65 Lawrenceville St. NW, Norcross GA 30071 Tel: 678-421-2027 ver:2025-03

EROSION & SEDIMENTATION CONTROL, COMMERCIAL DEVELOPMENT AND SUBDIVISION PERMIT REVIEW CHECKLIST (ENGINEERING)

DEVELOPMENT NAME	
ADDRESS/DISTRICT LAND LOT/PARCEL	
ENGINEER	
DATE	
CITY TRACKING NO.	

Please contact City Engineer at engineering@norcrossga.net with questions/ comments.

IT IS THE OWNER'S/DEVELOPER'S RESPONSIBILITY TO BE IN COMPLIANCE WITH APPLICABLE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND CLEAN WATER ACT REQUIREMENTS.

ABBREVIATIONS

- **DR** - Development Regulations
- **FPMO** - Floodplain Management Ordinance
- **RDNR** - Rules of the Department of Natural Resources
- **ESCO** - Erosion and Sediment Control Ordinance
- **SSFISSS** – Gwinnett County Storm Water Systems and Facilities Installation Standards and Specifications Manual
- **X –** Needs to be Addressed

STATUS OF REVIEW

☐ Walk through. Please address all comments and contact the City Engineer at 678-421-2032 to set up an appointment to review the addressed comments. IMPORTANT NOTE: the applicant must set up an appointment and meet to verify addressing of comments. The city staff WILL NOT review the plans via email. The applicant MUST attend a meeting with city staff.

☐ Drop-off, include a copy of these comments and one set of plans. Bring to community Development Office 2nd Floor, City Hall. Other Comments to follow. If necessary, please consult this checklist and the Development Regulations of the City of Norcross, Georgia for minimum plan requirements.

☐ Resubmit via ePlan Solutions: https://eplansolution.com/norcrossga

GENERAL PLAN COMMENTS	
	1. All plan sheets to be sealed and signed across the seal by the registered party responsible for the contents of that sheet. Each seal signature shall include the date of signature. Signatures embedded in the seal, and computer-generated signatures and dates, are not acceptable (Board Rule 180-12-.02, Sealing of Documents)
	2. Maps, drawings, and supportive computations shall bear the signature, date of signature, and seal of a registered or certified professional in engineering, architecture, landscape architecture, land surveying, or erosion and sediment control. (ESCO 5.3.3)
	3. Provide note on erosion control plan: **THE SOIL EROSION AND SEDIMENT CONTROL ORDINANCE REQUIRES THAT A 25 FOOT BUFFER ADJACENT TO ALL STATE WATERS BE MAINTAINED (ARTICLE 4 SECTION 4.3 PARAGRAPH 15). AN EXCEPTION IS GRANTED TO HOMEOWNERS WHO PERFORM MINOR LAND DISTURBING ACTIVITIES SUCH AS HOME LANDSCAPING, HOME GARDENS, REPAIRS AND MAINTENANCE WORK (ARTICLE 3, SECTION 3.1, PARAGRAPH 3).**
	4. Provide note(s) indicated below in a notes section Erosion and Sediment Control Plan: ☐ Description of existing land use including land lot and district number at the project site and description of proposed project. ☐ Provide name, address and phone number of the property owner and primary permittee. (ESCO 5.3.2c) ☐ Provide name and phone number of the 24-hour local contact person responsible for erosion, sedimentation and pollution controls. (ESCO 5.3.2d) ☐ Total project acres. ☐ Total disturbed acres. ☐ Total Impervious acres. ☐ THE ESCAPE OF SEDIMENT FROM THE SITE SHALL BE PREVENTED BY THE INSTALLATION OF EROSION AND SEDIMENT CONTROL MEASURES AND PRACTICES PRIOR TO, OR CONCURRENT WITH, LAND DISTURBING ACTIVITIES. ☐ EROSION AND SEDIMENTATION CONTROL MEASURES AND PRACTICES SHALL BE MAINTAINED AT ALL TIMES. IF FULL IMPLEMENTATION OF THE APPROVED PLAN DOES NOT PROVIDE FOR EFFECTIVE EROSION AND SEDIMENT CONTROL, ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IMPLEMENTED TO CONTROL OR TREAT THE SEDIMENT SOURCE. ☐ SEDIMENT STORAGE MAINTENANCE INDICATORS MUST BE INSTALLED IN SEDIMENT STORAGE STRUCTURES, INDICATING THE 1/3 FULL VOLUME. ☐ MAINTENANCE OF ALL SOIL EROSION AND SEDIMENTATION CONTROL MEASURES AND PRACTICES, WHETHER TEMPORARY OR PERMANENT, SHALL AT ALL TIMES BE THE RESPONSIBILITY OF THE PROPERTY OWNER. ☐ A 50-foot undisturbed buffer and a 75-foot impervious setback is to be maintained adjacent to all streams. ☐ Detention pond, detention outlet structures and temporary sediment pond features are to be constructed and fully operational prior to any other construction or grading.

