



**CITY OF SAVANNAH**

**STREET MAINTENANCE DEPARTMENT**

**SITE PLAN REVIEW MANUAL**

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## **Section I - Introduction**

This document is being provided to property owners, developers, engineers, architects and others. Its purpose is to clearly state the minimum information needed and the procedures to be followed as the Street Department reviews site plans for private development within the Savannah City limits. The Street Maintenance Department is primarily concerned with the project's impact on the right-of-way, possible obstacles to vehicular and pedestrian traffic, and the prevention of future maintenance problems caused by private development.

## **Section II - Plan Requirements**

### **A. General Development Plans:** (minimum required for review)

1. The cover sheet should have the Project Name and Project Number, the name of the owner and Engineering firm with contact information as well
2. The document should include a location map, graphic scale, north arrow and total site acreage, existing and proposed land use and zoning with phase lines if applicable.
3. The plan sheets of the project should include existing underground utilities, property lines and City right-of-ways with proposed and existing streets with street names, driveways, easements, and setbacks. It should also include the proposed building foot print with square footage and topographic information with adjacent property descriptions.

### **B. Specific Development Plans:**

1. Specific development plans should include all of the information in the general development plan as well as detailed construction plan views, signed and sealed by a GA certified P.E. if required, for any proposed work in the City right-of-way as well as construction details for paving, utility cut patching, curbing, driveways, concrete swales and gutters, sidewalks with ADA compliant curb ramps where applicable, etc.
2. Show all existing and new driveways including adjacent and opposing driveways. Show proposed driveway widths and dimensions of radii. Note that all ADA compliant facilities in the right-of-way must meet current standards at the time of construction.
3. All construction within the City right-of-way must comply with the City of Savannah Technical Specifications and Standard Construction Details. These documents are available on the City web site at [savannahga.gov](http://savannahga.gov) The design must follow all procedures listed in the Street Maintenance Site Plan Review Manual .

### **Section III – Plan Review Procedures**

Upon receipt from Development Services, plans and/or plan revisions are forwarded to the assigned Construction Inspector who will review the plans. The Construction Inspector has 10 business days to perform a review based on a checklist as shown in Appendix “C”. If needed, requests for revisions to the plans will be entered into the **eTRAC** application which is maintained by the Development Services Office and emailed to the consultant. When the revised plans are received, the 10 day review cycle starts over. When the plan is accepted and the review process is completed by Street Maintenance Dept., the acceptance will be entered into the **eTRAC** application and email notifications sent to contacts in the database associated with the project.

### **Section IV - Design Guidelines for Construction Within the Right-of-Way**

#### **A. General Requirements**

1. Paving, sidewalk, driveway aprons and curbing built on City right-of-way must meet City standards and be compliant with current ADA standards. These requirements can be found in the paving details and written specifications at [www.savannahga.gov](http://www.savannahga.gov). The city specified cross-sections apply in existing ROW or for newly constructed streets that may be turned over to the city in the future as decided by the Street Maintenance Director. Any existing unpaved lanes that are to be used to service a new commercial development shall be paved with concrete or asphalt to city standards from the nearest cross-street to the property corner. Driveway design and geometry requirements are addressed in the Traffic Engineering Plan Review Manual, paving details and driveway permit application found on the city’s website.
2. Concrete or granite curb and gutter is generally required on all streets except rural sections and the minimum street width is 27 feet from back of curb to back of curb. Typical paving cross sections are found on the city paving details. Arterial and collector streets may have different width and construction requirements. Street construction will be coordinated with Traffic Engineering and the Development Services Department.
3. Construction or repairs on City right-of-way adjacent to the new private development shall be accomplished with the same material as the existing surface. Repairs should closely match adjacent surfaces, especially brick paving. The developer should review the City of Savannah’s Technical Specifications and Standard Construction Details for additional information.

