

# Land Disturbance Permit Handbook



January 2024



Community Development  
1975 Lakeside Parkway, Suite 350  
Tucker, GA 30084  
Phone: 678-597-9040  
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Website: www.tuckerga.gov

# Land Disturbance Permit Application

## PROJECT INFORMATION

Project Address:			Zip:
Name of Subdivision <i>(note name of any former subdivision, if any):</i>			
Zoning Case No <i>(if applicable):</i>			
Parcel ID:	Total Acreage:	Disturbed Acreage:	No. of Lots:
Owner of Record <i>(Company/Individual):</i>			
Owner Address:			Zip:
Type of Project:	<input type="checkbox"/> Single Family Subdivision <input type="checkbox"/> Land Disturbance greater than 1 acre <input type="checkbox"/> Single Family Individual Lot <input type="checkbox"/> Commercial Land Disturbance greater than 5,000 sf <input type="checkbox"/> Commercial Development <input type="checkbox"/> Other: _____		
Site Information:	<input type="checkbox"/> Within 1 miles of Impaired Stream <input type="checkbox"/> Flood plain exists on property <input type="checkbox"/> Land disturbance within 200 feet of state water		

## APPLICANT INFORMATION

Name:	
Company Name:	
Address:	Zip:
Phone:	Email:

## TERMS AND CONDITIONS

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for work as stated. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of the building, and may be revoked at any time upon violation of any provisions of said ordinances. Construction will begin no later than six months from the issue date of the permit. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure.

Applicant Signature:	Date:
Property Owner Signature:	Date:

**FOR OFFICE USE ONLY - PERMIT #:**

# Land Disturbance Permit Fees and Additional Information

## LAND DISTURBANCE PERMIT FEES

TOTAL SITE ACREAGE	FLAT FEE
0-.99	\$500
1-2.99	\$900
3-4.99	\$1300
5-6.99	\$1700
7-8.99	\$2100
9-10.99	\$2500

\*EACH ADDITIONAL 2 ACRES ADDS AN ADDITIONAL \$400/2 ACRES

## NPDES FEES

\$40 per Disturbed Acre (LIA Portion)

*Note that the State Portion is to be submitted with NOI*

## OVERVIEW

This packet contains the information required to prepare and submit plans for a City of Tucker Land Disturbance Permit for residential and non-residential projects. The LDP application should be submitted after rezoning or variance approval, if applicable.

The City of Tucker submittal deadline is Tuesday by 4:00pm. Typical reviews are completed within ten business days. Additional approvals are typically required from DeKalb County Fire, Watershed Management, and GIS (Addressing). All design and construction for water, sewer, fire lines, and backflow prevention must comply with DeKalb County Department of Watershed Management Design Standards. The City will provide you a route sheet to initiate the DeKalb County reviews at submittal. Other agency approvals may be needed from GDOT, GSWCC, ACOE and EPD. The City of Tucker will not issue an LDP until all applicable approval are obtained and copies are submitted to the City.

## CONTACTS

City of Tucker

678-597-9040

Land Development Manager

[landdevelopment@tuckerga.gov](mailto:landdevelopment@tuckerga.gov)

Plan Reviewer - Planning and Zoning

Julie Martin; [jmartin@tuckerga.gov](mailto:jmartin@tuckerga.gov)

Plan Reviewer - City Engineer

Ken Hildebrandt; [khildebrandt@tuckerga.gov](mailto:khildebrandt@tuckerga.gov)

Comm. Development Admin

Eve Price; [eprice@tuckerga.gov](mailto:eprice@tuckerga.gov)

DeKalb County Watershed Management

404-687-7150

DeKalb County GIS Department

404-687-3545



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# Land Disturbance Permit Handbook

## Overview

This packet contains the information required to prepare and submit plans for a City of Tucker Land Disturbance Permit for residential and non-residential projects. The LDP application should be submitted after zoning approval, if applicable. The City's Land Development Regulations can be found in Chapter 22 of the City Code.

When is an LDP required?

