



This checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are included with the application, “N” for items that are not included with the application or “NA” for items that are not applicable to this application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Information and Supporting Documentation Required for a Complete Application

PROJECT NAME: _____

Y N NA

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

Signed & Completed Site Development Permit Plan Review Checklists:

- Signed General Requirements Checklist
- Signed Checklist for Streets & Traffic
- Signed Checklist for Stormwater
- Signed Checklist for Greenscapes
- 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
- Development of Regional Impact (DRI) report, if applicable
- Special Use and/or variance approval, if applicable
- Planning Commission approval, if applicable
- City Council approval, if applicable
- Encroachment Petition approval, if applicable (*Required for any item or structure that extends beyond private property and onto City property. Encroachments can be above, below or on the earth's surface.*)
- Georgia Soil and Water Conservation Commission approval, if applicable (*Required if disturbed area is 1 acre or more, if the project is located within 200 feet of State Waters, or if the project is part of a larger common plan of development.*)
- US Army Corps of Engineers permits, if applicable
- Georgia Department of Transportation approvals, if applicable
- Copy of Stream Buffer Variance approval from GA EDP, if applicable
- Copy of Notice of Intent



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 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

Stormwater Submittals (Call (912) 650-7855 for additional information)

Y N NA

- Drainage study with watershed and basin maps. The drainage study shall include but not limited to: Runoff Reduction, Stormwater Quality Management and Protection, Aquatic Resource Protection and Energy Dissipation, Overbank Flood Protection and Extreme Flood Protection design as required in City of Savannah Stormwater Management Local Design Manual. The drainage study shall also provide downstream analysis prepared in accordance with SP&D Criteria #5 (section 4.3.5, page 4-11) in the Georgia Coastal Stormwater Supplement.
- Flood zone study, if applicable. The study shall provide no-rise analysis and meet all requirements per City of Savannah Stormwater Ordinance and Flood Prevention Ordinance.
- Environmental site assessment, if applicable
- GA registered PE signed and sealed Designer's Certification Statement (the Statement can be found in "City of Savannah Stormwater Management Local Design Manual" Appendix E)
- If applicable, Stormwater Facility Inspection & Maintenance Agreement (the Agreement can be found in "City of Savannah Stormwater Management Local Design Manual" Appendix A)

Traffic Engineering Submittals *(Call (912) 650-6600 for additional information)*

Y N NA

- Traffic Impact Study, if required. *(Before submitting an application, contact Traffic Engineering at 912-651-6600 to determine if this is required)*
- Sight Distance Certification Letter
- Photometric Site Lighting Plan, if required
- Photometric Street Lighting Plan, if required
- Georgia Department of Transportation Approval Letter, if required

Greenscapes Submittals *(Call (912) 650-6610 for additional information)*

Y N NA

- Arborist Report – a Level II report prepared by an ISA Certified Arborist analyzing all trees found on site within or adjacent to construction limits that might qualify as “Specimen” or “Exceptional” pursuant to Sec. 8-11005(9) & (10), L&TPO, unless exempt per City of Savannah Code of Ordinances *(Contact Greenscapes for additional information)*.

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