



City of Cartersville

Development Checklist

Attached is a guidance document regarding the review and approval of development plans. It is the responsibility of the developer and/or engineer to obtain the most current criteria required for development projects, as development requirements are updated regularly. Relevant documents include the **City of Cartersville Development Regulations, Landscaping Ordinance, Sign Ordinance, and Zoning Ordinance**. This material is available on the Planning & Development page of the City of Cartersville website, www.cityofcartersville.org, and can also be obtained in hard copy from the Planning & Development department, located on the 2nd floor of City Hall, 10 North Public Square.

If you have any questions, please contact a Planning & Development representative at 770-387-5600.

City of Cartersville Contact List

Planning and Zoning

Richard Osborne, 770-387-5614
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PO Box 1390
Cartersville, GA 30120
Fax 770-387-5605
rosborne@cityofcartersville.org

Landscaping and Signs

Tim Jones or Richard Osborne
10 Public Square
PO Box 1390
Cartersville, GA 30120-1390
Phone 770-387-5600
Fax 770-387-5605
rosborne@cityofcartersville.org
tjones@cityofcartersville.org

Building Inspections

David Dye, Building Official
10 Public Square
PO Box 1390
Cartersville, GA 30120-1390
Phone 770-387-5671
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ddye@cityofcartersville.org

Fire Department

Mark Hathaway, Fire Marshal
or Eric Williams
195 Cassville Rd
PO Box 1390
Cartersville, GA 30120-1390
Phone 770-387-5635
Fax 770-387-7413
mhathaway@cityofcartersville.org

Cartersville Electric System

Derek Hampton, Engineering Supervisor
or Rick Ross
320 S. Erwin St.
PO Box 1390
Cartersville, GA 30120
Phone 770-387-5631
Fax 770-387-5630
dhampton@cityofcartersville.org
ross@cityofcartersville.org

Cartersville Public Works

Wade Wilson, Engineer
330 South Erwin St.
PO Box 1390
Cartersville, GA 30120-1390
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wwilson@cityofcartersville.org

Cartersville Gas System

Brian Friery, Engineer
4 Cook St.
PO Box 1390
Cartersville, GA 30120
Phone 770-387-5642
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bfriery@cityofcartersville.org

Cartersville Water & Sewer System

Ed Mullinax, Assistant Director
148 Walnut Grove Road
PO Box 1390
Cartersville, GA 30120-1390
Phone 770-387-5653
Fax 770-606-2386
emullinax@cityofcartersville.org

Bartow County Water & Sewer

Roger Ellis, Assistant Director
50 Nelson St.
Cartersville, GA 30120
Phone 770-387-5170
ellisr@bartowga.org

Bartow County Health Department

100 Zena Drive
Cartersville, GA 30121
770-387-2614

GA Department of Transportation

500 Joe Frank Harris Pkwy. SE
Cartersville, GA 30121
Driveways – 770-387-3635
Utility Encroachments- 770-387-3614

Georgia Power

41 Massell Dr
Cartersville, GA 30121
770-382-1110

Utilities Protection

1-800-282-7411

City Attorney

Keith Lovell
336 S. Tennessee St
Cartersville, GA 30120
770-386-1116

City of Cartersville GIS

Todd Jessee
770-607-1155

CITY OF CARTERSVILLE ELECTRIC SYSTEM DEVELOPMENT CHECK LIST

Development: _____

Plan Reviewer: _____

Concept Plan Check List

Concept Plan Rec'd: _____

Concept Meeting: _____

- _____ A1 Existing R/W shown, both sides, to nearest intersecting street
- _____ A2 Existing easements shown on-site and adjacent to site
- _____ A3 Existing P/L shown on-site and adjacent to site
- _____ A4 Existing utility equipment shown on-site and adjacent to site
- _____ A5 Existing OH/UG utility lines shown on-site, off-site, and adjacent to site
- _____ A6 Other items as noted
- _____ A7 Review OH/UG utility requirements
- _____ A8 Review adequacy of primary lines
- _____ A9 Review future development of adjacent properties
- _____ A10 Review territorial service rights
- _____ A11 Discuss utility design in general
- _____ A12 Discuss outdoor lighting in general
- _____ A13 Discuss easements in general
- _____ A14 Discuss service, lighting, traffic signal, and/or construction fees in general
- _____ A15 Written comments submitted