## B. Street Design

Except as hereinafter provided, all streets established in any subdivision shall comply with the following general provisions per Savannah City Code Section 8-2022:

- (a) *Continuation of existing street pattern.* The arrangement of streets in a subdivision shall provide for the alignment with, or the continuation of, or the appropriate projection of existing principal streets in surrounding areas.
- (b) *Street jogs.* Street jogs or centerline offsets in the horizontal alignment of streets across intersections of less than 150 feet shall be prohibited.
- (c) *Intersections.* The centerline of no more than two streets shall intersect at any one point. Streets shall be laid out so as to intersect as nearly as possible at right angles, and no streets shall intersect any other street at less than 60 degrees. Curved streets shall have a minimum tangent of 100 feet at intersections.
- (d) *Streets intersecting with major arterials and secondary arterials.* New street entrances on roads designated or classified as major arterials shall be not less than 1,700 feet apart, and new street entrances on roads designated or classified as secondary arterials shall be not less than 500 feet apart. Provided, however, that the MPC may reduce these requirements whenever it determines that such action will not be contrary to the purposes of this chapter.
- (f) *Minimum curb and street radius.* The lot line radius at intersecting streets shall be not less than 20 feet. The centerline radius of all curvilinear streets shall be not less than 75 feet.
- (g) Permanent dead-end streets. Cul-de-sacs, designed to be permanent, shall not be longer than 800 feet from the nearest street right-of-way line with which it intersects to the center of its circular turnaround. Dead-end streets, designed to be such permanently, shall be provided at the closed end with a turnaround having an outside roadway diameter of not less than 80 feet, and a right-of-way diameter of not less than 100 feet.
- (h) Temporary dead-end streets which extend for a distance greater than 200 feet shall be provided with a temporary turnaround having a diameter of 80 feet.

### **C. Sidewalk and Curb Construction and Repairs**

Sidewalk construction or repairs on City right-of-way shall match adjacent existing sidewalk. In the Historic District, the concrete is to be tinted to blend with the surrounding concrete. Tint ratios are specified in Section 03300 – 3.6.5. Brick sidewalk repairs should closely match adjacent surfaces, especially color, type and pattern. Generally, the developer will be required to construct ADA accessible sidewalks in the ROW along the frontage of a new commercial development. Any curb cuts that will not be used as part of a redevelopment shall be closed in with like curb & gutter and sidewalk. The developer should review the City of Savannah's Technical Specifications and Standard Construction Details for additional information.

### **D. Driveway Design**

Driveways shall be paved with asphalt or concrete per applicable city paving details to preserve their operating characteristics. As a minimum, paving shall extend from edge of existing pavement to property line/ City right-of-way line. Where concrete curb and fillets are installed there should be a straight saw-cut edge where the new concrete swale meets the existing pavement. Compaction tests of base and sub-base as well as concrete cylinders will be required of all paving in the ROW. Commercial driveways should include ADA compliant curb ramps on either side with brick truncated dome detectable warnings where the curb is depressed. There should be a 4' minimum ADA compliant path with no more than 2% cross-slope across the driveway between the ADA ramps.

### **E. Street Cuts and Utility Connections**

Trenching across City streets and lanes is to be avoided. If open cut trenching is found to be absolutely necessary by the department director, total resurfacing of the affected area may be required, especially if there is a series of lateral trenches that are close together on the same block. The director will make this decision based on the overall condition of the pavement, the presence of existing patches, and the City's resurfacing schedule. Backfill compaction and concrete cylinder testing by a firm certified to conduct this type of testing is required at no cost to the City. Testing requirements are more fully described in the City of Savannah's Technical Specifications, Section 2200, Part 3.

## **F. Encroachments**

Permission to encroach is required for a permanent facility that will remain on the City's right-of-way after the project is completed. Proposed encroachments should be clearly noted on the plans. Encroachments requiring permission include, but are not limited to, informational signs, irrigation systems, flag poles, awnings, planters, etc. Encroachment petitions require approval of the Mayor and Aldermen and the process takes at least 30 days to complete. A letter of request to the Property Maintenance Director is necessary to initiate the encroachment approval process.

