



City of McDonough
Community Development-Building & Inspections Division
136 Keys Ferry Street, 3rd Floor, McDonough, GA 30253
Office: (678) 432-4622 Fax: (678) 432-4665

LAND DISTURBANCE PERMIT CHECKLIST
(check only those applicable items)

PROJECT NAME: _____

ADDRESS: _____

☐ ZONING VERIFICATION FORM COMPLETED BY ZONING STAFF

☐ Ten (10) sets of civil drawings **AND** an Electronic Copy.

☐ Hydrology Report – One (1) hard copy **AND** One (1) Electronic Copy (pdf).

☐ Completed Applications and all paperwork

☐ Applicant is responsible for plan submittal to the Henry County Water Authority Engineering Office (678) 583-2443.

A RELEASE FROM THE HCWA IS MANDATORY BEFORE ANY PRE-CONSTRUCTION MEETINGS ARE SCHEDULED AND PERMITS ARE RELEASED BY THE CITY.

☐ If water and sewer are provided by City of McDonough, fees will be assessed at this time

☐ If the project requires a GA DOT permit, a copy of the permit and approved plans must be submitted to the City before a Land Disturbance Permit will be issued.

☐ If the submittal is more than one (1) acre (disturbed) a soil erosion bond is required on City approved forms at \$3000.00 per disturbed acre. (Please see a City Representative to obtain the proper forms for this requirement.)

☐ Submit a copy of the NOI along with online EPD submittal and proof of payment.

☐ Submit a copy of the Storm Water Maintenance Agreement stamped recorded at Henry County Superior Court.
(Please see a City Representative to obtain the proper forms for this requirement.)

☐ Copy of current business license for the Owner/Developer notated on the cover sheet of the civil plans must be provided before a pre-construction meeting and any permits are issued.

☐ I UNDERSTAND ALL OF THE ABOVE REQUIREMENTS AND DO AGREE TO SUBMIT ANY OTHER DOCUMENTS REQUESTED BY THE CITY OF MCDONOUGH.

APPLICANT – PLEASE PRINT NAME

APPLICANT'S SIGNATURE

PLEASE ALLOW FOURTEEN (14) BUSINESS DAYS FROM THE DATE OF SUBMITTAL FOR ANY COMMENTS.

PERMIT COORDINATOR WILL CONTACT THE APPLICANT WHEN THE PLAN REVIEW IS COMPLETE.



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LAND DEVELOPMENT PERMIT REQUIREMENTS

A Land Disturbance/Development Permit (LDP) is required to perform land – disturbing activity (clearing, grading, erosion control, etc.) in the City of McDonough. To obtain a permit, the following requirements are to be completed.

- Zoning Verification form approved by the Community Development Director.
- Submit (10) copies of Site/Development plans with three copies of the Hydrological Study, if applicable, prepared and signed by a registered Engineer to the City of McDonough's Plan Review Coordinator.
- Must submit a completed LDP Permit Application Packet with the first plan submittal.
- All plans submitted will be distributed for review to the following:
 - City Engineer
 - Erosion and Sediment Control/Stormwater Management
 - Development Review
 - City Fire Department
 - Henry County D.O.T.
 - Henry County Tax Assessor
 - HCWA and/or City Water – Public Works Director
- Review comments will be compiled by the Plan Coordinator and returned to the Developer/Engineer for any necessary revisions.
- Upon approval from the above departments, a Land Disturbance/Development Permit will be issued by the City of McDonough's Building Division in a scheduled pre-construction conference between the various representatives from departments involved in reviewing the plans and the developer/grader who will be performing the work. A fee for a Land Disturbance/Development Permit is based on a fee schedule and will be accepted at the pre-construction meeting.
- Developer must possess and present a valid Georgia Occupational Tax License before a pre-construction meeting will be scheduled and permits are released.
- The Land Disturbance/Development Permit must be obtained prior to issuance of a building permit.

NOTE: If water and sewer are provided by Henry County, a separate Plan Review Process is necessary in gaining approval. Submit one set of plans directly to:

Henry County Water Authority
Engineering Division
100 Westridge Industrial Blvd.
McDonough, GA 30253
(770) 914-3688



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LAND DEVELOPMENT PERMIT APPLICATION

Instructions: Please print clearly. (All applications must be accompanied by 10 copies of the Site Plan; three copies of the hydrologic study – where applicable). All checks and money orders are to be made payable to the City of McDonough.

