



City of Milton

Community Development Department

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**!!!! ATTENTION !!!!**

FULTON COUNTY SANITARY SEWER PERMIT IS REQUIRED PRIOR TO ANY WORK ON THE SANITARY SEWER SYSTEM. A FULTON COUNTY WATER PERMIT MAY ALSO BE REQUIRED DEPENDING ON THE LOCATION OF THE PROJECT.

FULTON COUNTY APPROVAL OF THE AS-BUILT SANITARY SEWER IS REQUIRED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY.

MAKE SURE YOU COORDINATE YOUR SEWER APPROVALS EARLY.

NOTE: A FULTON COUNTY LDP DOES NOT AUTHORIZE ANY LAND DISTURBING ACTIVITIES WITHIN THE CITY OF MILTON. THE CITY OF MILTON LDP MUST BE ISSUED PRIOR TO ANY WORK AUTHORIZED UNDER THE FULTON COUNTY PERMIT.



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Inspections Information Package  
For  
Land Disturbance Permits

- Inspector Assignment Sheet
- Erosion and Sediment Control Pre-Construction Notice
- Erosion Control Affidavit
- Required Inspections
- Erosion and Sediment Control Ordinance



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## Development Permit Inspection Assignment

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Project Name \_\_\_\_\_

Prior to any construction activity contact the City of Milton Community Development Department at (678) 242-2543 for a pre-construction meeting.

Your inspector is \_\_\_\_\_. Please contact him 24 hours in advance of the meeting.

At the meeting you will be instructed which erosion and sediment control devices must be installed prior to the final permit sign-off from the inspector.

**No construction activity, other than the designated erosion control installation, may begin on site until the inspector has approved the installation of these measures and has signed the grading permit.** Failure to schedule the pre-construction meeting and the erosion control inspection may result in a citation and issuance of a stop work order.

A City of Milton Department of Transportation permit is required for any work with the city right-of-way. Contact Mathew Fallstrom at (678) 242-2558 for more information.

Applicant/Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**EROSION and SEDIMENT CONTROL  
PRECONSTRUCTION  
NOTICE**

Milton, GA

Community Development Department

(678) 252-2500

THIS NOTICE IS TO FAMILIARIZE THE PERMITTEE WITH GENERAL  
SEDIMENT CONTROL/STORM WATER REQUIREMENTS.

THIS IS NOT A COMPLETE LIST OF PERMIT CONDITIONS AND PLAN  
REQUIREMENTS. PLEASE REVIEW YOUR PLANS AND PERMIT  
THOROUGHLY.

Community Development Department  
13000 Deerfield Parkway, Suite 107C Milton, GA  
PH: (678) 242-2534 FAX: (678) 242-2550



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1. **INSPECTION REQUESTS MUST BE MADE BY CALLING 678 242-2544, NO EXCEPTIONS.** Inspection requests must be made at least 24 hours in advance. You will need the permit number, premise address, type of inspection requested and a phone number where you can be reached.
  
2. **READ AND FOLLOW THE SEQUENCE OF CONSTRUCTION SHOWN ON THE APPROVED PLAN(S).**  
  
An approved plan modification must be obtained from the department to deviate from the sequence of construction.
  
3. The limits of disturbance must be field marked prior to clearing, installation of sediment control measures, construction, or other land disturbing activities.
  
4. The permittee must obtain written approval from the City of Milton inspector (PH: 678-242-2552) certifying that the limits of disturbance and tree protection measures are correctly marked and installed prior to commencing any clearing.
  
5. After the pre-construction meeting, you may clear only those areas necessary and approved to install sediment control measures as shown on the approved plan(s). Identify those areas with the inspector at the pre-construction meeting.
  
6. Call 678 242-2544 for a sediment control installation inspection. You must obtain **WRITTEN** approval from the Department before continuing with further grading or site development. A Stop Work Order will be issued immediately if grading proceeds without written approval from the inspector.
  
