



PRELIMINARY SUBDIVISION REVIEW CHECKLIST

Name of Development: _____
 Location: _____
 Reviewed by: _____
 Date of Review: 1st _____ 2nd _____ 3rd _____
 Hall County Project Number: _____

Use this checklist with the GSWCC approved checklist for Erosion, Sedimentation & Pollution Control.

3 rd	2 nd	1 st	SITE PLAN
			1. Project Description: Subdivision name. Briefly describe the nature and purpose of the land-disturbing activity, zoning classification, and the amount of grading involved in both area and volume.
			2. Please indicate whether subdivision is intended to be privately maintained or publicly maintained. Provide total linear footage of roads.
			3. Please note that all road centerlines must be staked, or an acceptable electronic equivalent of the plan must be provided for field review (KMZ file).
			4. Owner Information: Name (need corporate officer if business), address, telephone number of Owner/Sub-divider. (Telephone number for 24 hour contact should be verified.)
			5. Drawing Information: Name, address, telephone number, seal, and signature of PE, RPLS, PLA, or Architect.
			6. Survey Information: Survey date, north arrow, (Grid, Mag, True) and graphic scale.
			7. Topographic Information: Tell how contour lines were derived (i.e. field run survey, aerial survey, USGS Quad-Map, interpolation, Hall County GIS, etc.)
			8. Lot Layout Information: Show lot layout, lot numbering, rough dimensions of lots, exact boundary, and phasing.
			9. Adjoining Property Owner Information: Show all adjoining property owners and Parcel ID #.
			10. Previous Subdivision Information: Show any previous subdivision of the property with boundary.
			11. Roadway Information: Show existing/proposed road R/W, pavement, and sidewalks. ROW shall be a minimum 50 ft. on curb and gutter roads and shall be 60 ft. on ditched roads.
			12. Utility/Drainage/Access Easement Information: Show existing/proposed drainage/utility locations, and easements.
			13. Existing Information: Locate any existing structures, cemeteries, drives, tree lines, grassy areas, conservation areas, and/or unique vegetation, etc.
			14. 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.
			15. Geographic Information: Show all City limits, County lines, Land Lot Lines, etc. that traverse subdivision.
			16. Disposal Area: Any location of waste or debris deposited on-site must be shown on the plans. Waste or debris to be deposited off-site must be done in accordance with GAEPD regulations.
			17. 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 plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.



3 rd	2 nd	1 st		THE FOLLOWING NOTES MUST APPEAR ON COVER SHEET OF PLANS:
			18.	“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.”
			19.	“Centerline must be surveyed and staked for the grading inspection.”
			20.	“Fire hydrants to be placed a minimum of 6' behind curb and water valves out of pavement.”
			21.	“Sidewalks will be installed before final plat / one year after final plat / on a lot by lot basis. ALL sidewalks shall be installed within two years of final plat approval. ” (Select one option)
			22.	“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.”
			23.	“Sign every lot or 100', whichever is less, stating: “Streamside Buffer – Do Not Remove or Alter Existing Native Vegetation.”
			24.	“Detention pond or sediment basin/storage will be installed & functioning before any major grading or impervious surfaces are constructed.”
			25.	“No waste materials of any kind shall be buried in any area of the right-of-way or under any roadway fill sections.”
			26.	“All waste or debris shall be disposed of in a legal and permitted manner according to GAEPD.”
			27.	“No bury pits allowed.”
			28.	“Hall County will not maintain any stormwater infrastructure outside of the dedicated right-of-way.”
			29.	On cover sheet add note for the LF of gravity and forcemain.

3 rd	2 nd	1 st		P&P SHEETS
			30.	Scale: Minimum horizontal and vertical scale.
			31.	Street Layout: Show street layout, road names, CL stations, horizontal curve data, minimum radii (CL, EP, and R/W)
			32.	Reverse Curves: Distance between reverse curves
			33.	Vertical Alignment: Vertical curve data, minimum length, maximum/minimum grade, including turnaround and intersection grades.
			34.	Sight Distance: Provide intersection sight distance and stopping sight distance.
			35.	Storm Sewer: Location, length, size, type, percent grade, drainage area, Q, etc.
			36.	Catch Basin: Catch basin spacing - 600' maximum.
			37.	Construction Easement: Construction easement for street, if needed.
			38.	City Limit/County Line: City limit/County line tied to centerline.
			39.	Street Jogs: Minimum distance 200 feet.
			40.	L-Back Curb: L back C&G in negative grade turnaround (transition in 30' R).
			41.	Cul-De-Sac Information: Cul-de-sac data (40-ft radius asphalt, minimum length, 120-ft R/W diameter, temporary for phasing).
			42.	Intersection Angle: CL street intersection angle.
			43.	Water Valve: Water valve conflict with pavement (especially at entrance).
			44.	Pipe Design Chart: Include hydraulic grade line, gutter spread, etc.