Construction Plan Check List

Constr. Plan Rec'd: _____

Revision Meeting: _____

- _____ B1 Items A1-A6 above Revised Plan Rec'd:
- _____ B2 Proposed R/W Approval Meeting:
- _____ B3 Proposed utility easements
- _____ B4 Proposed P/L
- _____ B5 Proposed utility equipment
- _____ B6 Proposed utility lines
- _____ B7 Proposed pump station locations
- _____ B8 Proposed street lighting locations
- _____ B9 Proposed traffic signal locations
- _____ B10 Proposed amenity, irrigation, service, maintenance locations
- _____ B11 Utility conflicts addressed
- _____ B12 Road crossing conflicts addressed
- _____ B13 Depth profile of existing underground utilities shown
- _____ B14 Load Information Rec'd - Avg. unit size, HVAC, gas/electric heat, appliances
- _____ B15 Other items as noted
- _____ B16 Other items as noted

- _____ B17 Completed revenue/cost ratio for construction
- _____ B18 Completed revenue/cost ratio for lighting
- _____ B19 Submitted required easements for execution
- _____ B20 Submitted required service fees for payment
- _____ B21 Submitted required outdoor lighting fees for payment
- _____ B22 Submitted required traffic signal fees for payment
- _____ B23 Submitted required contribution to construction fees for payment
- _____ B24 Submitted required outdoor lighting contract for execution
- _____ B25 Building permit approved and signed
- _____ B26 Preconstruction Meeting held (if req'd)
- _____ B27 Construction Plans approved and stamped

Final Plat Check List

Final Plat Received: _____

Final Plat Approved: _____

- _____ C1 Service fees paid
- _____ C2 Outdoor lighting fees paid
- _____ C3 Traffic signal fees paid
- _____ C4 Contribution to construction fees paid
- _____ C5 Outdoor lighting contract executed and received
- _____ C6 Required easements executed and received
- _____ C7 Existing and required utility easements shown
- _____ C8 Conflicts involving location of utility lines/equipment resolved
- _____ C9 Conflicts involving location of road crossings resolved
- _____ C10 Permanent property pins installed
- _____ C11 Final plat approved and signed

Power will not be connected until all applicable sections of this checklist are completed.

REQUEST FOR SERVICE CARTERSVILLE ELECTRIC SYSTEM CES3011

Customer Name: _____ Phone #: _____

Service Address: _____ Date: _____

Account Number (if existing customer): _____

Electrical Contractor: _____

General Contractor: _____

Property Owner: _____

Electrical Engineer: _____

DESIRED SERVICE CHARACTERISTICS:

Method of Service Wanted? OVERHEAD UNDERGROUND

Service Voltage Wanted? _____ circle needed voltage
120VAC 120/240VAC 120/208VAC 277/480VAC SINGLE PHASE OR THREE PHASE

Service Size Wanted? _____ Wires Size to be Used for Service Entrance

Conductors? _____ Date Temporary Service Will Be Needed? _____

Date Permanent Service Will Be Needed? _____

Are Any of the Following Needed? Fault Currents or Motor Starting Increments or
Confirmation of Service

Send this information to: enter name / address / email / phone

STRUCTURE INFORMATION:

Is this a Business or Residence? _____

Type of Structure? _____ Total Square Feet? _____

Square Feet Heated/Cooled? _____ Square Feet Warehouse or Garage? _____

LOAD INFORMATION: Will Gas be Used? YES / NO

What Appliances? (circle all that apply) STOVE OVEN WATER HEAT HEATING ETC

ENTER LOAD in kW, Tons or HP ONLY, DO NOT ENTER AMPS

DESCRIPTION	1 PHASE	3 PHASE
Interior Lights		
Exterior Lights		
Air Conditioning (heatpump or regular A/C) # of Units = _____		
Size of Unit #1		
Size of Unit #2		
Size of Unit #3		
Heating (heat strips either for heatpump or electric Heat)) # of Units = _____		
Size of Unit #1		
Size of Unit #2		
Size of Unit #3		
Air Handling Equipment # of Units = _____		
Cooking Equipment # of Units = _____		
Water Heating # of Units = _____		
Refrigeration # of Units = _____		
Receptacles		

Motors	# of Units = _____		
Misc. Power			
Largest Single Motor That Will Be Connected to This Service			

CES USE ONLY Contract Required? _____ Contract Executed? _____			
DEMANDS (kW)	Existing	Additional or Anticipated in Future	Total
SUMMER			
WINTER			

Added Revenue: _____ Rate: _____ kW Minimum: _____ Annual kWh: _____

METERING INFO:

