

**PERMIT INTAKE HOURS**

Permit Applications will be accepted between 8:30 am and 4:30 pm.

Community Development  
Engineering Division  
38 Hill Street, Suite G-30  
Roswell, GA 30075  
770-641-3780  
[www.roswellgov.com](http://www.roswellgov.com)



**MINOR LAND  
DISTURBANCE  
PERMIT PACKET  
(NON-SINGLE FAMILY)**

**OVERVIEW**

This packet contains the information required to prepare and submit plans for a City of Roswell Minor Land Disturbance Permit (LDP) for projects with disturbance less than one (1) acre other than a single family residence (SFR), duplex, or individual townhome lot. Projects that propose to create or replace less than 5,000 square-feet of impervious surface and which meet any of the following criteria shall apply for a LDP using this permit packet.

- Where land disturbance will be 5,000 square-feet or more but less than one acre
- Within 200 feet of state waters where there will be land disturbance of less than 5,000 square-feet

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**ACCESSORY PERMITS**

Depending upon your project, you may be required to obtain additional City of Roswell permits. Applications are available online or at the permit desk located in Community Development at City Hall.

- Demolition
- Building
- Tree Removal
- Retaining Wall
- Pool

**CONTACT US**

City Engineer .....	Lenor Bromberg .....	770-594-6196 .....	<a href="mailto:lbromberg@roswellgov.com">lbromberg@roswellgov.com</a>
Plans Reviewer .....	Matthew Zaki .....	770-594-6169 .....	<a href="mailto:mzaki@roswellgov.com">mzaki@roswellgov.com</a>
Plans Reviewer .....	Jacob Mauldin .....	770-594-6168 .....	<a href="mailto:jmauldin@roswellgov.com">jmauldin@roswellgov.com</a>
Permit Technician .....	Keedra Jackson .....	770-641-3748 .....	<a href="mailto:kjackson@roswellgov.com">kjackson@roswellgov.com</a>
Planning & Zoning .....	Jackie Deibel .....	770-641-3783 .....	<a href="mailto:jdeibel@roswellgov.com">jdeibel@roswellgov.com</a>
Addressing .....	Sean Hamby .....	770-594-6174 .....	<a href="mailto:shamby@roswellgov.com">shamby@roswellgov.com</a>
City Arborist .....	Andy Pittner .....	770-594-6293 .....	<a href="mailto:apittner@roswellgov.com">apittner@roswellgov.com</a>
Transportation .....	Serge Osse .....	770-594-6428 .....	<a href="mailto:sosse@roswellgov.com">sosse@roswellgov.com</a>
Fire Marshal .....	Charlie Vacca .....	770-641-3730 .....	<a href="mailto:cvacca@roswellgov.com">cvacca@roswellgov.com</a>
Water (Roswell only) .....	Chris Boyd .....	678-639-7565 .....	<a href="mailto:cboyd@roswellgov.com">cboyd@roswellgov.com</a>

**OTHER HELPFUL TELEPHONE NUMBERS**

Fulton County Environmental Health Services .....	404-332-1801
Georgia Department of Transportation .....	770-986-1768
Fulton County Water / Sewer .....	404-612-7518

**FEE SCHEDULE**

Application Fee:	\$25 – nonrefundable application fee	Concept Review Fee:	\$50
Plan Review Fee:	\$125 per submittal for submittal/resubmittal or revisions		
Permit Fee:	\$125		
Erosion & Sedimentation Control Bond	\$3,000		

**EXPIRATION NOTICES**

Permit Applications expire after six months if no permit is issued. Issued permits will expire if no activity takes place for six consecutive months. All work performed under the permit must be completed within two (2) years from permit issuance. Permit Extensions must be formally requested by filing a new application at least thirty (30) days before expiration.

The City of Roswell reserves the right to change this packet and/or review criteria deemed necessary at any time.

# LAND DISTURBANCE PERMIT PLAN REVIEW PROCESS

## A0 Pre-Application Meeting

Contact the Deputy Director of Community Development to schedule a meeting with City Plan Reviewers prior to making the application submittal.