- When an individual lot is not part of a larger common development platted after 2000
- When the disturbed area (residential or commercial) is less than 1 acre and is within 200' of state water and not part of a larger common development
- Residential – When the project is one acre or greater
- Commercial – When the project is 5,000 sq. ft. or greater

## Packet Contents

1. Pre-Application Meeting
2. Application Review Process
3. Plan Review Procedures
4. Bonds/Surety
5. Notice of Intent (NOI)
6. Pre-Construction Meeting
7. Required Site Documentation
8. Issuance of Building Permit in Relation to Land Disturbance Permit
9. Post-Construction Site Final
10. Notice of Termination (NOT)
11. Release of post development bonds/surety

# OBTAINING A LAND DISTURBANCE PERMIT (LDP)

## 1. Pre-Application Meeting

**This meeting is set up early in the process to assist designers, developers and landowners of what will be expected during the permitting process. This meeting should help expedite the process.**

- Schedule the pre-application meeting
- Staff will answer questions and concerns regarding the development process
- Applicant shall bring plans for discussion
- Discuss LDP permit fees, bond/escrow requirements
- Review state water requirements

## 2. Application Review Process

**For the submittal to be considered complete and ready for review, all of the items listed below must be submitted. If any items are missing, the application will be rejected.**

- Land Disturbance Permit Application - must be signed by property owner and applicant and completed for the City to accept the application and plans
- Application Fee – Fees are paid at the pre-construction meeting
- Plan Review Checklist
- Electronic Copy of the Plans & Hydrology Study. The LDP site plan sheets need to be in a single pdf
- The applicant must submit:
  - Plans: one (1) digital copy for the City, one (1) hardcopy set for GSWCC if applicable, one (1) digital copy for DeKalb County
  - Hydrology Report: one (1) digital and one (1) hardcopy set for GSWCC (if applicable) of the hydrology report
- The Civil Plan Set should include, at a minimum, the following:
  - Cover Sheet – provide existing impervious surface area, proposed impervious surface area, and area of disturbance
  - General Notes – Zoning conditions and all applicable private agreements
  - Existing Conditions Survey
  - Demolition Plan – if required (please note that a separate demolition permit is required)
  - Proposed Plat that includes addressing
  - Site Plan
  - Drainage & Grading Plan
  - Storm Pipe Profiles and Chart
  - Utility Plan (with sanitary sewer profiles)
  - Site Details
  - Landscaping and Tree Protection Plan - Details found here: Section 22-34.  
[https://library.municode.com/ga/tucker/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_C H22LADESU\\_ARTIIENCO\\_S22-34TRPR](https://library.municode.com/ga/tucker/codes/code_of_ordinances?nodeId=PTIICOR_C H22LADESU_ARTIIENCO_S22-34TRPR)
  - Retaining Wall Plans - if the Plans contain a Retaining Wall greater than 4 feet in height, a separate Building Permit is required and the retaining wall building details must be included in the LDP Plan Set. Note height and location of all retaining walls.
- If changes in parcel lines are required, a division/combination plat, shall be completed through the City of Tucker plat process before any LDP can be issued.

**For projects disturbing greater than 1 acre, are part of a larger common development, or disturbing within 200' of a state water include the following:**

- Phased Sediment and Erosion Control Plans (initial, intermediate, & final). E&S plans must be in compliance with the Manual For Erosion and Sediment Control in Georgia (Green Book) found here:  
[https://gaswcc.georgia.gov/sites/gaswcc.georgia.gov/files/related\\_files/site\\_page/GSW-CC-2016-Manual-As-Approved-by-Overview-Council.pdf](https://gaswcc.georgia.gov/sites/gaswcc.georgia.gov/files/related_files/site_page/GSW-CC-2016-Manual-As-Approved-by-Overview-Council.pdf)
- Sediment and Erosion Control Notes & Details– Include the completed GSWCC Erosion and Sediment Control Checklist.
  