Meter Location: Pedestal / Building / Pole / Other

Meter Form to Be Used: _____ CT

Quantity/Size/Type/Mounting/Arrangement: _____

Plan Requirements for Cartersville Fire Department

- (1) Fire hydrants are to be not more than 500ft. apart with additional hydrants located as necessary to permit all portions of buildings to be reached by hose lays of not more than 300 feet in length. All fire hydrants should be shown on all plans in accordance with Cartersville Development Regulations section 5.3.3. Heavy Industrial zoning requires 300 ft. separation.
- (2) All new fire hydrants shall be flow tested in accordance with approved practices of I.S.O, AWWA, and the N.F.P.A to determine the GPM flow for that hydrant. Hydrants will then be color coded in the following fashion in accordance with N.F.P.A 291 and Cartersville ordinance 9-34 Fire Hydrant Testing, Maintenance and Identification:
 - a) Barrels: Safety Yellow
 - b) Bonnets and Caps: GPM flow 0 to 499- Safety Red*
GPM flow 500 to 999- Safety Orange*
GPM flow 1000 to 1499- Safety Green*
GPM flow 1500 +- Safety Blue*

** Color coding is only descriptive of the GPM flow at the time of the last documented test.*

 - c) Trim of bonnet: Silver or White Reflective
 - d) Out of service hydrants shall be solid yellow with no reflective stripe until placed in service or removed.
 - e) All Private hydrants are to be painted solid red, barrels, bonnets, and caps
- (3) Buildings needing sprinkler systems per Sec.9-29 must have a fire hydrant within 50 ft. of the sprinkler vault and FDC. The vault, FDC, PIV, and the hydrant must be shown on plans. PIV's must be electronically supervised and padlocked.
- (4) Separate sprinkler and fire alarm plans, if required, must also be submitted for approval.
- (5) Fire Department connections shall be located a minimum of 50 ft. or 1 ½ times the height of the structure, whichever is greater, from the building.
- (6) In addition to a hard copy, a copy of all CAD files on buildings and subdivisions in DWG, DXF, or CZD format shall be provided. Micro station and AutoCAD have specialized entities that cannot be read into other programs. Within these programs, if the drawing is exploded three times all should be removed. Most, if not all of the drawing, will be read into our FHSketch CAD program. If we could get a floor and plot plan, we can add the other information to our pre-fire plans. Any information that you have will be appreciated. All files should be emailed to MHathaway@cityofcartersville.org or brought on disc, flash drive, or other form of portable media storage device.
- (7) Engineers should follow the latest code editions as adopted by the Georgia Department of Community Affairs O.C.G.A 8-2-20(9)(B). Currently this is 2012 International Fire Code, 2012 NFPA 101 Life Safety Code, and 2010 Edition of ADA, all with State Fire Marshal revisions per the state minimum fire code O.C.G.A 120-3-3.
 - a) All life safety items should be shown on building plans... example; fire extinguishers, emergency lights, exit signs.

- b) Alarm information, if alarm system is required, should be shown on plans.
- c) Any state fire marshal approved plans must also be submitted to CFD for review after stamped for approval by the state fire marshal office.
- (8) A stamped copy of all applicable plans (site, building, sprinkler, fire alarm, etc.) must be kept on job site at all times.
- (9) Any new building or renovation over 50% will be required to purchase a Knox Box per Sec.9-31. This is an emergency key box that is mounted to the building between 6 and 12 feet from the ground. We are not responsible for mounting the box, you are. Order forms can be picked up at Fire Station 1.
- (10) A minimum 20 foot fire lane in accordance with IFC Appendix D should be maintained around all buildings.

Cartersville Fire Department Site Plan Requirements

Items to be included on cover page

- | | |
|---|----|
| 1. Project Name | () |
| 2. Project Address | () |
| 3. Drawing Legend | () |
| 4. Compass North | () |
| 5. Site location map | () |
| 6. 24 hour contact name and number | () |
| 7. Owner Name and address | () |
| 8. Architect name, firm, signed and dated stamp | () |
| 9. Other project contacts | () |
| 10. Scale (if relevant) | () |
| 11. Any related notes | () |

Items to be shown on site plan Utility Page

- | | |
|---|----|
| 1. Fire hydrant water line size | () |
| 2. Two (2) closest fire hydrants and distance to building | () |
| 3. Fire Sprinkler vault, FDC, and PIV location | () |
| 4. Fire sprinkler water main size | () |
| 5. Fire Department access roads | () |
| 6. Road names | () |
| 7. Building footprint | () |
| 8. Scale | () |
| 9. Any related notes | () |

Cartersville Fire Department Building Plan Requirements

Items to be included on cover sheet

1. Project Name ()
2. Project Address ()
3. Drawing Legend and abbreviations ()
4. Compass North ()
5. Site location map ()
6. 24 hour contact name and number ()
7. Architect name, firm, signed and dated stamp ()
8. Other project contacts ()
9. Building Summary block ()
 - a. Project name ()
 - b. Location ()
 - c. Owner contact ()
 - d. Occupancy Classification ()
 - e. Building Area ()
 - f. Occupancy Load w/ calculations ()
 - g. Fire Protection ()
 - h. Construction Type ()
10. Code set block ()
11. Drawing Index ()
12. General Notes ()
13. Scale ()