## A1 Application Submittal

The applicant is required to submit the items listed on the Minimum Submittal Checklist. Incomplete application packages will result in comments and may extend the review and approval process. After submittal to Roswell you may choose to submit the NOI as applicable to GA EPD to start the 14-day waiting period. You are required to provide a copy of the proof of submittal and NOI to the Plans Reviewer.

## A2 Plan Review

The Engineering Plans Reviewer and City Arborist will review the plans; other City of Roswell Departments will review the plans as applicable. Plan comments are typically available 10 business days after submittal and are emailed to the applicant.

## A3 Concurrent Reviews

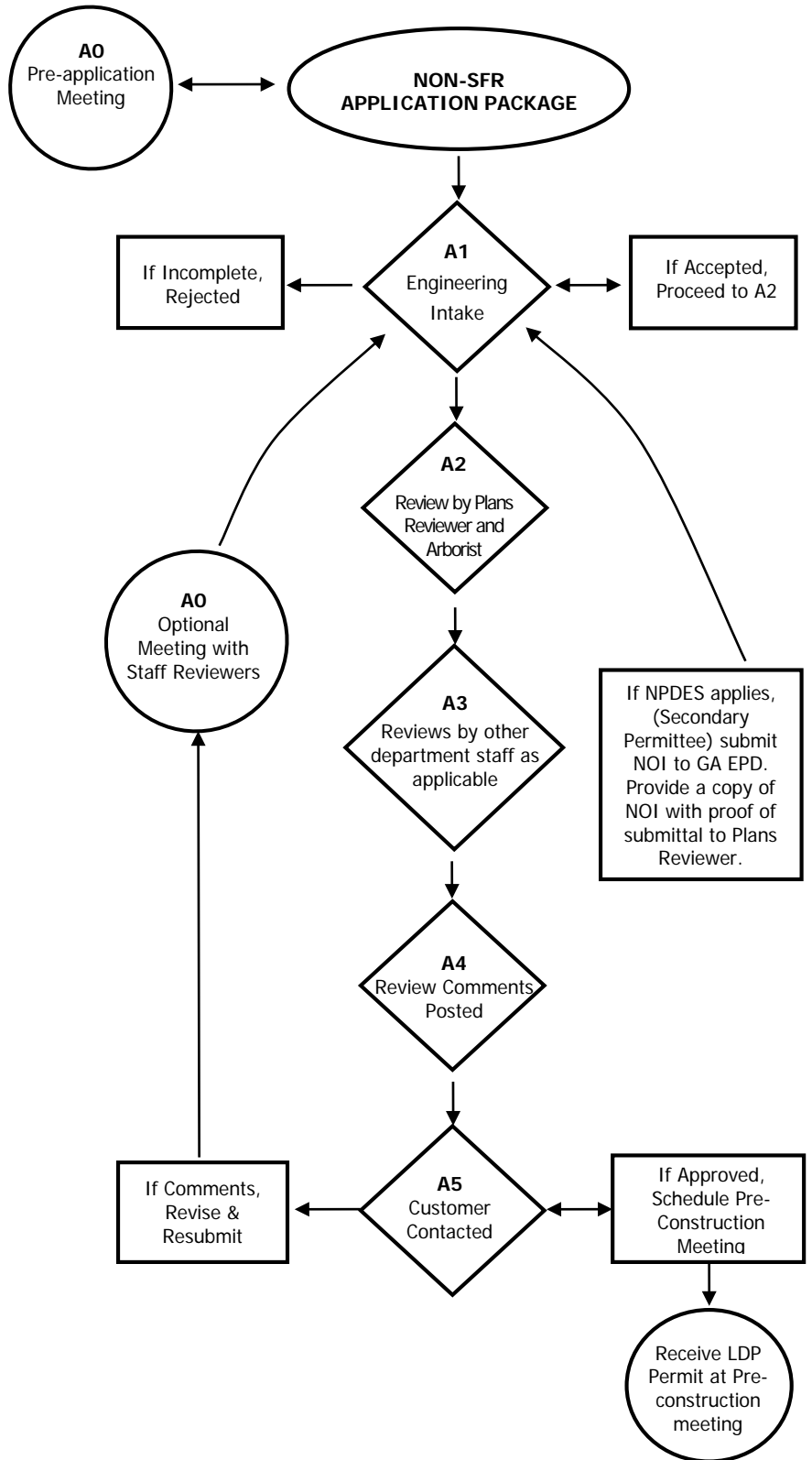
The Plans Reviewer will determine whether any other staff needs to review the plans prior to approval and will notify them that plans are available for review: Planning & Zoning, Environmental / Public Works, Transportation, Fire Marshal, Arborist, and Engineering/Stormwater.