## **G. Right-of-Way Permits**

All work on the City right-of-way requires a right-of-way permit from Traffic Engineering prior to the start of construction and should be noted on plans. Permit applications are available from the Traffic Engineering Department at City Lot, 1100 W. Gwinnett Street. A copy of this permit form is included in this manual. Permit forms are also available online at [savannahga.gov](http://savannahga.gov). Call Traffic Engineering at 651-6600 for more information.

## **Section V - Guidelines for Construction Within the Right-of-Way**

### **A. General Requirements**

#### **1. Possession and Display of Permit and Supervision by the City**

By City Code, all persons, contractors, utilities, and other agencies must obtain a right-of-way permit from the Traffic Engineering Department for all work and/or obstructions in streets, lanes, or sidewalks. Right-of-way permits must be approved by the Traffic Engineering Department, following the review and approval from other applicable City Departments. The review process generally takes up to four days and the permits shall be valid for up ninety (90) days. Permits can be extended prior to expiration by requesting a renewal or extension from Traffic Engineering. Application for the permit and payment for associated fees must be submitted to the Traffic Engineering Department at 1100 West Gwinnett Street. All permits are to be posted at the job site for the duration of the project per City Code (Section 4-1071.3). Work authorized by issuance of a permit shall be accomplished under the direction of the Streets Maintenance Director or his authorized representative. The applicant shall assume all liability for and save the City of Savannah, its agents and employees harmless from any and all claims for damages, actions, or causes of action arising from work done under a permit.

## **2. Work Site Safety Requirements**

Traffic control at the work site is the responsibility of the permit holder. The permit holder is responsible for developing a traffic control and pedestrian diversion plan that meets the requirements of the Traffic Engineering Director. All signage and barricading for construction operations, lane, sidewalk, and street closures, as well as detours, shall be performed in accordance with the latest edition of The Manual on Uniform Traffic Control Devices (MUTCD), OSHA, general conditions of the permit and any other site specific instructions provided by the Traffic Engineering Director. During the course of the permitted work, the permit holder shall maintain lights, construction signing, and barricades as required in City Code (Section 4-1073.2). The work shall be scheduled, arranged and conducted so that it can be performed with the least interference to all vehicular and pedestrian traffic.

## **3. Street and Lane Closures**

Traffic Engineering must be notified via permit application or addendum to an existing permit for a street or lane closure. For closing of minor residential streets, a 24-hour advance notice is required. Lane closures involving signalized intersections or arterial streets; a 48-hour advance notice is required. Complete street closures involving collector and arterial streets, requiring a traffic detour, require four working days advance notice in order to coordinate a news release. Construction is not to be permitted on City streets between the hours of 10:00 PM through 6:00 AM; except under emergency situations with the approval of the Traffic Engineering Director. Corrective action must be taken by the permit holder within two hours of notification of deficiencies related to the Traffic Control Plan or construction signing. In order to provide the greatest possible convenience to the public, all street or lane closure markings and devices shall be removed immediately when work is completed or temporarily suspended for any length of time.

## **4. Protection of Existing Utilities, Structures and Trees**

It shall be the responsibility of the permit holder to make all investigations necessary to locate existing underground utilities, structures, pipe lines, and conduits within the boundaries of the permitted work site. Furthermore, it shall be the permit holder's responsibility to maintain and protect all such underground utilities, structures, pipe lines and conduits during the progress of work. (Section 4-1073.3). The permit holder is responsible for complying with the City of Savannah Tree Protection Ordinance.

## **B. Excavations**

### **1. Removal of Pavement and Shape of Pavement Cuts**

Prior to cutting pavement, the line of cut shall be marked on the pavement. The line of cut may be made initially with a jack hammer, but in the restoration of pavement, the line of cut must be saw-cut prior to pavement restoration. Extreme care shall be taken to minimize impact upon surrounding paved and unpaved areas. Any damage caused to adjacent areas will be the responsibility of the permit holder to repair. Initially, the shapes of cuts will vary, depending upon the reason for the excavation, but upon completion, all cuts will be rectangular or square in shape with straight saw-cut edges. All corners will be 90 degree angles.