PROJECT NAME: _____

PROJECT ADDRESS: _____

City

State

Zip

PROJECT TAX IDENTIFICATION NUMBER: _____

PROPOSED USE (CHECK APPLICABLE):

☐ Single-Family Detached ☐ Single Family Attached ☐ Multi-Family (Apartments) ☐ Commercial ☐ Office-Institutional ☐ Industrial

ZONING: _____

PROJECT ACREAGE: _____

DISTURBED ACREAGE: _____

NUMBER OF LOTS: _____

DEVELOPER NAME: _____

DEVELOPER ADDRESS: _____

City

State

Zip

PROPERTY OWNER: _____

OWNER ADDRESS: _____

City

State

Zip

ENGINEER OR ARCHITECT: _____

ENGINEER OR ARCHITECT ADDRESS: _____

City

State

Zip

24 HOUR CONTACT PERSON: _____

24 HOUR PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

The applicant shall be responsible from the date of this application, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City of McDonough from and against all claims or actions and all expenses incidental to the defense of any such claims, litigation, and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connecting with the performance of Development Permit or by conditions created thereby or arising out of or anyway connected with work performed under the permit or for any and all claims or damages under the laws of the United States or of Georgia out of or in any way connected with the acquisition of and construction under the permit and shall assume pay for without cost to the City of McDonough, the defense of any and all claims, litigations, and actions suffered through any act or omission of the applicant or and subcontractor, or anyone directly or indirectly employed under the supervision of any of them.

I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. To the best of my knowledge, I will comply with all state laws and local ordinances governing work to be performed in the City of McDonough.

APPLICANT'S SIGNATURE: _____

DATE: _____

COMPANY NAME: _____

PHONE NUMBER: _____



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**ACKNOWLEDGEMENT OF INFORMATION FOR SUBMITTING
DEVELOPMENT PLANS TO HENRY COUNTY WATER AUTHORITY**

The Development Permit does not include water and/or sewer approval (if these services are provided by HCWA). This approval must be obtained separately. Additional fees may also be required to HCWA.

One set of your Development Plans must be submitted to and approved by HCWA at this address:

**ATTN: RANDY CRUMBLY
HENRY COUNTY WATER AUTHORITY
ENGINEERING DIVISION
100 WESTRIDGE INDUSTRIAL BLVD.
MCDONOUGH, GA 30253
(770) 914-3688**

I _____ agree to submit one set of Development Plans directly to
HCWA.

Print First/Last Name

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

DATE:	
NUMBER OF DISTURBED ACRES:	
PLAN REVIEW FEES:	DATE PAID:
LAND DISTURBANCE FEES:	DATE PAID:
CITY NPDES FEES:	DATE PAID:
SOIL EROSION BOND:	DATE PAID:
FIRE SAFETY PLAN REVIEW FEES:	DATE PAID:



CITY OF MCDONOUGH
Community Development
Planning and Zoning Division
136 Keys Ferry Street, 3rd Floor
McDonough, GA 30253

ZONING AND LAND USE VERIFICATION FORM

APPLICANT – COMPLETE THE FOLLOWING (if applicable or indicate by writing N/A):
(Picture ID required)

Reason for Request: ☐ New Business ☐ Building Permit ☐ Alcohol License ☐ Name Change only

Property or Business Owner: _____
First Name Last Name

24 Hour Contact Number: _____

E-Mail Address: _____

Property Address: _____
Number Street Suite #

Name of Business: _____

Shopping Center or Subdivision Name: _____

Type of Business: _____

Describe the operations of the business: _____

Note: All signage requires a permit; any signage placed on property without proper permits will incur double fees. Please contact the Planning and Zoning Division on the 3rd floor to obtain an application and processing guidelines. Initials _____.

The determination of zoning compliance does not constitute approval of occupancy or approval of a business license; nor does it release the applicant from having to obtain a business license, building permit, Certificate of Occupancy, sign permit, and/or all other necessary permits required by local, state, or federal jurisdiction.

STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

Parcel Tax ID #: _____

Present Zoning: _____ with conditions/variances

Official Signature: _____ Date _____



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EROSION CONTROL AFFIDAVIT

This affidavit must be submitted along with the development permit application.

Subdivision: _____ Phase/Unit: _____

Job Site Address: _____

Company Name: _____

Company Address: _____
CITY STATE ZIP

Business Phone: _____ Cell Phone: _____ Fax: _____

24 Hour Contact Person: _____ Phone: _____ Email: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion Sediment Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's) will be used to control soil erosion on my job site as per the approved Soil Erosion and Sediment Control Plan for my project which includes at a minimum the following:

- Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
- Installation and regular maintenance of a stone (1.5"- 3.5") driveway entrance/exit pad (20' wide x 50' deep x 6" thick) to minimize the tracking of mud into the street;
- Removal of mud from the street or adjacent property immediately following any such occurrence;
- Maintenance and removal of mud from detention ponds and sediment basins;
- No land disturbing activities conducted within 50 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters"); and
- Provision of temporary vegetation and/or mulch in exposed critical disturbed areas.

I hereby further acknowledge that city personnel may refuse to make development inspections, may issue stop work orders, and may issue summons to appear in the City of McDonough Municipal Court for failure to comply with erosion control requirements.

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____



City of McDonough
Community Development – Building and Inspections Division

**The following standard notes must appear on the coversheet of all site and building plans:
(There are no exceptions)**

Permit cards must be posted on-site prior to commencement of any land disturbing activity and clearly visible from the public right-of-way. Permit cards shall not be attached to public utility/traffic control devices or trees.

Soil erosion protection measures must be installed and inspected prior to any land disturbing activity.

Re-inspection fees shall be assessed, where applicable, when work has not been completed and/or access to the jobsite is unavailable.

A copy of the approved plans shall be maintained on-site at all times and available for inspectors.

All requests for inspections, residential and non-residential, shall be received on the 24-hour inspection request line at (770) 957-2775.

All buffers and tree save areas shall be clearly marked with tree saving fence prior to the commencement of land disturbing activity. Taping is not an approved substitute for required fencing.

Approved construction pads shall be installed and maintained throughout the duration of the project.

The tracking of mud onto public right-of-way is a violation of the McDonough City Ordinances.

Portable toilets must be provided and maintained on the construction site throughout the duration of the project.

Approved refuse containers shall be provided and maintained on-site during construction activity and shall not occupy public right-of-ways.

All signs, temporary and permanent, the location, number, and size require a separate permit and fee.

No Certificate of Occupancy shall be issued until all site improvements have been completed.

Any deviations or substitutions from the approved plans without prior written consent from the City of McDonough shall cause the work to be deemed unacceptable.

Any proposed changes to the approved construction documents must be submitted to the City of McDonough for review and approval.

No outside storage proposed. This includes supplies, equipment, vehicles, products, etc.

Drive-thru facilities must be legally permitted through the City of McDonough Community Development Department.

High intensity lighting facilities shall be arranged so that the source of any light is concealed from public view and from adjacent residential property and does not interfere with traffic.

All common open space, detention facilities shall be deeded to and maintained by a mandatory property owner's association.

It's the law. Call 811 before you dig. Utilities Protection Center. 72 Hours Notice Required.

Developer shall notify the City of McDonough Community Development Department – Building Division at least 24 hours before any start of construction begins (678) 432-4622.

City of McDonough, Georgia

Landscape Plan Notes

Plant Schedule Template

To be used for all Landscape Plans -*Enlarge as necessary to be legible*

Plant Schedule									
	Quantity	Botanical Name	Common Name	Scheduled Installation size HT/W	Full Mature Height	Full Mature Width	Evergreen or Deciduous	Symbol	Remarks
Trees									
Shrubs									
Perennials									
Grass									
Annuals									

Landscape Plan Notes

All planting areas/beds will have a defined edge that is easily maintained

All planting beds will be mulched with 3 inches of black hardwood finely-shredded medium

Planting Procedure

1. Lay out bed and outline with trench edge
2. Place soil from edge within bed
3. Rototill bed to 12" depth
4. Spread 4" min layer of planting soil mix over bed
5. Rototill soil mix into top of the bed
6. Install plants and mulch and water thoroughly