## A4 Reviews Comments Posted

Comments from each department are documented and will be made available to the applicant by email once all assigned reviews are complete.

## A5 Customer Contacted

The customer will be contacted by Engineering Staff and instructed to provide plan revisions in response to review comments, or that they will be contacted by the assigned Land Development Inspector to set-up the pre-construction meeting. During the pre-construction meeting the customer will receive their Minor LDP - Grading Permit.



**NOTE:**

A **Major Non-SFR Land Disturbance Permit Packet** is available for commercial projects which will disturb one acre or more or is located in a Larger Common Plan of Development where there is no active NOI and Primary Permittee.

The Major Non-SFR Land Disturbance Permit Packet also includes additional checklists not found in this packet; but which may apply to your development.

If you have any questions, please contact Engineering staff at 770-594-6100.

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

Application No. : \_\_\_\_\_

Fee: \$ \_\_\_\_\_

## MINOR LAND DISTURBANCE PERMIT APPLICATION FOR NON-SFR PROJECTS

TYPE

Description of proposed development (check all that apply):

- Land Disturbance < 1 acre (E125)
- New Commerical Building
- New Multi-unit Residential Building
- Addition to Existing Building
- Retaining Walls ≥ 6 feet
- Other \_\_\_\_\_
- 1,000 sf < Impervious Area < 5,000 sf
- Impervious Area ≥ 5,000 sf
- Within 200 feet of State Waters
- Within 2,000 feet of River Corridor
- Special Flood Hazard Area
- Revision to Active Permit \*

Possible Additional Permits:

- Building
- Demolition
- Pool
- Retaining Wall
- Tree Removal

**\*LDP #:** \_\_\_\_\_ *For permit revisions only: provide a revision note on the cover sheet and a letter with a detailed, specific revision description. Also, update the revision block on all sheets and provide "cloud" around all revised items.*

PROJECT

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

Project Scope of Work \_\_\_\_\_ # of Lots \_\_\_\_\_

Property Address \_\_\_\_\_ Suite/Apt #. \_\_\_\_\_ City \_\_\_\_\_ State GA Zip Code \_\_\_\_\_

Property ID / PIN \_\_\_\_\_ Zoning \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Total Parcel Acreage \_\_\_\_\_ Disturbed Acreage \_\_\_\_\_

Owner of Record (Company / Individual) ***A copy of the warranty deed must be provided if ownership has recently changed.***

Owner Address \_\_\_\_\_ Suite/Apt #. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

APPLICANT

Applicant Name \_\_\_\_\_ Role \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_ Suite/Apt #. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Phone \_\_\_\_\_ E-mail (for sending review comments) \_\_\_\_\_

*I hereby certify that all information provided herein is true and correct and that I have read and understand the information provided in the City of Roswell Non-SFR Minor Land Disturbance Permit Packet.*

Applicant Signature: Property Owner or Owner's Representative \_\_\_\_\_ Date \_\_\_\_\_

# MINOR LAND DISTURBANCE PERMIT FOR NON-SFR PROJECTS LDP MINIMUM SUBMITTAL CHECKLIST

When submitting plans for review for a Land Disturbance Permit, provide **all** items listed below. If not applicable, please explain justification to plans intake personnel. Incomplete applications **will not** be accepted into the review process.

**FOR CITY OF ROSWELL USE** (to be initialed by Land Disturbance Permit Plans Intake personnel):

\_\_\_\_\_ All items are present. Land Disturbance Application will be submitted for review.

\_\_\_\_\_ All items are **NOT** present. Land Disturbance Application Submission **denied**.