	☐ **ANY DISTURBED AREA LEFT EXPOSED FOR A PERIOD GREATER THAN 14 DAYS SHALL BE STABILIZED WITH MULCH OR TEMPORARY SEEDING.** ☐ All fill slopes shall have silt fence placed at the slope's toe. ☐ Concentrated flow areas and all slopes steeper than 2.5:1 with a height of ten feet or greater shall be stabilized with the appropriate erosion control matting or blanket. ☐ The professional who seals this plan certifies under penalty of law that this plan was prepared after a site visit to the locations described herein by the professional or the professional's authorized agent, under the professional's direct supervision. ☐ Upon notification and authorization of the owner, the design professional who prepared the ES&PC Plan is responsible for inspecting the installation of the BMPs within 7 days after initial construction activities begin. ☐ GaSWCC Level II Design Professional Certification number and signature. ☐ The receiving water(s) is _____. ☐ Total wetland acres on site are_____.
	5. Provide a phased erosion control plan. Include at a minimum: ☐ Phase 1 – Clearing and Grubbing ☐ Phase 2 – Intermediate Grading (no curb & gutter or storm drain constructed) ☐ Phase 3 – Final Grading (curb & gutter and storm drainage constructed and functional)
	6. Describe existing land use at the project site, provide a description of the proposed project and discuss any anticipated erosion problems as related to soils, topography or other conditions. (ESCO 5.3.2b)
	7. Show soil series and their delineation.
	8. Show size of the project, or the phase under construction, in acres. (ESCO 5.3.2e)
	9. Provide description and chart or timeline of the intended sequence of major activities which disturb soils for the major portions of the site (i.e., initial perimeter and sediment storage BMP's, clearing and grubbing activities, excavation activities, utility activities, temporary and final stabilization). Indicate the anticipated starting and completion dates for the project. (ESCO 5.3.2f)
	10. Provide vegetative plan, noting all temporary and permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia. (ESCO 5.3.2h)
	11. Show detailed drawings for all structural practices. Specifications shall follow the guidelines set forth in the *Manual for Erosion and Sediment Control in Georgia*. (ESCO 5.3.2i)
	12. Provide temporary berms along the top of fill slopes to prevent the formation of rills and gullies. Grade berms and top-of-slope to drain laterally to collection points. Install appropriately sized sediment trap and down- drain pipe at each collection point to trap sediment and to drain diverted runoff down-slope. Locate down-drain discharge point to prevent additional erosion or sedimentation. Upon completion of site construction and stabilization of disturbed areas, berms and down drains may be removed and exposed areas also stabilized.
	13. If using existing detention pond as a sediment trap or basin, volume must be provided below the outlet control invert. Existing lakes that will not be modified under this permit may not be used as sediment traps or basins.

	14. Provide graphic scale and north point or arrow indicating magnetic north. (ESCO 5.3.3a)
	15. Show revision and/or initial date.
	16. Provide vicinity map indicating the location of the project and existing streets. (ESCO 5.3.3b)
	17. Provide boundary line survey information. (ESCO 5.3.3c)
	18. Show delineation of disturbed areas within project boundary for each phase of construction. (ESCO 5.3.3d)
	19. Show delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
	20. Location of Best Management Practices that are consistent with and no less stringent than the *Manual for Erosion and Sediment Control in Georgia.* Use uniform coding symbols from the Manual, Chapter 6, with legend.
	21. Existing and planned contours, with contour lines drawn with an interval in accordance with the following table: (ESCO 5.3.3e).