### **2. Shape and Slope of Trench Walls**

All excavations shall conform to OSHA requirements and must take into account the safety of street users and the residents of the City. The route of the excavation shall be the most direct route to ensure minimum impact upon the public, the rights-of-way, conflicts with other utilities, or damage to valuable trees and shrubs. The slope of the trench walls shall be governed by OSHA guidelines and City of Savannah Technical Specifications and Standard Construction Details. All excavations shall be made with vertical walls unless unstable, or fluid soils, or extreme depths of cut are anticipated. In those cases, excavations must be properly shored and braced according to OSHA requirements.

### **3. Maximum Length of Trench**

Under normal conditions a maximum of 150 linear feet of trench may be open at any one time. Trench widths shall be as narrow as practicable for the type of work being done, however all trenches shall be at least 18" wide in order to allow for satisfactory compaction.

### **4. Maximum Time Excavations May Remain Open**

Without special permission from the Streets Maintenance Director, a site must be properly restored to the pre-construction condition within five (5) days of the excavation. Work should be phased so that excavations within a single block are restored prior to beginning work in an adjacent block.

## **5. Covers for Trenches and Excavations**

### **5.1 Non-Traffic Areas**

Generally, covers will not be required unless work sites are in heavily traveled or populated areas in which a hazardous condition would exist without covers. When a permit holder is required to cover trenches or excavations before or after backfilling has occurred, the cover shall consist of 3/4 inch thick plywood. Dimensions of the cover shall be at least six (6) inches larger than the dimensions of the trench/excavation.

### **5.2 Traffic Areas**

When covers are required for the purpose of opening a street to traffic, steel plates shall be used. Plates must have a minimum thickness of three-fourths (3/4) inch and shall be at least six (6) inches larger than the dimensions of the trench or excavation and placed over same. The plates shall be anchored to the street surface with railroad spikes in order to prevent shifting. The maximum trench width to be opened to traffic while covered with a steel plate is 48".

## **6. Provisions for Dewatering**

Water removed from work areas shall be conveyed via the most direct route to the storm sewer. It shall be the responsibility of the permit holder to comply with all pertinent State and Local Erosion and Sediment Control requirements. Local requirements are contained in the City of Savannah Code, Section 8-6001. Permit holder must make every effort practicable to ensure that runoff from work sites contain as little sediment as possible. When dewatering is required, extra care must be taken to minimize the sediment which enters the storm system. Where violations of these requirements occur, corrective action must be taken within 24 hours of notification. Permit holder will be required to clean storm drain lines should sediment enter the system. If a permit holder fails to take corrective measures, the City of Savannah will ensure the system's cleanliness and hold the permit holder responsible for the costs related to the cleanup.

## **7. Construction Materials, Debris, and Spoils Storage**

Storage of these items within the boundaries of the protected work site area is permissible. Care must be taken to insure that storage does not create an unsafe condition for the public or results in silt entering the stormwater system.

## **C. WORK SITE RESTORATION**

### **1. Backfill and Compaction**

All backfilling operations shall comply with the City's current Standard Construction Details, applicable sections of the City's Technical Specifications, and any special instructions from the Streets Maintenance Director or his authorized representative. Compaction of excavations within the right-of-way shall meet all of the requirements set forth in the City's Technical Specifications and Standard Construction Details.

### **2. Testing**

Density tests by a certified testing company of the compacted backfill that pass city requirements will be required before the street may be paved. For street patches requiring concrete in the trench, test cylinders must be taken by a certified testing company so the concrete strength can be ascertained.