- Hydrology Report is required for residential subdivision developments disturbing greater than 1 acre or commercial developments disturbing greater than 5,000 sf. Residential developments disturbing less than 1 acre are required to submit a stormwater plan. The City's Stormwater regulations can be found in Chapter 22 of the City Code. Detention shall be provided for the 1-100 year storm events with no increased runoff. On site pre-developed curve number shall be 55. The City also follows the Georgia Stormwater Management Manual, known as the Blue Book, which can be found on the ARC's Website here: <http://atlantaregional.org/wp-content/uploads/2017/03/gsmm-2016-edition-final-v2.pdf>
  
- Stormwater management requirements:
  - See Post-Construction Stormwater Management for New Development and Redevelopment code.
  - Water Quality: Provide 80% TSS removal for the first 1.2 inch of rainfall.
  - Stormwater runoff is required to retain the first 1.0-inch rainfall to the maximum extent practicable.
  - If you want to claim runoff reduction, we will need an infiltration test prior to LDP issuance.
  - Channel Protection: 24 hour extended detention storage of the one year, 24-hour return frequency storm event (channel protection volume).
  - Downstream overbank protection: The Post Developed peak discharge rate cannot exceed the predeveloped peak discharge rate for the 2-100 year 24-hour storm.
  
- The Hydrology Report should include the following (see Stormwater Management section of our general checklist for details):
  - Narrative explaining the purpose of the report
  - An executive summary of the report's findings, including pre-developed and post developed conditions
  - Tables:
    - Flow Summary Table - which includes the Return Frequency (1,2,5,10,25,50,100), Pre and Post Developed flow, Ponding Elevation, 10% Point at the Pre and Post Developed flow
    - Energy Dissipation Summary Table - Provide Energy dissipater calculations/designs for outlet headwalls of pipes and detention ponds. Energy Dissipation Summary Table to include the 25 year post developed flow velocity at outlet headwall, non-erosive velocity from Stormwater Design Manual, Froude Number, Energy Dissipation Measures proposed
    - Downstream analysis
    - Times of Concentration Summary Table
    - Curve Number Summary Calculations and Table
    - Gutter Spread Calculations Summary

- Georgia Stormwater Management Manual Stormwater Quality Site Development Review form to perform the water quality analysis for the project site. The form can be downloaded from the Atlanta Regional Commission's website <http://www.atlantaregional.com/environment/georgia-stormwater-manual> \*Instructions are on the first tab of the spreadsheet\*

### 3. Plan Review Procedures

Since several agencies outside of the City will be reviewing the plans, the applicant should begin getting approvals concurrently with the City Review. *It is the responsibility of the applicant to obtain all required agency approvals.*

- **City of Tucker Review** – One (1) digital set of plans and one (1) digital copy of the hydrology report must be submitted for City review. Tucker reviews include City Engineer, Planning & Zoning, Fire Marshal, and Land Development.
- **DeKalb County Review** – A majority of LDP applications require the review of DeKalb GIS and DeKalb Watershed. Prior to submitting the plans to DeKalb County for review, you will need to obtain a route sheet from the City of Tucker to submit to DeKalb County with the plans. One (1) digital set of plans must be submitted for DeKalb County review.
- **GSWCC Review** – The City of Tucker must forward one (1) hardcopy plan set to GSWCC if the plans meet any of the following criteria:
  - If the project is part of a larger common development
  - If the project is within 200' of state water
  - If the project is 1 acre or greater of disturbance

\*\*The GSWCC review process may take up to 45 days to complete. Once approved by GSWCC, the plans must be ratified by the GSWCC District Commission. Ratification occurs once a month, on the second Friday of each month. After ratification, the plans will be stamped as approved. The City will obtain the stamped set of plans and then ask you to make at least 3 copies of these stamped plans to bring with you to the pre-construction meeting (city file copy, city inspector copy, job site copy).

### 4. Bonds/Surety

Bond and Surety Calculation forms can be found on the City's website under Land Development. The type of bonds that are needed for the project are determined during the plan review portion of the application process. Bonds or surety's must be submitted by the Pre-Construction meeting. Bonds and surety's cover everything from erosion control, tree planting, curb & gutter, pavement base & binder, pavement topping, storm drainage, detention pond, sidewalk, and ROW.

### 5. Notice of Intent (NOI)

The NOI must be submitted on the GA EPD GEOS website. A copy of the "Issued" NOI must be presented at the Pre-Construction meeting.

### 6. Pre-Construction Meeting

An **in-office pre-construction meeting** shall be scheduled to go over the erosion control measures with the contractor selected for the project, as well as the City's expectations for the land development process. There will also be an **on-site pre-construction meeting** prior to land disturbance commencing. Erosion perimeter control stakes must be installed prior to the on-site meeting. Please see below regarding the validity of development permits.