Map Scale	*Ground slope*	*Contour interval (ft)*
1" =100', or larger	Flat: 0-2%	0.5 or 1
	Rolling: 2-8%	1 or 2
	Steep: 8%+	2, 5, or 10

	22. Identify the project receiving waters and indicate on the plans adjacent areas and features such as streams, lakes, residential areas, etc., which might be affected by project work. (ESCO 5.3.3f)
	23. Show and label all proposed structures or additions to existing structures consistent with labelling on the grading and drainage plan(s). (ESCO 5.3.3g)
	24. Delineate the 25-foot buffer adjacent to state waters and the specified width of buffers in areas required by the Metropolitan River Protection Act and the City of Norcross. (ESCO 5.3.3h)
	25. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written rationale explaining the decision not to use a sediment basin must be included in the plan for each common drainage location in which a sediment basin is not provided. Design sediment basin per *Manual for Erosion and Sediment Control in Georgia*. Note proposed length, width and depth. Show on plan and provide details.
	26. Provide check-dams or grade stabilization structures in proposed channel(s) _____to prevent gulley-ing. Provide check-dam/structure detail.
	27. Provide energy dissipation structures (riprap, riprap basin or baffled outlet details at outlets of headwalls where the discharge velocity (V_{25}) is greater than the non-erosive velocity of the receiving channel. Design them using the procedures in the *Gwinnett County Storm Water Design Manual.* Provide supporting calculations in the Storm Water Management Report.

	28. If detention pond is located on a live stream, sediment ponds must be installed above detention area.
	29. Specify type 'C' silt fence (steel posts with wire reinforcement) in these areas_____
	30. The description and implementation of controls shall address waste disposal. Solid materials, including building materials, shall not be discharged to water of the State, except as authorized by a section 404 permit. (NPDES IV.D.2.c.(1)
	31. Off-site vehicle tracking of dirt, soil, and sediments and the generation of dust shall be minimized or eliminated to the maximum extent practical. The Plan shall include the best management practice to be implemented at the site or construction activity. (NPDES IV.D.2.c.(2)
	32. All permittees shall ensure and demonstrate that their Plan is in compliance with applicable State and local wastewater disposal, sanitary sewer or septic system regulations. (NPDES IV.D.2.c. (3)
	33. The Plan shall include best management practices for the remediation of all petroleum spills and leaks as appropriate. (NPDES IV.D.2.c.(4)
	34. Provide map showing (a) the location of all perennial and intermittent streams and other water bodies into which the storm water is discharged and (b) the receiving water and/or outfall sampling locations. (NPDES IV.D.5.a.(1)
	35. Indicate that amendments/revisions to the ES&PC Plan which have a significant effect on BMPs with a hydraulic component must be certified by the design professional.
	36. Indicate that waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 permit.

EROSION CONTROL DETAIL / MISC DETAIL SHEET (S)	
	37. Provide a flume detail.
	38. Provide typical swale detail.
	39. Provide details of proposed retaining wall ____ *which does not exceed 4 feet in height nor has backfill slope greater than 2 foot rise in 3 feet horizontal.*
	40. Show temporary construction exit pad detail and location. Specify pad size and show maintenance notes.
	41. Provide ☐ Sd1 (type 'C'), ☐ Sd2, ☐Sd3, ☐Rt, ☐Cd, ☐Co detail(s): _____
	42. Provide riprap placement detail. Design them using the design procedures in the *Gwinnett County Storm Water Design Manual*. Provide riprap chart defining installation length, width, type of rock, etc.
	43. Provide details of detention pond outlet.
	44. Revise detail(s) _____ to conform to the Manual for Erosion and Sedimentation Control in Georgia.
	45. Provide a detail _____

	46. Add/revise vegetative plan for: ☐ Temporary vegetation ☐ permanent vegetation ☐ species ☐ Planting Dates ☐ seeding rate ☐ fertilizer rate ☐ lime rate ☐ mulching rate ☐ show year-round seeding options

OTHER COMMENTS