Applicant *COR*  
↓ ↓

*Check each item only if complete and included.*

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 1. Completed Minor Land Disturbance Permit Application for Non-SFR Projects (page 3 of this application); pay applicable fees.  |
| ___ | ___ | 2. Completed Minor LDP for Non-SFR Projects – Minimum Submittal Checklist (this page).  |
| ___ | ___ | 3. Completed City of Roswell Erosion Control and Right of Way Improvements Checklist. Refer to pages 5 and 6 of this application package.   |
| ___ | ___ | 3. Provide proof of Fulton County approval of water connection and/or sanitary sewer connection, as applicable.   |
| ___ | ___ | 4. Provide five (5) plan sets and one (1) PDF of the plan set, bearing the design professional's seal and signature. The PDF may be provided on a CD, thumb drive, or by email. <b>The PDF must be received in order for staff plan reviews to be completed.</b> Maximum sheet size shall be 24" x 36".   |
| ___ | ___ | A. Minimum Required Plans for LDP review:   |
| ___ | ___ | a. Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail; 24 hour contact name/local phone/e-mail on cover sheet and all erosion control sheets.  |
| ___ | ___ | b. North arrow, State Plane GA West (on all sheets), total & disturbed acreage, and location map. Indicate scale (no less than 1"=10' or greater than 1"=100'), graphic scale.  |
| ___ | ___ | c. Zoning conditions and all applicable private agreements  |
| ___ | ___ | d. Existing Conditions plan on a certified boundary survey.   |
| ___ | ___ | e. Site Plan with proposed structures, impervious surfaces to be created or replaced, existing structures to remain and a Site Data Chart with Parcel Area, Disturbed Area, Area of impervious surfaces to be created or replaced, lot coverage, property boundary and building setbacks.   |
| ___ | ___ | f. Site, Utility, Drainage & Grading plans showing all proposed work with delineated streams, buffers, wetlands, special flood hazard areas, and easements.   |
| ___ | ___ | g. Phased Erosion, Sedimentation and Pollution Control plans and applicable details   |
| ___ | ___ | h. Stormwater detention and water quality treatment construction details and maintenance requirements, if applicable  |
| ___ | ___ | i. Landscape and Tree Protection plan and details, if applicable  |
| ___ | ___ | j. Storm and Sanitary Sewer Profiles, if applicable   |
| ___ | ___ | k. Construction Details   |
| ___ | ___ | l. City of Roswell Erosion Control Notes  |
| ___ | ___ | m. HPC/DRB Approval Letter (on cover sheet), if applicable  |
| ___ | ___ | n. Current Copy of the FEMA FIRM Map and delineation on plans   |
| ___ | ___ | B. If the project is part of a larger common plan of development, provide GSWCC Level II Design Professional seal and number on the Cover Sheet and on the Phased Erosion Control Sheets. Provide the most current GSWCC Checklist. Provide Letter/Statement of Certification of pre-design site visit.   |
| ___ | ___ | C. If replaced or created impervious area is 1000 to 4,999 square-feet, provide for water quality treatment per the City of Roswell Unified Development Code Article 12. If the replaced or created impervious surface is 5,000 square feet or more, use the checklists included in the Major Non-SFR Land Disturbance Permit Packet application for your project as appropriate. |
| ___ | ___ | D. If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), demonstrate compliance with the Metropolitan River Protection Act and the Chattahoochee River Corridor Plan.  |

# CITY OF ROSWELL EROSION CONTROL CHECKLIST

Reviewed By: \_\_\_\_\_ Phone: \_\_\_\_\_ Accepted / Denied \_\_\_\_\_

Applicant *COR* Please check each item only if complete and included.

Application #: \_\_\_\_\_



## City of Roswell Erosion, Sedimentation and Pollution Control Plan (ESPCP) Requirements

### Erosion Control

- \_\_\_ \_\_\_ A. Provide a completed copy of the current GASWCC Checklist on plans, as applicable.
- \_\_\_ \_\_\_ B. Provide statement on the plans stating whether State Waters are, or are not, onsite or within 200 feet of the site. If State Waters are within 200 feet of the site, depict location of State Waters on all ESPCP sheets.