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.



3 rd	2 nd	1 st	DETAIL SHEETS
			45. Typical: Typical Section (check compared to Hall County Plate in regulations)
			46. Curb & Gutter: C&G Detail
			47. Intersection: Intersection Detail (with existing County road)
			48. Cross Drain Cross Section: Cross section at cross drains
			49. Storm Sewer: CB, HW, DI, JB Details; manhole cover must be locking - standard Hall County design.
			50. Material and diameter of all storm drain pipes shown. Storm drain pipes under roads or in streams shall be RCP or HDPE only. Pipes under road shall cross perpendicularly. Pipes in dams shall be RCP only.
			51. Storm drain profiles
			52. Utility Cross Section: Utility location cross section
			53. Sidewalk: Sidewalk detail
3 rd	2 nd	1 st	STORMWATER MANAGEMENT
			54. Stormwater Management Report: All projects submitted for review shall be accompanied by a stormwater management report.
			55. 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.
			56. Run-off coefficients based on Hall County Stormwater Manual.
			57. Inflow hydrographs with peak flows for the 1, 25, and 100 year storms.
			58. Stage/Storage/Discharge table for all proposed detention ponds
			59. Outlet Control structure (O.C.S.) details and calculations including those for the emergency spillway, drain valve pipe, anti-seep collar, etc.
			60. Hydrological routing for the 1, 25, and 100 year storms routed through the proposed stormwater management facility.
			61. Stormwater Quality Site Development Review Tool demonstrating compliance with TSS loading for the entire site. Ponds should include forebay, anti-seep 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.
			62. Proprietary Device Certification (% removal). Flow rate (show on plans).
			63. Assure credits used are valid for site (overland flow, natural conservation areas, etc.) NOTE: All conservation area easements must be recorded on final plat.
			64. Land Use Maps reflect data entered in Review Tool.
			65. The stormwater management report should bear the original seal and signature(s) of the Registered Professional Engineer who prepared the report.

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.



3 rd	2 nd	1 st	STORMWATER MANAGEMENT SITE PLAN DATA
			66. Shall provide a 20' drainage easement, from the 100 year storm routed elevation, and grant Hall County permission to enter upon subject property. Provide a signed Stormwater Management Facility Access Easement agreement form. The 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.
			67. 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.
			68. Provide elevations for silt gauge and concrete survey marker. Show/label locations on plans.
			69. Stormwater Management Facility access locations must use either concrete apron or rolled back curb at connection to roadway.
			70. Provide water quality BMPS, if applicable. Show locations on plans. (No Sd4's)
			71. Provide details for silt gauge, concrete survey marker, O.C.S., fence, fence gate, warning signs, and water quality BMP's.
			72. 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 and label the conservation easement protecting the designated area.
			73. Provide signed Acknowledgement of Watershed Protection Provisions agreement form.
3 rd	2 nd	1 st	GENERAL
			74. NPDES Permit: NOI required for disturbed areas greater than 1 acre. Provide copy of NOI and EPD required postage.
			76. DOT Permit: Approval required prior to issuance of a development permit. Provide a copy of the orange permit.
			76. Watershed District: Note if site is inside a special watershed district.
			77. Sewer District – Note the Sanitary sewer service district.
			78. Zoning Letter: Attach to cover and insure compliance to conditions (road improvements, etc.).
			79. Digital Plans: Provide a 2007 saved Autocad/DWG file and signed P.E. Stamped dated pdf files. Provide PDF of P.E. stamped Stormwater Management Report.
			80. Misc. Items:

NOTE: Items marked with red "X" must be corrected before permit completion.

ADDITIONAL COMMENTS:

This original checklist, along with the redline copies and corrected copies of the plans and hydrology report, must be returned to Hall County Public Works Department in order for the plans to be rechecked.