### **3. Repairing Sidewalk and Curbing**

In the case of sidewalk excavations or when such excavations require the removal of curbing, a concrete sidewalk shall be replaced by the full panel and concrete curbing from joint to joint. The strength and thickness of concrete shall meet current specifications. The surface material shall be the same as removed such as in the case of tabby treatments. In the Historic District, concrete shall be tinted as required to match adjacent sidewalk per city specifications.

### **4. Resurfacing Requirements**

When a longitudinal trench exceeds 150' in length, the entire block shall be resurfaced at no cost to the City. This requirement may be waived at the discretion of the Streets Maintenance Director when resurfacing is planned within the next 12 months.

### **5. Newly Resurfaced Streets**

The approved method of crossing a newly resurfaced street will be by jacking or boring the new pipe, service line, or system extension under the street crossed. In some cases it may be determined that an open cut is necessary due to special circumstances. In these cases, the Director may require resurfacing a reasonable portion of the street in order to avoid a patch in a street that has been recently resurfaced.

## **6. Pavement Markings**

Lane striping or other painted and affixed delineations which may be removed by the permit holder shall be replaced by the permit holder before restoration will be considered complete. All pavement markings in the right-of-way are required to be thermoplastic.

## **7. Unpaved Streets and Lanes**

Generally, all unpaved areas within the City's rights-of-way shall be restored to a like condition or better than prior to the excavation or disturbance.

Compaction requirements vary depending on area excavated. Attention is directed to the City's Technical Specifications, Section 02200, Earthwork and Section 02485, Grassing, for specific requirements.

## **8. Ditches and Trenches Near Curb**

Any trench that is excavated in the banquette space in the rear of the curb shall be so located according to the specifications of the Streets Excavation Procedures Manual. The permit holder will be responsible for any damage caused by settlement along and adjacent to the trench or ditch for a period of two years from the date of the excavation. Such replacement to be according to City standard details and specifications. Repairs shall be completed at the expense of the applicant.

## **9. Cutbacks – Streets and Sidewalks**

After backfill is completed to the sub-grade or to the bottom of the paving slab or foundation in all paved streets or alleys, this pavement shall be cut back beyond the outside vertical line or wall of the trench, and beyond any wall line that should develop due to the caving or sliding of the original trench wall. The cut back distance will be as specified in the City's Standard Construction Details, and applicable sections of the City's Technical Specifications.

Whenever a cut or excavation is made in any concrete sidewalk after the backfill is completed to the sub-grade, the surface will be cut back to the nearest joint and removed as described in the City's Technical Specifications and Standard Construction Details.

## **10. Completion of Work and Final Inspection**

The permit holder is required to notify the assigned construction inspector that such cut or excavation is completed and schedule a final inspection.

## **11. After Restoration Settlements**

It shall be the duty of any applicant for or holder of a permit under this chapter to make all repairs necessary as to prevent settlements in the pavement over the excavation. Should settlement occur over any excavations after pavement replacement, it shall be the obligation of the holder of the permit, upon notice by the Streets Maintenance Director, to repair the site in accordance with the manual. Cement slurry backfill will be required on any re-excavation due to pavement settlement. This warranty shall be in effect until such time the street is resurfaced, paved, or reconstructed. If, in the opinion of the Street Maintenance Director, repairs are not completed in accordance with the specifications, he shall have the necessary repairs or replacements made and charge the cost to the permit holder.

## **12. WARRANTIES**

The permit holder shall repair any settlement in the surface over the excavation until such time the street is resurfaced, paved, or reconstructed. Refer to City Code Section 4-1094 for details of the warranty requirements. Repairs or restoration shall comply with the City's current Technical Specifications and Standard Construction Details.

## **13. RESTORATION BY CITY**

Should any person fail to replace materials, or fail to restore areas to their original condition, or in any way fail to comply with the conditions of this chapter within 72 hours after notification by the City that such work should be done, the City shall have the right to do necessary restoration work and charge the costs to the permit holder performing the excavation work.

