

ATHENS-CLARKE COUNTY

ENGINEERING ONLY PLANS REVIEW

APPLICATION PACKET

SUBMITTAL REQUIREMENTS

The following items are required to submit a project for review.

DIGITAL SUBMITTALS ONLY – NO PAPER SUBMITTALS ACCEPTED

Please submit all application documents via email to TPWSUBMISSIONS@ACCGOV.COM

FOR ALL SUBMITTALS	Document Requirements
<input type="checkbox"/> Application Packet <i>Complete all relevant pages & sign</i>	<ul style="list-style-type: none">• One copy of complete plan set<ul style="list-style-type: none">□ All sheets compiled into one file, if possible□ Do not submit separate files for each sheet□ All sheets in order listed in sheet index□ All sheets rotated for on-screen viewing□ Saved in PDF format□ PDF maximum file size: 50 MB (if larger, please split file into smaller parts)□ If necessary, please send documents through an FTP link or a ZIP folder
<input type="checkbox"/> Plan Sets <i>Should be submitted via email</i>	
<input type="checkbox"/> Fee Calculator- completed Engineer Only Fee Calculator submitted with application and plan set. Fees due at submittal. <input type="checkbox"/> Card <input type="checkbox"/> Cash <input type="checkbox"/> Check <i>Checks payable to ACC</i> <i>Card payment payable by phone or in person</i> <i>Other fees may be applicable after first review</i>	<ul style="list-style-type: none">• All supporting documents (if applicable) should be submitted as separate files, such as:<ul style="list-style-type: none">□ Hydrology Study/Stormwater Mgmt Report□ Other reports/information
<input type="checkbox"/> Tree Management Plan included in site plan <i>If applicable</i>	
<input type="checkbox"/> Hydrology Study/Stormwater Management Report <i>If required, must be included with initial Plans Review submittal</i>	

Please call the Public Works Department if you have questions prior to submitting as incomplete submittals may delay acceptance of a project for review. Additional items may be required during the course of review, depending on the project scope.

ENGINEERING ONLY PLANS REVIEW APPLICATION FORM

PROJECT ADDRESS: _____

For Staff Use:

PLAN #: PR - _____ - _____ - _____

PROJECT NAME: _____

BUILDING/SUITE #: _____

CURRENT USE: _____

TAX MAP #*: _____

PROPOSED USE: _____

PARCEL ZONING: _____

CONTACT INFORMATION

Property Owner Name:	Applicant Name:
Address:	Phone:
Phone:	Email:
Email:	Contractor Name:
Design Professional Name:	Phone:
Company:	Email:
Address:	Other Name:
Phone:	Phone:
Email:	Email:
Project contacts to receive email correspondence and for public notification (check all that apply): <input type="checkbox"/> Property Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Applicant <input type="checkbox"/> Contractor <input type="checkbox"/> Other	

ALL SUBMITTALS1. Yes No Is a TMP included?

Any project requiring site review also requires a Tree Management Plan (TMP) per ACC Code Sec. 8-7-17. Submit a TMP Application (see page), TMP plan sheet, & \$65 TMP review fee.

2. Yes No Is grading involved?3. Yes No Is this a development project disturbing one acre or more?4. Yes No Does this project involve new and/or replaced in any combination impervious area of 5,000 square feet or more?

6. *If the answer to Question #3 and/or #4 is Yes, a Stormwater Conference with Transportation & Public Works is required prior to submittal of this application. Other requirements include TPW fees & a completed copy of the appropriate GSWCC "Erosion, Sedimentation & Pollution Control Checklist". List Stormwater Conference date: _____*

7. Yes No Is the project located within 200 feet of a stream, river, lake or other body of water?8. Yes No Is any work taking place within the Athens-Clarke County right-of-way?9. Yes No Will there be any land disturbing activities in the FEMA floodplain?