### **Section 46-1700: Duration of validity of development permits**

The City of Tucker development permit shall be valid for two (2) years from its issuance subject to the following provisions:

- A. If the work authorized in any development permit has not begun within six (6) months from the date of issuance thereof, the permit shall expire.
- B. If the work described in any development permit has not been substantially completed within two (2) years of the date of issuance thereof, the permit shall expire.

Written notice of the expiration shall be given to the applicant for the permit, together with notice that further work as described in the canceled permit shall not proceed until a new development permit has been obtained.

## **7. Required Site Documents**

**City inspections will include a review of the required site documentation.**

1. Copy of the Issued NOI
2. Copy of the Approved Erosion and Sediment Control Plan (ES&PC) with all necessary approval stamps
3. Design Professional Inspection Report (7-Day Letter)
4. Water Quality Monitoring Information (Sampling Reports)
5. Site Inspection Reports (Daily, Weekly/Post Rainfall, Monthly)
6. Violation Summary (Self Reporting)
7. Rainfall Data

## **8. Issuance of Building Permit in Relation to Land Disturbance Permit**

A commercial building permit cannot be issued until after the 7-day letter is submitted to the City of Tucker and an on-site inspection is completed to confirm that all initial phase BMP's are in place. Any required re-platting must be completed before the commercial building permit can be issued.

If the development is part of a residential subdivision, the city will issue model home permits for a limited number of units before the completion and final platting of the subdivision. Please refer to the ***Model Home Permit Application*** for specifics. The submittal of a 7-day letter and on-site inspection is required for residential subdivisions as well.

## **9. Post-Construction Site Final**

**To request your final inspection, please email [landdevelopment@tuckerga.gov](mailto:landdevelopment@tuckerga.gov)**

The following items are required before you can pass your post-construction site final:

- **BMPs** must be completely cleaned of sediment.
- **Maintenance and Performance Sureties.** A maintenance surety is required for all planted landscaping and work completed in the Right of Way. A performance surety is required for all incomplete work, approved in the LDP, at the time of Final Plat approval, CO issuance, or COC.
- **Recorded Stormwater Facilities Inspection and Maintenance Agreement.** This includes a copy of the plat and access easement to the stormwater facility, a maintenance and inspection schedule, the standard BMP operation and maintenance inspection report, and contact information for the responsible party. Two copies need to be signed by the City of Tucker Community Development



Director (after owner's signature) prior to being recorded. Please provide a hard copy and digital copy of the recorded SWFMA.

- **Post-Construction As-Built Hydrology Study.** Study must verify that the Stormwater Facility was constructed in conformance with the designed and approved construction plans. Please provide a pdf of the study.
- **Post-Construction As-Built Survey of Site Plan, Storm Drainage System and Stormwater Facility.** Provide table with the parcel number and impervious surface area for each lot on the As-Built. Include building setback lines and include stormwater plan and profile. Please provide a digital pdf of the as-builts.
- **Approval of as-built site plans** by all applicable outside agencies that approved LDP before it was issued (county and state transportation, county fire, sewer, water, land development, environmental health, etc.).
- If property disturbs more than 1 acre, a **Notice of Termination** is needed.
- For subdivisions: provide digital copy of **Recorded Final Plat**.
- Submit a completed "**Surety Release Request Form**" for bonds or surety that were submitted for the development phase of the project.

### **10. Notice of Termination (NOT)**

The submittal of the NOT should not be completed until after the Post-Construction Site final has occurred to ensure that all temporary BMP's have been removed from the site.

The issued NOT must be submitted prior to Bond and Surety releases.

### **11. Release of post development bonds/surety**

It will be the responsibility of the Permittee/Owner to schedule inspections for Bonds that require a 1-year maintenance release.

\*Applicants submitting LDPs for projects that fall under the 200' State Water requirement need to submit the GSWCC amended checklist (See the \* at the end of the checklist) for a Stand-Alone Permit. A NOI does not need to be filed. A residential lot is not considered part of a Larger Common Development if the Subdivision was platted prior to August 1, 2000.