Items to be included in Floor Plan

1. Life Safety plan* ()
2. Above or below ground tank locations* ()
3. Floor plan to scale ()
4. Emergency lighting* ()
5. Exit signage* ()
6. Fire Extinguisher locations and height AFF* ()
7. Knox Box location and height AFF ()
8. Grease hood detail w/man. pull locations and height AFF* ()
9. Emergency generator details* ()
10. ADA details* ()
11. Fire wall detail w/U.L listing number* ()
12. Fire sprinkler riser location ()

****May be on floor plan or separate page as long as these items are included in the plan set***

Contact Information:

Fire Marshal Mark Hathaway 770-387-5636 MHathaway@cityofcartersville.org

Capt. Eric Williams 770-387-5636 EWilliams@cityofcartersville.org

Lt. Mike Taylor 770-387-5636 MTaylor@cityofcartersville.org

CARTERSVILLE GAS SYSTEM PLAN REVIEW CHECK LIST

As necessary, plan review meetings with the Gas System will be available Mondays & Wednesdays at 2:00 PM, 2:30 PM, 3:00 PM & 3:30 PM provided an appointment is made the prior Thursday before 4:30 PM for Monday meetings and the prior Monday before 4:30 PM for Wednesday meetings. Appointments may be scheduled by calling the Gas System Offices at 770.387.5642. Please state project name and intention of meeting when scheduling. Meetings will be held at Gas System Offices located at 4 Cook St.

Section to be completed by Developer

NAME OF PROJECT/DEVELOPMENT: _____

LOCATION: _____

CONCEPT MEETING DATE (If applicable): _____

DEVELOPER

COMPANY: _____

ENGINEER/CONSULTANT

COMPANY: _____

ADDRESS: _____

ADDRESS: _____

C, S, Z: _____

C, S, Z: _____

CONTACT: _____

CONTACT: _____

PHONE(S): (O) _____ (M) _____

PHONE(S): (O) _____ (M) _____

EMAIL: _____

EMAIL: _____

PRELIMINARY PLAT:

REVIEWABLE _____ Yes _____ No If "no", explain: _____

INITIAL PLAT RECEIPT DATE: _____ COMMENT DATE: _____ COMMENT BY: _____

RE-REVIEW (As necessary):

PLAT RECEIPT DATE: _____ COMMENT DATE: _____ COMMENT BY: _____

PLAT APPROVAL DATE BY GAS SYSTEM: _____

In accordance with Section 7.5-31 of the City of Cartersville Development Regulations, "preliminary plats" will be reviewed by the City of Cartersville Gas System and shall include the following minimum information. Additional information not included in the following list may be requested by the City of Cartersville and by including such information in no way constitutes an approval.

O.K. REVISE N/A

___ ___ ___ Show all under ground existing natural gas facilities within and bordered by property

Comment: _____

___ ___ ___ Show all above ground existing natural gas facilities within and bordered by property

Comment:

___ ___ ___ Show all existing natural gas easements within and bordered by property

Comment:

CONSTRUCTION PLAN:

REVIEWABLE _____ Yes _____ No If "no", explain: _____

INITIAL PLAN RECEIPT DATE: _____ COMMENT DATE: _____ COMMENT BY: _____

RE-REVIEW (As necessary):

PLAN RECEIPT DATE: _____ COMMENT DATE: _____ COMMENT BY: _____

PLAN APPROVAL DATE BY GAS SYSTEM: _____

*In accordance with Section 7.5-31 of the City of Cartersville Development Regulations, "**construction plans**" will be reviewed by the City of Cartersville Gas System and shall include the following minimum information. Additional information not included in the following list may be requested by the City of Cartersville and by including such information in no way constitutes an approval.*

O.K. REVISE N/A

___ ___ ___ Requirements of "preliminary plat"

Comment: _____

___ ___ ___ Clearly show the proposed work and differentiate from existing features

Comment: _____

___ ___ ___ Indicate depth of all existing natural gas facilities within the proposed construction limits

Comment: _____

___ ___ ___ Show location and elevation of all existing natural gas facilities on all required profiles

Comment: _____

___ ___ ___ Show locations of all proposed natural gas facilities in accordance with Section 7.5-65(12) of the City of Cartersville Development Regulations