## **Section VI – Accessibility Requirements**

### **A. ADA Codes**

Section 504 of the Rehabilitation Act of 1973 and Title III of the ADA), covers private entities that operate public accommodations. New construction and renovations, as well as barrier reduction required to achieve program accessibility, must be undertaken in accordance with established accessibility standards. The ADA established minimum guidelines that must be followed when undertaking new construction and/or alterations. These guidelines are called the Americans with Disabilities Act Accessibility Guidelines (ADAAG). The ADA also

requires that where a state or local code provides for a more stringent standard of accessible design, that standard is to be used. These standards, although similar to ADAAG, are not identical. Within the City of Savannah Right of Way the guidelines established by the U.S. Department of Transportation (Prowag) apply, unless the GA Accessibility Code (GA) or the City of Savannah Standard Construction Details (SAV) provide for a stricter standard in which case the stricter standards apply.

The following accessibility checklist is provided to assist covered entities in locating possible accessibility deficiencies in site plan design and is not intended to be a comprehensive list of all accessibility requirements.

Note that compliance with these standards at some sites may need to be achieved through alternate means. (e.g. within the Historical District or existing features that that cannot be readily modified) “The City of Savannah Private Property Access Ramp Encroachment Criteria, Procedures and Specifications” is included in Appendix D. Finally, always consult the applicable standard prior to initiating any construction.

## **B. Purpose of Checklist**

In order to insure that City and private development projects are in compliance with the latest American Disabilities Act of 1990 (ADA) guidelines, the Georgia Accessibility Code, the Access Boards Guidelines for Public Rights of Way (Prowag) and the City of Savannah Standard Construction Details, this checklist has been developed to inform contractors, engineers and architects on design and construction accessibility standards.

## **C. Applicability of Checklist**

The Georgia Accessibility Code for Buildings and Facilities has incorporated ANSI A117.1, with exceptions, for all buildings and facilities that are covered by Titles II and III of the Americans with Disabilities Act of 1990.

## **Section VII - Appendix**

Appendix A: Site Plan Review Checklist

Appendix B: Accessibility Checklist

# Appendix A

## Site Plan Review Checklist

**SITE PLAN REVIEW CHECKLIST**

PROJECT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

REVIEWER: \_\_\_\_\_

**1. COVER SHEET AND GENERAL NOTES**

	YES	NO	N/A
A. PLAN LABELED WITH SUBMITAL TYPE, PROJECT NAME AND NUMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. NAME OF ENGINEER AND DEVELOPER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. SITE LOCATION MAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. SHEET LIST TABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. ALL SHEETS SIGNED AND SEALED BY GA P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. GRAPHIC SCALE AND NORTH ARROW INCLUDED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. NOTE ABOUT FOLLOWING CITY SPECIFICATIONS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. NOTE CITY ROW PERMIT REQUIRED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. NOTE GDOT ROW PERMIT REQUIRED (IF NEEDED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**2. PLAN SHEETS**

A. IS EXISTING CONDITIONS SHEET INCLUDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. IS DEMOLITION PLAN INCLUDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. IS A LAYOUT PLAN FOR PROPOSED CONSTRUCTION INCLUDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. IS A PAVING, GRADING AND DRAINAGE PLAN INCLUDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. IS A WATER/SEWER PLAN INCLUDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. PAVING**

