



PRELIMINARY SUBDIVISION SUBMITTAL CHECKLIST

Name of Project:

Name of person completing this checklist:

This checklist is to be used as a minimum guideline of required submittals for preliminary subdivision review, as applicable, and shall be included in the initial submittal package. Other documents or information may be required.

General requirements

- General Engineering Review Application
- Land Disturbing Activity (LDA) Permit Application
- LCPC fee calculator
- Check for preliminary plat & construction plan review fee
- Check for construction engineering and inspection fee
- Check for LDA permit
- Plat and plans paper (one set) pdf
- Hydrology report paper (one copy) pdf

See LCPC's list of some items to be included on the plat & plans, etc. (attached)

GSWCC review

- Check for LCPC review of ES&PC plans
- Proof of payment to GWSCC
- Letter of transmittal to GWSCC
- ES&PC checklist
- \$50 educational contribution (form & proof of payment)

If GSWCC review is required, applicant submits directly to GSWCC and provides LCPC with the first item and copies of the others.

EPD review for water and/or sewer extensions of public systems

- Drinking Water Project Submittal form (unsigned by City)
- Sewer System Extension Submittal form (unsigned by City)
- "Landfill" letter signed by PE
- Basis for design
- Technical specifications

Other permits/approvals

- Health Dept. water supply and/or septic approval pending issued
- ACOE: ___ jurisdictional opinion ___ permit pending issued
- GDOT permit pending issued will be applying for

Flood study for projects within a floodplain

- Flood study establishing BFE in Zone A pending provided
- Flood study with no-rise certification pending provided



PRELIMINARY PLAT & PLANS

Below is a list of items to be included on a preliminary plat and associated construction plans, hydrology report and design considerations which is being provided to facilitate a more timely review process. It is not an exhaustive list of all requirements but, rather, one that contains new requirements or items which engineers may not realize are needed. It will be updated from time to time and, as such, engineers are encouraged to use the version that is on the LCPC website for each new project.

Plat

<input type="checkbox"/> Abutting property owners	<input type="checkbox"/> Length of each street
<input type="checkbox"/> Lots in each lot types	<input type="checkbox"/> Total area of all streets
<input type="checkbox"/> PUD standards as approved by gov. auth.	<input type="checkbox"/> Phases delineated
<input type="checkbox"/> Key map (if multiple sheets)	<input type="checkbox"/> Floodplain BFE (if known)
<input type="checkbox"/> Dedication of wetlands and other tracts	

Plans

<input type="checkbox"/> TQPs (if greenspace)	<input type="checkbox"/> Road centerline info (lengths, radii, etc.)
<input type="checkbox"/> Required buffers	<input type="checkbox"/> Contours (not assumed)
<input type="checkbox"/> ADA ramps	<input type="checkbox"/> Typical detail for service connections
<input type="checkbox"/> Amenities	<input type="checkbox"/> Typical detail for UE, TE and/or setbacks
<input type="checkbox"/> Mailbox kiosks	<input type="checkbox"/> WSE for 25 & 100 yr events
<input type="checkbox"/> Fencing (if pond slope > 3:1 or always)	<input type="checkbox"/> Bioretention plantings
<input type="checkbox"/> Gates for fencing	<input type="checkbox"/> Detail - plate over flume
<input type="checkbox"/> Flume velocity info	<input type="checkbox"/> Detail - street name signs
<input type="checkbox"/> Gutter spread info	

Hydrology Report

<input type="checkbox"/> 1.2" and 25 & 100 yr storms (paper)	<input type="checkbox"/> Summary sheet
<input type="checkbox"/> 1.2" and all storms to 100-yr (pdf)	<input type="checkbox"/> RRv calc worksheet

Design Considerations

<input type="checkbox"/> Downstream flow schematic	<input type="checkbox"/> Hydraulic analysis map (not schematic)
<input type="checkbox"/> Hydraulic analysis for normal and fire flow	