



PERMITS MINIMUM SUBMITTAL CHECKLIST FOR LAND DISTURBANCE

Project Name: _____ Date: _____

Project Number: _____ Telephone: 678-242-2543

Reviewed By: Jimmy Sanders Email: Jimmy.Sanders@cityofmiltonga.us

Overlay District: _____

**Provide all items listed below. If not applicable, applicant shall explain herein.
Incomplete application will not be accepted into the review process.**

- ___ 1. One set of plans, bearing the design professional's seal and signature
- ___ 2. Provide project name, project address, owner's name/address/phone, design firm name/address/phone, point of contact and contact phone number, north arrow (on all sheets), acreage, and location map. Indicate scale (1"=10' to 1"=100'), graphic scale. 1" = 60' for non-overall pages.
- ___ 3. Submittal fee and completed application
- ___ 4. Maximum sheet size shall be 30" x 42" (E)
- ___ 5. Conditions of Zoning (2 copies)
- ___ 6. Signed copy of Arborist's site visit
- ___ 7. Engineer's Storm Water Management Report/Hydrology Report, (2 copies)
- ___ 8. Flood Study (2 copies if applicable)
- ___ 9. Plan Set includes: (LDP # on each page) Cover notes site plan
 - Storm Drainage Pipe calculations and profiles
 - Sewer Plan and Profile
 - Water Plan (or joint Utility Plan)
 - Erosion Control Plans
 - Landscape Tree Protection Plan details
- ___ 10. Fire flow test results. Must be performed by Fulton County, contact Tom Kozak/FCDPW and arrange for the test at 404-224-0485 or by email tom.kozak@fultoncountyga.gov, and pay the \$100 fee for the test.

- ___ 11. Proof of submittal to all planned utility companies as shown on cover page of plan set. Letters will be required by utility companies stating that plans will work as submitted, prior to Milton LDP approval. This is required for all projects – residential and commercial.
- ___ 12. Detailed, specific REVISION STATEMENT on plan and or letter attached to each set of plans (for permit revisions only)
- ___ 13. All construction shall conform to the City of Milton and GDOT Standards and Specifications.
- ___ 14. Benchmark: The benchmarks used are ___.
- ___ 15. Contractor is to notify inspector 24 hours prior to commencing construction.

- ___ 16. Signing and striping is to be provided by the Contractor and shall be in accordance with City of Milton Specifications.
- ___ 17. Notify City of Milton City inspector 24 hours before every phase of construction.
- ___ 18. All revisions to these plans must be submitted to the City of Milton Community Development Department prior to continuing construction.
- ___ 19. Call the Utilities Protection Center not less than three (3) working days before any digging or blasting operations Commence. You can contact the Utilities Protection Center at 1.800.282.7411 Monday through Friday, 7:00AM to 7:00PM
- ___ 20. Provide the City of Milton Enchroachment permit for all work within the City's R.W.W. Any traffic signal or utility relocations will be the responsibility of developer/contractor. Developer/Contractor must contact City of Milton personnel directly for traffic signal utility locations. Phone 678.242.2558.
- ___ 21. Site survey was prepared by _____.

The City of Milton reserves the right to change this checklist and/or Any review criteria deemed necessary at any time. Checklist updated 4/1/2007