Comment: _____

___ ___ ___ Show locations of all proposed utilities in accordance with Section 7.5-65(12) of the City of Cartersville Development Regulations

Comment: _____

___ ___ ___ Show and provide all necessary or required natural gas easements

Comment: _____

___ ___ ___ Provide any required natural gas Relocation Agreements fully executed by the Developer

Comment: _____

CONSTRUCTION PLAN (continued):

___ ___ Provide the following notes on the utility sheet if the project involves the installation or relocation of any natural gas facilities

EROSION & SEDIMENT CONTROL-NATURAL GAS FACILITY INSTALLATIONS

1. The City of Cartersville Gas System will or cause to provide and apply straw or hay mulch to a depth of 6" over all areas disturbed specifically by the construction of the natural gas facilities within the Development provided no further disturbance of such areas are planned within 14 days of initial disturbance.

2. The Developer will or cause to maintain or re-apply such erosion and sediment control measures as necessary or required to comply with all local, State and Federal erosion and sediment control requirements after initial application as required by #1 above.

3. The Developer will or cause to provide, install, maintain and remove any and all erosion and sediment control measures necessary or required to comply with all local, State and Federal erosion and sediment control requirements which may be associated with the construction of the natural gas facilities within the Development other than #1 above.

Comment: _____

___ ___ Other:

Comment: _____

FINAL PLAT:

REVIEWABLE ___ Yes ___ No If "no", explain: _____

INITIAL PLAN RECEIPT DATE: ___ COMMENT DATE: ___ COMMENT BY: _____

RE-REVIEW (As necessary):

PLAT RECEIPT DATE: ___ COMMENT DATE: ___ COMMENT BY: _____

PLAT APPROVAL DATE BY GAS SYSTEM: _____

In accordance with Section 7.5-31 of the City of Cartersville Development Regulations, "final plats" will be reviewed by the City of Cartersville Gas System and shall include the following minimum information. Additional information not included in the following list may be requested by the City of Cartersville and by including such information in no way constitutes an approval.

O.K. REVISE N/A

___ ___ Completion of the construction of all proposed natural gas facilities

Comment: _____

___ ___ Show all natural gas easements with dimensions, distances and bearings

Comment: _____

___ ___ Other:

Comment: _____

Cartersville Planning & Development Commercial / Industrial Plan Review Check List	Name of Project: Location: Zone: Date:
	Zoning: note district of subject tract on site plan. Note intended use. Land disturbance permit required for 1.1 acres or more disturbed.
	COMMENTS:
	If applicable, note on site plan if property is located in Historic District or Overlay District. If property is in Historic District, new construction, demolition, and/or exterior changes require Certificate of Preservation. Overlay District requirements, Zoning Ordinance sections 13.1-12, 14.1-9
	COMMENTS:
	If applicable, note if property was rezoned or received a variance or special use permit. Note case number(s) and conditions.
	COMMENTS:
	Exterior finish: refer to applicable Zoning Ordinance district standards. Sprinkling required for 5000 sqft. Sprinkling for alcohol @ 100 seats
	COMMENTS:
	Note owners and adjoining zoning districts of surrounding properties (including across the street) on site plan.
	COMMENTS:
	Buffers: if applicable based on Zoning Ordinance district standards, note and show on site plan. Buffer standards in Zoning Ordinance Section 4.17
	COMMENTS:
	Note Development Standards for zoning district of tract on site plan - Height: Front: Side: Rear: Lot street frontage: Lot width at building line:
	COMMENTS:
	Parking: note on site plan minimum number of spaces required and number of spaces provided (per use). Zoning Ordinance Section 17.1-6
	COMMENTS:
	Outdoor Lighting. Note on site plan and adhere to the following: Parking lot outdoor lighting shall have a maximum height of forty-five (45) feet and shall be directed away and shielded from abutting residential districts. Zoning Ordinance Section 4.21 (different if in an Overlay district)
	COMMENTS:

