



# Land Disturbance Permit Submittal Requirement

## -Clearing, Grubbing, NO Grading:

- [Application](#)
  - Contractor's information
  - License, id, & insurance
  - Blue card
- Minimum (2) sets of [concept/site plans](#) at engineering scale, stamped by licensed professional civil engineer & all appropriate agencies showing
  - All property lines with metes & bounds & dimensions.
  - Zoning, conditions and proposed land use.
  - Existing & proposed buildings, parking, property lines, & other appropriate details. The distances of each building from the property lines & other structures shall be per code unless a variance is granted.
  - Tree protection plan including required buffers.
- Calculate Disturbed Area/Acres
  - If >240 sf, use BMP's (see [Ch.109](#)-Environment Ordinance)
  - If >2,000 sf or within 200 ft. of state water, or if Single Family residential lot disturbing >5 ac.
    - Submit Soil Erosion Sedimentation Pollution Control Plans. Provide appropriate GSWCC checklist and certifications.(City is Local Issuing Authority)
    - ["Erosion Control Affidavit"](#)
      - Clearing [ ] Clearing & Grubbing [ ] Grading [ ] Development [ ]
      - Project Name or Subdivision & Phases/Unit
      - Company's name, address, telephone number, & contact name & signature
      - Notary signature & Notary Seal

### *Prior to stamp-*

- Approvals by
  - Gwinnett County Fire Marshal
  - DWR water
  - DWR Sewer
  - Environmental Health
  - Others as applicable
- [Fees](#) paid

## -Grading – all of the above and:

- Drainage and Utilities located on the two sets of plans-
  - Water
  - Sewer or septic
  - Storm Water management
- If disturbed area exceeds 1 acre submit
  - Copy of NOI to EPD- showing SESPC Plan Approval
  - State NPDES fees paid with receipt
  - Pay City NPDES fees
- [Fees](#) paid
  - If environment warrants, other Agency permits may apply (see [Ch.109](#)).

To be used as guidelines, not to be used in place of [City's Development Regulations](#)