ATHENS-CLARKE COUNTY TRANSPORTATION AND PUBLIC WORKS DEPARTMENT

10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Modification or addition to public water system? Show proposed water main modifications on site plan.
	- If no, what is the means of potable water? _____
	- If new services, what is the estimated domestic water demand?
	Gallons per day estimate: _____ Gallons per minute estimate: _____
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Modification or addition to public sanitary sewer? Show proposed sewer main modifications on site plan.
	- If no, what is the means of sewage treatment? _____
	- If new services, what is the estimated volume of discharge? Gallons per day estimate: _____
13. <input type="checkbox"/> Done	Each plan sheet must have project name, address and current date
14. <input type="checkbox"/> Done	Engineering scale must be used on all applicable sheets
15. <input type="checkbox"/> Done	Must include sheet index that accurately lists sheets in the plan set
16. <input type="checkbox"/> Done	Plans must be saved as one file, if possible, and oriented for on-screen viewing & not over 50MB
17. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you proposing any new buildings or structures? <i>If yes, please submit through Planning Department's plans review process.</i>

INITIAL PLAN REQUIREMENTS

Plan requirements vary depending on the type of project proposed. Please refer to the [TPW Technical Standards](#) online for more details about what kinds of information should be shown on plans.

The [Plans Review Handbook](#) lists contact information for each department. Applicants may contact departments directly prior to submittal with any questions specific to that department's area of review.

REVISION SUBMITTAL REQUIREMENTS

DIGITAL SUBMITTAL emailed to with the following files:

- Revised Plan Set:** A complete plan set with revised sheets inserted. Update sheet index if necessary. Cloud & date revisions on each sheet. All sheets saved in one file, in order listed in sheet index, and rotated for on-screen viewing. Save file as PDF (maximum size of 50 MB).
- Revision Narrative:** A description of how and on what sheet each review comment was addressed. Applicants can choose to annotate their Plans Review comments or submit a letter outlining the changes.
- Initial fees cover initial and revision one fees if required. Additional revision fees are required if project required additional reviews.**

*Deviation from approved plans during the construction process is subject to enforcement per Section 9-22-8 of the Zoning & Development Standards.
Plans may be amended by submitting Changes to Approved Plans prior to any construction activity that differs from the approved plans.*

The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

Permit Holder Acknowledgement for Land Development and/or Stormwater Development Activity

1. Applicant is responsible for submitting all applicable plans, reports, and/or drawings.
2. The applicant for any Land-Disturbing Activity permit must be the property owner.
3. Applicant is responsible for obtaining any additional permits required by the Georgia Department of Transportation and/or other government agencies.
4. Applicant must maintain access to all sidewalks and driveways.
5. Applicant must submit a Street/Lane Closure Permit Application to the ACC Traffic Engineering Office (613-3460) a minimum of five (5) working days prior to closing any street or lane.
6. Applicant must comply with work zone safety standards set forth in the current Manual on Uniform Traffic Control Devices (MUTCD) while performing work within public rights-of-way.
7. Applicant must protect protected trees (as defined in Chapter 8-7), utilities, storm drains, and structures from damage and shall be responsible for any repairs required as a result of any actions, omissions, or negligence.
8. Applicant indemnifies and holds harmless the Unified Government of Athens-Clarke County and its officers, agents, and employees from all liability, loss cost and expenses, including attorney's fees, that may result from the applicant's failure to take all necessary precautions for preventing accidents, injuries and/or damage to property.
9. If required, a Timber Harvesting Notification must be filed with the Planning Department.
10. Applicant must comply with all applicable provisions of the Athens-Clarke County Community Tree Management Ordinance, Chapter 8-7.
11. Applicant must obtain Planning Department approval prior to development.
12. APPLICANT MUST CONTACT ASSIGNED INSPECTOR 24 HOURS PRIOR TO BEGINNING WORK ON PROJECT.

I understand that I must follow MUTCD Pedestrian Signage guidelines during this project.

Initial here: _____

This application is true and complete to the best of my knowledge and the proposed work will meet all codes and ordinances of Athens-Clarke County, Georgia.

Applicant's signature: _____ Date: _____