	Outdoor Storage only allowed in G-C, L-I, and H-I districts. If in G-C or L-I, note on site plan and adhere to following: Outdoor Storage must be located in a side or rear yard and screened from all RW and residential districts that abut outdoor storage area. Zoning Ordinance Section 4.25
	COMMENTS:
	Waste Dumpster: show location on site plan. Note and adhere to the following: Solid Waste Containers shall be screened from all streets and adjoining properties with a solid, opaque fence or wall which shall be at least six (6) inches taller than the container. Zoning Ordinance Section 4.9
	COMMENTS:
	Sidewalk. Show all sidewalks required (minimum 5 feet in width, required along frontage on all existing streets, required on at least one side of all new streets). Development Regulations section 7.5-65(10)
	COMMENTS:
	Landscaping: Civil plans must show landscaping based on Landscaping Ordinance. A separate landscape sheet must be included. Section 17-68
	COMMENTS:
	Note and show the following: Parking Landscape islands in parking lot required every 12 spaces, and at the end of each single and double row. 320 sqft area double rows & 2 small trees or 1 large tree from tree list. Sod or mulch to be used in islands. 160 sqft area single rows and 1 small tree from tree list. Landscaping Ordinance sections 17-66, 17-73, 17-74
	COMMENTS:
	Note and show the following: Building perimeter 5 ft landscape strip or sidewalk required. Sod or mulch in landscape strip. Section 17-66
	COMMENTS:
	Note and show the following: Border landscaping 10 ft wide landscape strip at RW and 5 ft wide along any vehicular use (edge of parking / paving area). Sod grass required. Section 17-66
	COMMENTS:
	Note and adhere to the following: Tree requirements 8 ft in height at planting, maturation height of at least 15 ft Section 17-65
	COMMENTS:
	Note and show the following: One tree for every 30 ft in landscape strip at RW. Large trees from tree list shall be planted, no more than 35% of one species of tree shall be used. 2 trees minimum. Section 17-66
	COMMENTS:
	Note and show the following: One tree for every 75 Ft. of border area. Small trees from tree list shall be planted, no more than 35% of one species of tree shall be used. Section 17-66

Cartersville Planning & Development Residential Plan Review Check List	Name of Project: Location: Zone: Date:
	Name of Subdivision. Note zoning and all conditions and/or variances.
	COMMENTS:
	Name, address, and 24-hour phone number of developer.
	COMMENTS:
	Date including most recent revision date.
	COMMENTS:
	Graphic scale (not to exceed one (1) inch = one hundred (100) feet).
	COMMENTS:
	Location Index map (approximate one (1) inch = six thousand (6,000) feet)
	COMMENTS:
	North arrow.
	COMMENTS:
	Land lot, district, and section.
	COMMENTS:
	Maximum sheet size twenty-four (24) x thirty-six (36) inches.
	COMMENTS:
	List existing streets, utilities, and easements on and adjacent to the tract.
	COMMENTS:
	For adjoining and abutting properties, list owners of record and zoning.
	COMMENTS:
	Proposed street and lot layout including proposed street names.
	COMMENTS:
	Lot lines with approximate dimensions.
	COMMENTS:
	Location of bold lines for phased developments.
	COMMENTS:
	Lots numbered consecutively disregarding phasing.
	COMMENTS:

	Provisions for water supply, sewerage, and drainage.
	COMMENTS:
	Exact boundary lines of the entire tract indicated by a heavy line giving lengths and bearings.
	COMMENTS:
	List total project acreage, total number of lots and lot density, minimum size of lots, minimum lot width and frontage, and required setbacks.
	COMMENTS:
	Location of 100-year floodplain or statement that no part of the property lies within the 100-year floodplain.
	COMMENTS:
	Minimum building front yard setback line shown graphically on the plat.
	COMMENTS:
	Surveyor's and/or Engineer's stamp.
	COMMENTS:
	Signature statement for planning commission if preliminary plat. Development Regulations section 7.5-31(2).
	COMMENTS:
	Show all sidewalks required (minimum 5 feet in width, required along frontage on all existing streets, required on at least one side of all new streets for residential). Development Regulations section 7.5-65(10)
	COMMENTS:
	Other Items or Comments:

City of Cartersville Commercial Site Plan Check List
Public Works Department

Project Name: _____.

Designer: _____.

Checked By: _____ Date:_____.

Check list marks to be interpreted as follows:

☐ $\sqrt{}$ O.K. ☒ **X** Revision Required ☐ **N/A** Not Applicable
☐ **?** Additional Information Required

All Plans must include:

	1.	Ground elevations on the tract based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic information shall be shown. Contours shall be shown at intervals of two (2) feet, and shall be mean sea level contours.
	2.	Proposed grading if different than existing contours.
	3.	Location of 100-year floodplain or statement that no part of property lies within the 100-year floodplain. Any encroachments into areas of Special Flood Hazard will require a floodplain management/flood damage prevention plan for approval (A checklist will be provided in such cases.)
	4.	Abutting existing City or County Roads showing existing right-of-way and pavement widths.
	5.	Existing easements, city and county lines, utility lines, bridges, street culverts, etc.
	6.	Total Acreage of the site.
	7.	Total impervious surface in square feet.
	8.	Surveyor's and Engineer's stamp.
	9.	Acceleration/deceleration lanes at entrance.
	10.	Dimensions of turn radii.

