



This checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are required and are included with the application, “N” for items that are required but are not included with the application or “NA” for items that are not applicable to this application.

**Information and Supporting Documentation Required for a Complete Application**

Y   N   NA

- Signed Site Development Permit Application
- Signed Complete Application Checklist (*this form*)
- Plan Review Fee Payment
- Project Narrative Letter Describing the Development

**Signed & Completed Site Development Permit Plan Review Checklists:**

- Signed Checklist for Water & Sewer
- Signed Checklist for Fire

**All Required Additional Approvals:**

- EPD **Cleanup Complete Certification** letter for remediation of a landfill, if applicable
- Railroad encroachment approval, if applicable
- US Army Corps of Engineers permits, if applicable

**Specific Development Plans (Construction Plans) Signed & Sealed by a Registered Engineer (Select one):**

- Paper Submittal: 8 legible copies of the Specific Development Plan

**OR**

- Electronic Submittal: 1 electronic PDF copy of the Specific Development Plan

**Water & Sewer Submittals (*Call (912) 651-6573 for additional information*)**

Y   N   NA

- Landfill Certification Statement
- Water System Analysis
- Grease interceptor or oil/water separator calculation, if applicable
- Water & Sewer Agreement, if applicable. (*Required if water and sewer facilities will be dedicated to the City.*)
- Industrial Discharge Survey, if applicable. (*Required non-domestic wastewater will be discharged.*)
- Lift Station Design Calcs., if applicable. (*Required if the project includes a wastewater lift station.*)
- Water & Sewer Master Plan, if applicable. (*Required for multipurpose subdivisions/projects*)



**Water & Sewer Submittals** (Call (912) 651-6573 for additional information)

**Water & Sewer Exhibits 1 through 8:**

- Exhibit 1 - Proposed Sanitary Sewer Collection System Analysis Data Form
- Exhibit 2 - Proposed Water System Inventory Data Form
- Exhibit 3 - Sizing and Selection of Water Meters
- Exhibit 4 - Proposed Water Distribution System Analysis Data Form
- Exhibit 5 - Fire System and Back Flow Prevention Devices - Owner/Client Declaration
- Exhibit 6 - Sanitary Sewer Extension Submittal
- Exhibit 7 - Equivalent Residential Unit (ERU) Calculation
- Exhibit 8 - Fire Protection Design Calculation including Fire Flow Test Report

*Please note: Supplemental information may be required during plan review to address deficiencies.*

**STATEMENT OF APPLICATION COMPLETENESS:**

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked "Y" above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date