



City of Milton

13000 Deerfield Parkway, Suite 107F, Milton, GA 30004
678-242-2500 ~ 678-242-2550

DEMOLITION PERMIT CHECKLIST

Demo Permit Number: _____ Submittal Date: _____
Assigned by Staff _____
Subdivision Name (if any): _____ Tax/Parcel ID #: _____
Parcel Address: _____ Lot #: _____
Permittee: _____ Signature: _____
Print Name Signature _____
Firm: _____ Phone: _____
Address: _____

Minimum Requirements

Provide all items listed from this point forward. Applicant should place a check mark beside all items included on the plan. If not applicable, applicant shall indicate on this checklist as N/A. An incomplete application will not be accepted into the review process.

General Requirements

- ___ 1. Completed Demo Permit Application.
- ___ 2. Submittal fee
- ___ 3. Three (3) copies of Demo Permit Site Plan.
- ___ 4. Letter from Pest Control Service verifying that property is free of vermin and other pests that may migrate to other properties, or that vermin and other pests have been properly exterminated.
- ___ 5. Letter documenting if asbestos is present or not present in the existing structure, and documentation confirming removal and disposal of asbestos materials as necessary.

Plan Requirements

- ___ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- ___ 2. Project name and address, landlot, district, and zoning district.
- ___ 3. Owner's name and complete address including zip code.
- ___ 4. Name and telephone number of a **"24-hour contact"**.
- ___ 5. Design firm name/address/phone, point of contact, and contact phone number.
- ___ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- ___ 7. **Call before you dig 1-800-282-7411**
- ___ 8. Boundary information including bearings and distances along all property lines.
- ___ 9. Street name.
- ___ 10. Locations of **all existing structures** (including houses, barns, sheds, landscape and

retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.

____ 11. Location of zoning buffers, landscape strips, access easements, sewer easements, and drainage easements, etc.

____ 12. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 13121C for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

____ 13. Add the following note to site plan:

THE PLACEMENT OF DUMPSTERS AND THE PARKING OF AUTOMOBILES IS PROHIBITED IN THE RIGHT-OF-WAY.

Utilities and Other Structures (Not Including the House)

____ 1. If site currently includes a septic tank, tank must be demolished in place or removed from the site. Please provide proof that tank has been removed from service, or state on the plan that the site is connected to a sanitary sewer line. Add one of the following notes to the Demolition Plan:

THE EXISTING SEPTIC TANK FOR THIS SITE WILL BE DEMOLISHED IN-PLACE OR REMOVED FROM THE SITE AS PART DEMOLITION ACTIVITIES.

or,

THIS SITE IS CURRENTLY CONNECTED TO THE SANITARY SEWER SYSTEM AND DOES NOT INCLUDE A SEPTIC TANK.

Tree Protection and Stream Buffer

____ 1. Either show all specimen trees located on or proximate to the site or add the following statement (if possible) to the Site Plan (in bold letters):

NO SPECIMEN TREES ARE LOCATED WITHIN FIFTY FEET OF THE PROPOSED DISTURBANCE.

A specimen tree is any hardwood 27" in diameter at breast height (DBH) or larger, any pine tree or other softwood and beech trees 24" DBH or larger, any under story tree (dogwood, redbud, sourwood, etc.) 10" DBH or larger. Removal of or encroachment into the critical root zone (CRZ) of a specimen tree requires the approval of the Board of Zoning Appeals. The CRZ is one foot radius for each inch DBH as measured from the trunk of the tree. Encroachment into the CRZ or removal of a specimen tree without BZA approval will result in an immediate stop work order and issuance of a citation to appear in municipal court.

- ____ 2. Show tree save fence at the edge of disturbance and silt fence in front of the tree save fence. "Tree save fence must include "Tree Save Signs" at 100 feet intervals.
- ____ 3. Arborist approval required.
- ____ 4. Show the 50' undisturbed buffer and the 25' impervious setback of the existing "waters of the state". Encroachment into the 50' buffer or construction in the 25' impervious setback requires the approval of the Board of Zoning Appeals. If you are unsure if the feature on your property is "waters of the state" contact 678.242.2552 to arrange for a site visit.
- ____ 5. Add the following note to the Site Plan (in bold letters):

CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT 678.242.2543 TO SCHEDULE A PRE-CONSTRUCTION MEETING WITH THE SITE INSPECTOR PRIOR TO ANY DISTURBANCE.

Sediment and Erosion Control

- ____ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed. The limits of disturbance are typically shown on a plan by use of a heavy dashed line labeled at "Limits of Disturbance".
- ____ 2. Location and type of temporary or permanent soil erosion control measures including, but not limited to, silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- ____ 3. Direction of existing and proposed storm water or drainage flow by use of arrows.
- ____ 4. Provide signed copy of the Residential Erosion & Sedimentation Control and Tree Protection Agreement.