A. IS NEW PAVING/RESURFACING PROPOSED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. IS PAVING MATERIAL IDENTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. IS THE LANE/ALLEY REQUIRED TO BE PAVED FOR COMMERCIAL USE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. IS THE PROPER PAVING DETAIL PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. IS THE PAVING DESIGN, WIDTH AND LAYOUT ACCEPTABLE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
<b>4. <u>DRIVEWAYS</u></b>			
A. ARE NEW DRIVEWAYS/APRONS PROPOSED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ARE DRIVEWAY WIDTHS AND DIMENSION OF RADII SHOWN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. IS PAVING MATERIAL AND DETAILED CROSS-SECTION SHOWN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ARE CONCRETE SWALE AND FILLETS REQUIRED WITH DETAIL?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. IS APPROPRIATE DRIVEWAY DETAIL PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. <u>CURB AND GUTTER</u></b>			
A. IS CURB AND GUTTER PROPOSED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. IS TYPE OF CURB IDENTIFIED (CONCRETE OR GRANITE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. UNUSED CURB CUTS CLOSED IN WITH NEW CURB AND GUTTER?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. IS APPROPRIATE CURB DETAIL PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. <u>UTILITY CUTS</u></b>			
A. IS OPEN TRENCHING PROPOSED FOR UTILITY INSTALLATION IN ROW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ARE AREAS TO BE OPEN TRENCHED LOCATED AND HIGHLIGHTED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. IS APPROPRIATE STREET PATCH DETAIL PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. <u>PEDESTRIAN FACILITIES</u></b>			
A. ARE NEW SIDEWALKS PROPOSED IN THE CITY ROW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. SIDEWALK LABELED WITH WIDTH AND TYPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. SIDEWALKS DESIGNED TO COMPLY WITH LATEST ADA STANDARDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. PROPOSED ADA RAMPS SHOWN AND LABELED ON PLANS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. APPROPRIATE CITY SIDEWALK DETAIL INCLUDED ON PLANS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. APPROPRIATE CITY ADA RAMP DETAIL INCLUDED ON PLANS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. <u>ENCROACHMENTS</u></b>			
A. ARE PERMENANT ENCROACHMENTS PROPOSED IN THE ROW?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. ARE ALL ENCROACHMENTS INTO THE ROW IDENTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. ARE DETAILS FOR PROPOSED ENCROACHMENTS PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. ARE IRRIGATION LINES CLEARLY LABELED ON PLANS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. ARE ENTRANCE SIGNS CLEARLY LABELED ON PLANS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# **Appendix B**

## **ADA Accessibility Checklist**

## ADA ACCESSIBILTY CHECKLIST FOR NEW CONSTRUCTION

Code	Site Component Accessible Right of Way	Compliant	Not Compliant	N/A	Possible Action	Inspection Procedure
Prowag R301.3.1	Is the minimum continuous and unobstructed clear width 4', exclusive of curb?				___ Widen sidewalk or remove obstructions.	Measure width.
Prowag R301.3.2	Are 5' x 5' passing spaces provided every 200' if the continuous width is less than 5'?				___ Provide passing spaces every 200'	Measure width.
Prowag R301.4.1	Is the cross slope of a pedestrian access route 2% maximum?				___ Adjust cross slope to meet the maximum.	Measure cross slope.
Prowag R301.4.2	Does the access route exceed the grade of the adjacent street?				___ Adjust the grade to not exceed the adjacent street grade.	Measure grade.
Prowag R301.5.2	Are there edges greater than 1/4"?				___ Edges between 1/4" and 1/2" need to be beveled.  ___ Greater than 1/2" is not allowable.	Measure edges.
ProwagR301.7.1	Are walkway joints and/or grate openings greater than 1/2"?				___ Grout joints.  ___ Replace grates.	Measure openings.
Prowag R303.2.1.3	Is a minimum of 4' x 4' flat landing provided at the top of curb ramps?				___ Landing area can be part of sidewalk or other accessible area.	Measure landing and slope.
Prowag R303.2.1.4	Are the flared sides of curb ramps 10% or flatter when a pedestrian path crosses the curb ramp?				___ Adjust slope.	Measure slope.
Prowag R303.3.3	Are grates, access covers, other appurtenances located within the curb ramps, landings or gutters?				___ Relocate grates, access covers and other appurtenances.	Inspect.
Prowag R406.8	Is edge protection provided on ramps? (does not include curb ramps)				___ The surface of the ramp extends 12" beyond the inside face of the handrail; or  ___ 4" curb or barrier	Inspect.
Prowag R408	Have handrails been provided on both sides of stairs and ramps when the rise exceeds 6"?				___ Provide handrails that meet GA 120-3-20-.19(5).	Inspect.