### Stream Buffers

- \_\_\_ \_\_\_ C. Delineate the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters, measured horizontally, on both banks of the stream as measured from the point of wretched vegetation in accordance with the City Unified Development Code (UDC) Article 12.
- \_\_\_ \_\_\_ D. Delineate a 50 foot or 100 foot undisturbed natural vegetative buffer, measured horizontally, on both banks of the stream as measured from the point of wretched vegetation in accordance with the City Unified Development Code (UDC) Article 12. No septic facilities permitted within 150 feet of the stream bank.
- \_\_\_ \_\_\_ E. Delineate a 25 foot or 50 foot impervious setback in accordance with the City Unified Development Code (UDC) Article 12, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover is prohibited. Grading, filling, and earthmoving shall be minimized within the setback. No septic facilities permitted within 150 feet of the stream bank.

### Metropolitan River Protection Act Chattahoochee River Corridor

- \_\_\_ \_\_\_ F. If site is within 2000 feet of the banks of the Chattahoochee River. Demonstrate compliance with the Metropolitan River Protection Act and the Chattahoochee River Corridor Plan

### State Construction General Permit

- \_\_\_ \_\_\_ G. Sites which are part of a larger common plan of development must prepare multi-stage Erosion Control Plans. Provide a copy of the filed NOI and proof of sending for the State NPDES Construction General Permit. Permittee(s) are required to submit revised copies of the NOI and NOT to the City Engineer and EPD. Provide GPS coordinates at construction exit as required on the Notice of Intent under the NPDES Application.

### Best Management Practices (BMPs)

- \_\_\_ \_\_\_ H. Plans, Details and Specifications shall conform to Manual for Sediment and Erosion Control in Georgia (Green Book) and these checklist items as a minimum. Revise plans to conform to Green Book requirements noted in the review.
- \_\_\_ \_\_\_ I. All slopes steeper than 3:1, in addition to matting and in areas where a maintained landscape is to be expected, shall receive additional plantings to include durable shrubs and groundcovers for permanent cover per the Manual for Erosion and Sediment Control in Georgia.
- \_\_\_ \_\_\_ J. Show tree protection fence in identical location to that shown on the Tree Protection Plans.

### Required Notes

- \_\_\_ \_\_\_ K. Clearly state the required City of Roswell Erosion Sedimentation and Pollution Control notes on the plans.

# RIGHT OF WAY IMPROVEMENTS CHECKLIST

Reviewed By: \_\_\_\_\_ Phone: \_\_\_\_\_ Accepted / Denied \_\_\_\_\_

Applicant *COR* Please check each item only if complete and included

Application #: \_\_\_\_\_

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## Curb Cuts

- \_\_\_ \_\_\_ A. Show all existing and proposed curb cuts which are within 300 feet of proposed driveway(s) along property frontage.
- \_\_\_ \_\_\_ B. Dimension distance from centerline of project curb cuts to existing and/or proposed curb cuts.
- \_\_\_ \_\_\_ C. Show angle of incidence of centerline of driveway and entrance, with centerline of road.
- \_\_\_ \_\_\_ D. Show width of driveway entrance from back of curb to back of curb. Driveway widths must conform to City of Roswell Construction Standards.
- \_\_\_ \_\_\_ E. Show concrete apron per Roswell Standard Details. For private residential street entrances and commercial and industrial entrances; add this detail to your plans.
- \_\_\_ \_\_\_ G. Show any proposed walls and/or fences along the property frontage. No portion of the fence or wall may be closer than 3' to the R.O.W. line.
- \_\_\_ \_\_\_ H. Show separate dimensioned entrance detail for all gated entrances.

## Roadway Construction/Drainage

- \_\_\_ \_\_\_ I. Show proposed improvement(s) on City roads dimensioned from legal centerline of road. All improvements must conform to Roswell Standard Details.
- \_\_\_ \_\_\_ J. Show curb and gutter improvements on all frontages, per Roswell Standard Details; add the appropriate detail to your plans.
- \_\_\_ \_\_\_ K. Show sidewalks as required per Roswell Subdivision Regulations, and Roswell Standard Details; add this detail to your plans.
- \_\_\_ \_\_\_ L. Show drainage flow lines, minimum slopes, high points and low points with spot grades along your road frontage.