7. Stabilize sediment control measures with seed and anchored straw mulch within 14 calendar days of installation.
  
8. **SEDIMENT BASINS AND STORMWATER MANAGEMENT FACILITIES REQUIRE SPECIFIC, DOCUMENTED INSPECTIONS DURING CONSTRUCTION BY THE DEPARTMENT'S INSPECTOR AND THE PERMITTEE'S ENGINEER.** Confirm these inspection points and the need for testing and documentation with your inspector. **PRIOR** to commencing work.
  
9. Safety fence must be installed around all sediment control devices that pond water greater than 9 feet in width and 18 inches in depth. Safety fence must be 14 gauge welded wire and openings no greater than 2"x 4" and be at least 42" high. Support posts must be maximum of 8 feet apart.
  
10. Be certain not to go beyond the limits of disturbance on your approved plan. All disturbed areas not constructed upon for more than 14 calendar days must be stabilized with seed and anchored straw mulch. A stabilization phasing schedule shall be developed at the pre-construction meeting, and updated as necessary, with the inspector's approval.
  
11. **KEEP ALL STREETS CLEAN.** Precautions, such as stone construction entrance, must be installed and maintained. If mud is tracked onto street, do not wash the mud into storm drains unless the storm drain is diverted to an approved sediment-trapping device.



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- 12. ALL SEDIMENT CONTROL DEVICES MUST BE MAINTAINED IN GOOD AND EFFECTIVE CONDITION AT ALL TIMES. YOU ARE REQUIRED TO PROVIDE YOUR OWN PERIODIC INSPECTIONS AND MAKE NECESSARY REPAIRS PROMPTLY.

Do not wait for the City inspector, as failure to maintain sediment control measures in good and effective condition will result in the issuance of Criminal Citations and/or a Stop Work Order without prior warning. You must have a person responsible for sediment control on the site who has successfully completed an Erosion and Sediment Control Certification Program pursuant to state and local law.

- 13. SEDIMENT CONTROL DEVICES MAY NOT BE REMOVED OR MODIFIED WITHOUT WRITTEN PERMISSION FROM THE SEDIMENT CONTROL INSPECTOR.
- 14. All official notices, citations, stop work orders, etc., will be issued to the on-site representative of the permittee designated on the attached form.
- 15. A sediment control permit does not transfer with ownership. The permittee is required to notify the Department by certified mail within 48 hours of any change in ownership. The new owner and lots/parcels affected must be identified.
- 16. Should you have any questions, please contact your sediment control inspector at the number provided.
- 17. Additional comments by the inspector:

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**PROJECT NAME:**

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Inspector: \_\_\_\_\_

Received By:

Signature

Printed Name

Phone Number

Date



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## Erosion Control Affidavit

(This affidavit must be completed prior to the pre-construction meeting. The individual whose name appears on this affidavit is required to attend the pre-construction meeting.)

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, certify that I am the responsible party for inspecting the installation and maintenance of all erosion and sediment control measures identified on the approved plan. I understand that failure to implement or maintain these measures may result in the issuance of a citation or stop work order.

I have read and understand the City of Milton Erosion and Sediment Control ordinance.

If for any reason I cannot continue my erosion and sediment control responsibilities for this site, a replacement will be named and the City will be notified in writing. If a suitable replacement cannot be found, the site will be stabilized and all land disturbing activities will cease until a replacement can be named.

Print Name: \_\_\_\_\_

24 Hour Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

GSWCC # \_\_\_\_\_



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## Required Inspections

Notify your inspector 24 hours in advance of all inspections unless otherwise noted. All construction shall conform to City of Milton, Fulton County or Georgia DOT construction standards. Any deviation from these specifications without prior written approval may result in the removal and reconstruction of the deficient items. Inspections and sign-offs are required for the following items:

**Preconstruction Meeting:**

Shall be scheduled and completed prior to any activity commencing on the site.

For projects under the jurisdiction of an NPDES permit a copy of the Notice of Intent shall be provided to the inspector at this meeting.

**Initial Erosion Control Installation:**

Initial scope of work shall be determined at the preconstruction meeting. The permit card shall be protected from the weather and posted in a clearly visible location on the site.

No other work shall be initiated until the erosion control installation is completed, inspected and approved.

After the installation of the E&S measures, contact the City of Milton inspector for E&S inspection and final grading permit approval.