	11.	Additional right-of-way if required to bring the City Road up to minimum standards.
	12.	Detail for paving on right-of-way.
	13.	Curb and Gutter detail.
	14.	Location, size, and length of existing drainage structures with drainage area.
	15.	Location, size, length, and type of all proposed drainage structures.
	16.	Drainage area to each inlet point of the drainage system.
	17.	Hydrology study by a registered professional engineer.
	18.	The current Erosion, Sedimentation & Pollution Control Plan Checklist as required by Georgia EPD shall be filled out and submitted with plans.
	19.	All proprietary devices must have manufacturer's and engineers design, specifications, and installation requirements included in both the Hydrology Study and the Plans.
	20.	All drainage structure outlets to be erosion proofed.
	21.	Proposed off-street parking facilities to be paved. Include dimensions of parking lot, parking spaces, and maneuvering aisles.
	22.	Proposed finished floor elevation of building(s).
	23.	Centerline and width of nearest existing street/driveway if within one (100) feet of proposed entrance centerline.
	24.	Location and mean sea level elevation of bench mark.
	25.	Sidewalks. (Required on at least one side of the street on all new developments and are required on existing streets where new development occurs.)
	26.	Dumpster Location.

27. Hydrology Study

To include the following items and calculations.

	a.	Hydrology study should bear a stamp of a registered engineer or landscape architect registered in the State of Georgia.
	b.	Name of the project and its location.
	c.	Description of current and proposed uses and conditions.
	d.	Description of downstream (upstream as well if necessary) conditions and assessment of downstream capacities. Discuss how method of runoff control will not adversely affect downstream property.
	e.	Method used in analysis.
	f.	The development shown on a USGS quad topography map.
	g.	An existing conditions map of the project with topography and soils shown, drainage basins delineated (including intermittent or perennial streams, wetlands, floodplain boundaries and other surface water features), acreages shown and Curve Numbers included. Off site drainage information should be shown.
	h.	A proposed conditions map of the project with proposed topography shown, wetlands, streams or water features and, drainage basins delineated, acreages shown and Curve Numbers included. Appropriate buffers(appropriate to warm or cold/trout streams) and additional 25' setback beyond buffers where impervious surfaces are prohibited to be shown. All stormwater management elements to be shown along with any by-pass shown and quantified. Offsite drainage information should also be included. Any encroachments into stream buffers or setback will require special approval (A checklist will be provided in such cases.).
	i.	Time of concentration for each basin shown.
	j.	Curve Numbers for existing and proposed conditions. Include calculations.
	k.	Peak flows for all storm return events for existing and proposed conditions, pond by-pass, and allowable detention pond release rates.
	l.	Water Quality Volume Calculations (WQ _v) and Water Quality Site Development Review Tool from the GSMM (Blue Book).

	m.	All proprietary devices must have manufacturer's and engineers design, specifications, and installation requirements included in both the Hydrology Study and the Plans.
	n.	Channel Protection Volume Calculations (QP_v) and/or explicit justifications for waiver.
	o.	Overbank Flood Protection Calculations (Q_{p25}) and/or explicit justifications for waiver due to adequate capacity downstream.
	p.	Extreme Flood Protection Calculations (Q_f) and/or explicit justifications for waiver based on proximity to floodplain or minimal impact. The area of study shall extend downstream from the project to a point in the drainage basin where the project area is 10% of the total basin area.
	q.	Stage-Storage-Discharge tables.
	r.	Narrative describing how the stormwater management system corresponds with any watershed protection plans and/or local greenspace protection plans.
	s.	Inspection and maintenance schedule, maintenance tasks, and responsible parties for maintenance to be included in Hydrology Study.
	t.	Access must be provided for maintenance of stormwater management elements. <i>This does not have to be a public easement.</i>
	u.	The owner must execute an easement and an inspection and maintenance agreement binding on all subsequent owners of land served by any on-site stormwater management facility.
	v.	Detention pond outlet control structure detail with all appropriate elevations and dimensions. Include invert elevation (s) of weirs and orifices, weir width, orifice diameter, outlet pipe diameter, 100-year pool overflow elevation, etc. The detail in the hydrology study should match that shown in the construction plans.
	w.	An emergency overflow device (which does not include the throttling device) for the detention pond shall be designed to pass the 100-year peak developed inflow without overtopping the dam. This can either be a pond spillway around the pond dam or an overflow on the outlet structure in which case the outlet pipe must be sized appropriately. Show all calculations.

