetation."
			23	"Detention pond or sediment basin/storage will be installed & functioning before any major grading or impervious surfaces are constructed."

3 rd	2 nd	1 st	P&P SHEETS	
			24	Scale: Minimum Horizontal and Vertical Scale.
			25	Street Layout: Show Street Layout, Road Names, CL Stations, Horizontal Curve Data, Minimum Radii (CL, EP, and R/W)
			26	Reverse Curves: Distance Between Reverse Curves
			27	Vertical Alignment: Vertical Curve Data, Minimum Length, Maximum/Minimum Grade, Including Turnaround and Intersection Grades.
			28	Sight Distance: Intersection Sight Distance and Stopping Sight Distance
			29	Storm Sewer: Location, Length, Size, Type, Percent Grade, Drainage Area, Q, Etc.
			30	Catch Basin: Catch Basin Spacing - 600' maximum
			31	Construction Easement: Construction Easement for Street if Needed
			32	City Limit/County Line: City Limit/County Line tied to Centerline
			33	Street Jogs: Minimum Distance 200 feet.
			34	L-Back Curb: L Back C&G in Negative Grade Turnaround (Transition in 30' R)
			35	Cul-De Sac Information: CDS Data (40-ft asphalt, min length, ROW diameter, temp for phasing).
			36	Intersection Angle: CL Street Intersection Angle
			37	Water Valve: Water Valve Conflict with Pavement (Esp. at Entrance)

3 rd	2 nd	1 st	DETAIL SHEETS	
			38	Typical: Typical Section (Check vs. Plate in Regs 12/2015)
			39	Curb & Gutter: C&G Detail
			40	Intersection: Intersection Detail (with existing county road)
			41	Cross Drain Cross Section: Cross Section at Cross Drains
			42	Storm Sewer: CB, HW, DI, JB Details; manhole cover must be locking - standard Hall County design.
			43	Material and diameter of all storm drain pipes shown. (Storm drain pipes under roads or in streams shall be RCP or HDPE only.)

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3 rd	2 nd	1 st	DETAIL SHEETS (CONT.)	
			44	As-built storm drain profiles and pipe design chart.
			45	Utility Cross Section: Utility Location Cross Section
			46	SIDEWALK: Sidewalk Details

STORMWATER MANAGEMENT REPORT- All projects submitted for review shall be accompanied by a stormwater management report. The report shall contain the following at a minimum:

3 rd	2 nd	1 st	STORMWATER MANAGEMENT REPORT	
			47	Pre-developed and Post Developed Drainage Maps showing drainage areas, Time of Concentration (Tc) Calculations based on travel length, elevation, and Mannings “n”, and a point of study.
			48	Run-off coefficients based on Hall County Stormwater Manual.
			49	Inflow hydrographs with peak flows for the 1, 25, and 100 year storms.
			50	Stage/Storage/Discharge table for all proposed detention ponds
			51	Outlet Control structure (O.C.S.) details and calculations including those for the emergency spillway, drain valve pipe, anti seep collar, etc.
			52	Hydrological routing for the 1, 25, and 100 year storms routed through the proposed stormwater management facility.
			53	Stormwater Quality Site Development review tool demonstrating compliance with TSS loading for the entire site. Ponds should include forebay, A.S. collars, and drain valve if necessary. Seepage control or anti-seep collars should be provided for all outlet pipes, and emergency spillways. Utilize Georgia Stormwater Management Manual for all design requirements.
			54	Proprietary Device Certification (% removal). Flow rate (show on plans).
			55	Assure credits used are valid for site (overland flow, conservation area, etc.) NOTE: Easement for conservation area must be recorded on final plat.
			56	Land use maps reflect data entered in TSS tool.
			57	The stormwater management report should bear the original seal and signature(s) of the Registered Professional Engineer who prepared the report.

3 rd	2 nd	1 st	STORMWATER MANAGEMENT SITE PLAN DATA	
			58	Provide a 20’ drainage easement, from the 100 year storm routed elevation and shall grant Hall County permission to enter upon subject property. 20’ access easement must be no steeper than 3:1. Show the location of any easements around and leading to the pond from a county maintained road. Easement around pond shall be located along toe of slope on downstream side of the pond dam.
			59	If required, provide minimum 5’ high chain link fencing with warning signs and a 14’ gate. Fence is required if steeper than 3:1 slope and deeper than 3’ at 25 year storm elevation.
			60	Provide a silt gauge and concrete survey marker.
			61	Provide water quality BMPS, if applicable.
			62	Provide details for silt gauge, concrete survey marker, O.C.S., fence, fence gate, warning signs, and water quality BMP’s.

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3 rd	2 nd	1 st	STORMWATER MANAGEMENT SITE PLAN DATA (CONT.)	
			63	Stormwater Structural And Non-Structural Controls- Plans must include all stormwater structural and non-structural controls included on the Stormwater Quality Site Development Review Tool. If natural conservation area is delineated, include a note stating that the natural conservation area shall remain undisturbed.

3 rd	2 nd	1 st	GENERAL	
			64	NPDES Permit: Permit required for disturbed areas greater than 1 acre.
			65	DOT Permit: Permit required for access on a state route. A copy of the actual permit is required.
			66	Watershed District: Is site inside a special watershed district?
			67	Zoning Letter: Attach to cover and insure compliance to conditions. Show road improvements required.
			68	Digital Plans: provide a CD with digital plans in AutoCAD version 2007 showing all stormwater and pdf file(s) of signed and sealed plans.
			69	Misc. Items:

ADDITIONAL COMMENTS: _____

NOTE: Items marked with red "X" must be corrected before Hall County Planning & Development can issue a Development Permit.

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