**Erosion and Sediment Control:**

For projects under the jurisdiction of an NPDES permit a copy of the Engineers' certification stating the necessary erosion and sediment control measures have been installed properly shall be provided to the COM inspector within 7 days of the start of construction activities.

Periodic inspections will be made of the erosion and sediment control devices without prior notice. Failure to maintain BMP's or follow the approved plan shall constitute a violation and may be subject to immediate enforcement action.



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## Inspections (cont'd)

- Grading:** Contact the Milton inspector 24 hours prior to the initial grading. Inspector shall make periodic inspections without prior notification.
- Storm Drainage:** Contact the Milton inspector 24 hours prior to the installation of any storm drainage system.
- All pipe joints and junction boxes shall be inspected after grouting but prior to placement of backfill. **DO NOT BACKFILL ANY STORMDRAIN DRAIN LINES WITHOUT PRIOR APPROVAL FROM THE MILTON INSPECTOR.**
- Curb and Gutter:** contact the COM inspector 24 hours prior to the installation of concrete.
- Detention Pond:** contact the COM inspector after the rough grading has been completed.
- Engineer's certification and as-built drawing are required for final approval.
- Water:** Contact the COM inspector 24 hours prior to the initial installation.
- Contact the COM inspector after the backflow installation. A copy of the BFP testing report shall be submitted to the COM inspector prior to the issuance of a certificate of occupancy.
- All thrust block shall be inspected by a COM inspector on the fire lines.
- All fire mains 6: and larger shall be tested @ 200 psi for a minimum of 2 hours. All tests shall be conducted in the presence of a COM inspector.
- All water lines that have passed the pressure test shall be flushed and chlorinated in accordance with the standard construction specifications. Bacteria test shall be submitted to the COM inspector.



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## Inspections (cont'd)

### **Water (cont'd):**

A COM inspector shall be present for all aspects of construction for any water line to be dedicated to the City of Milton.

### **Paving:**

Contact the COM inspector 48 hours to the placement of base material to schedule of proof-roll of the subgrade.

A COM inspector shall be present for the installation of the base, binder and surface course.

Road cores shall be submitted for all road sections, including deceleration lanes. Cores shall be taken at minimum intervals of 300' and shall alternate sides of the road.

Core reports shall indicate the thickness of the base. The thickness of the asphalt layers and the level of compaction of the asphalt as a percentage of the maximum theoretical compaction of the asphalt.

### **Sidewalks:**

Contact the COM inspector after the forms have been set.

**Do not pour concrete until the forms have been inspected and approved by a COM inspector.**

Contact the COM inspector after the sidewalk has been poured.

### **Dumpster Pad:**

Contact the COM inspector after the forms have been set.

**Do not pour concrete until the forms have been inspected and approved by a COM inspector.**

Contact the COM inspector after the pad has been poured.



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## Inspections (cont'd)

### **Striping:**

All striping within the right-of-way shall be pre-marked and approved by the COM inspector prior to final striping.

Contact the COM inspector after the striping has been completed.

### **Driveway Apron:**

Contact the COM inspector after the forms have been set.

**Do not pour concrete until the forms have been inspected and approved by a COM inspector.**

Contact the COM inspector after the apron has been poured.

### **Retaining Wall:**

Concrete: Contact the COM inspector 24 prior to the placement of any concrete to inspect the formwork and steel installation.

Do not pour concrete until the forms have been inspected and approved by a COM inspector.

Other: contact the COM inspector 24 hours prior to the placement of any backfill to inspect the foundation and tie-back installation.

Contact the COM inspector after the completion of the work.

### **Utility Cuts:**

Open cuts in existing paving must have prior written approval from the City of Milton Transportation Engineer.

Utility cuts must be backfilled and covered at the completion of each days work.

COM shall inspect the installation and compaction of the base material and shall be present when the concrete cap is installed.



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## Inspections (cont'd)

### **Sanitary Sewer:**

All sanitary sewer inspections are performed and approved by Fulton County.

### **Trench:**

All trench activities must have a specific trenching permit prior to commencing.

Trench permits shall only be issued to qualified persons. **The Qualified Person must be onsite at all times when trenching activities are under way.**

A trenching permit may be obtained from the designated COM inspector.