	x.	Pond routing print-outs for each storm event.
	y.	Summary table comparing routed flows with allowable release rate flows for each storm event.
	z.	All stormwater management elements (pond, proprietary device, infiltration trench, etc.) should be clearly illustrated on the plans with topographic information, flow arrows, 100-year pool limits shown and elevation called out. The outlet structure location and any associated piping should be clearly illustrated. No utilities should run through the stormwater management area.
	aa.	It should be clear from the overall grading/drainage plan from contours, flow arrows and piping what areas flow to or bypasses the stormwater management elements.
	bb.	If there are any walls associated with the stormwater management elements, the engineering design should be included in the plans and certified by an engineer registered in the State of Georgia. All information required to build the wall should be included in the plans with the reinforcing bar schedules, illustrated cross-sections and profile of the wall and footing with all necessary dimensions and elevations, etc. Include calculations for factor of safety against overturning and sliding.
	cc.	A fully illustrated outlet structure detail should be included in the plans which should match that included in the hydrology study.
	dd.	If the a pond is four feet or deeper, a chain link or privacy fence six feet tall is required.

Additional Comments:

GAR 100001 ES & PC Plan Review Checklist

Project:_____.

Permit Page	Included Y/N	“Y” indicates item is addressed. “N” indicates revisions required.
4	_____	1. Design professional qualifications.
14	_____	2. Design professional certification statement and signature that the permittee’s ES&PC Plan provides for an appropriate and comprehensive system of BMPs, and sampling expected to meet permit requirements.
15	_____	3. Design professional certification that the site was visited prior to development of the ES&PC Plan.
15	_____	4. Indication that no activities shall be conducted within the 25 or 50-foot stream buffer along the banks of all state waters.
16	_____	5. Plan describes practices used to reduce the pollutants in storm water discharges.
17	_____	6. Indication that the design professional who prepared the ES&PC Plan is to inspect the installation of BMPs within 7 days after initial construction activity begins.
17-30	_____	7. Signed by the design professional and includes the certification in accordance with section V.G.d. of the permit.
18	_____	8. Indication that amendments to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional.
18-19	_____	9. Plan contains BMPs that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia including initial perimeter controls, intermediate grading and drainage BMPs, and final BMPs. (See checklist on page 2 for other Plan components)
19	_____	10. Description of the nature of construction activity.
19	_____	11. Description and chart or timeline of the intended sequence of major activities.
19	_____	12. Estimate of the total area of the site and the total area expected

		to be disturbed.
19	_____	13. An estimate of the runoff coefficient or peak discharge flow of the site prior to and after construction activities are completed should be shown.
19	_____	14. Site map including drainage patterns, surface waters including wetlands, and locations where storm water is discharged to surface water.
19	_____	15. Receiving waters and wetland areas identified.
20	_____	16. Sediment basins or the calculations documenting 67 cubic yards of storage per acre drained.
20	_____	17. Rationale explaining the decision not to use sediment basins on the site.
20	_____	18. 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.
21	_____	19. Indication that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.
21	_____	20. BMPs to minimize off-site vehicle tracking of sediments and the generation of dust.
21	_____	21. Documentation that the ES&PC Plan is in compliance with waste disposal, sanitary sewer, or septic tank regulations
21	_____	22. BMPs for the remediation of all petroleum spills and leaks.
21-24	_____	23. Details on required inspections and record keeping by the primary permittee, secondary permittees, and tertiary permittees
24	_____	24. Description of procedures to ensure timely maintenance of vegetation, erosion and sediment control measures.
24	_____	25. Perennial and intermittent streams and other water bodies into which storm water is discharged.
24	_____	26. Sampling locations.
24	_____	27. Analytical methods used to collect and analyze the samples from each location.

24	_____	28. Appendix B Rationale for outfall sampling points.
24	_____	29. Information on sampling frequency and reporting requirements.

		Checklist for Plan Components (No. 12)
	_____	1. Graphic scale and north arrow
	_____	2. Vicinity map
	_____	3. Existing and planned contours
	_____	4. Contributing drainage areas delineated with acreage both on and off site
	_____	5. Locations of erosion and sedimentation control features using uniform coding symbols
	_____	6. Undisturbed stream buffers adjacent to state waters delineated
	_____	7. Soil series delineated
	_____	8. Receiving streams delineated and a description of neighboring areas which might be affected
	_____	9. Phased plan into initial, intermediate and final phases
	_____	10. ES&PC plan for typical building lot and each situational lot in the development
	_____	11. Limits of construction or limits of disturbance shown
	_____	12. Revision and/or initial date of plan
	_____	13. Name, address and phone number of primary permittee.
	_____	14. Name of 24-hour contact person
	_____	15. Vegetation plan
	_____	16. Detail specifications for all structural BMPs that meet the standards of the Manual for Erosion and Sediment Control GA