## Intersection Sight Distance Profile

- \_\_\_ \_\_\_ M. Show intersection sight distance (not to be confused with stopping sight distance) of each proposed intersection entrance, street or driveway. Intersection sight distance is determined with an assumed height of driver's eye of 3.5 feet and an assumed height of object of 3.5 feet when measuring in the vertical plane. When measuring in the horizontal plane, the intersection sight distance is determined with an assumed driver's eye location from a point 4' offset from the centerline and 15' from the edge of closest travel lane to a point along the centerline of the closest oncoming travel lane. When measuring in either plane, the line of sight must remain in the proposed standard dedicated R.O.W. and may not be obstructed by monuments, walls, fences, trees, hedges or other visual impediments / obstructions.

## Right of Way Encroachment Permit Required

- \_\_\_ \_\_\_ L. Clearly state the following on the plans: An encroachment permit is required for any work within the public right of way from the Roswell Department of Transportation. The contractor shall furnish and maintain all necessary barricades while roadway frontage improvements are being made. Contact John Wooten for Encroachment Permits and Traffic Control Plan approval at 770-594-6108.

**CITY OF ROSWELL GENERAL CONSTRUCTION NOTES**

1. A preconstruction meeting with the Land Disturbance Inspector is required prior to release of the Permit. Contact Engineering at 770-594-6100 to schedule.
2. An Encroachment Permit is required for any work within the public right of way from the Roswell Department of Transportation. The contractor shall furnish and maintain all necessary barricades while roadway frontage improvements are being made. Contact John Wooten for Encroachment Permits and Traffic Control Plan approval at 770-594-6108.
3. A Tree Removal Permit is required for all trees 3-inch caliper or greater, if lot is over 1-acre.
4. A Tree Removal Permit is required for removal of specimen trees.
5. Tree protection fencing must be installed and approved by the City Arborist prior to issuance of The Land Disturbance Permit, as applicable. Contact the City Arborist at 770-594-6293 for inspection whenever specimen trees, buffers, or tree save areas are located on or adjacent to the site.
6. Construction is only allowed Mon.-Sat. between the hours of 7:00 AM and 7:00 PM; however this does not apply to any person performing construction activity at his or her residence, but such persons are subject to the noise restrictions set out in subsection 8.8.3(s) of the city code.
7. All construction shall minimally comply with the City of Roswell Standard Construction Specifications and Subdivision Regulations and the best management practices as set forth in the City of Roswell Soil Erosion, Sedimentation and Pollution Control Ordinance.
8. All silt barriers and construction entrance pads must be placed prior to any clearing and/or grading. No grading shall be done until silt barrier installation is complete and a Land Disturbance Notification is issued by the land development inspector.
1. Contractor must notify Land Development Inspector (770-594-6100) twenty-four (24) hours prior to beginning construction and at the beginning of each new phase or after a lull of more than 14 days. Contact your land disturbance inspector to schedule inspections.
9. Owner agrees to provide and maintain off-street parking on the subject property during the entire construction period.
10. Burning of debris or construction materials is not permitted within the City of Roswell.
11. Burial of construction materials is not permitted within the City of Roswell.
12. The owner/developer is responsible to coordinate with the US Army Corps of Engineers concerning permits or requirements when wetlands or streams are proposed to be disturbed on the property. Failure to request a determination of permit requirement before disturbing any wetlands or streams could result in penalties being imposed by the Corps of Engineers.
13. A City of Roswell Trenching Permit is required prior to any trenching activity. Contact your City of Roswell Land Development Inspector or call 770-594-6100 to obtain a trenching permit.
14. No additional drainage areas shall be diverted onto City right-of-way unless shown on the approved site plan(s).
15. All corrugated metal storm drainpipe shall be fully bituminous-coated galvanized steel or aluminized type II with re-rolled ends and bands.
16. All exterior lighting shall be placed so as not to directly illuminate adjacent property.

**CITY OF ROSWELL EROSION SEDIMENTATION AND POLLUTION CONTROL NOTES**

1. If applicable, the Contractor/Operator / Owner upon filing the NOI and NOT for the State NPDES Construction General Permit shall submit copies of the NOI and NOT to the City Engineer along with a copy of the certified mail receipt.
2. Notice is hereby given that all erosion and sediment devices and practices must be installed and maintained at all times. No further notice will be given. Any site upon which the Land Development Inspector finds any deficiency will be subject to an immediate enforcement action without warning. All sediment control will be maintained until all up gradient ground within the construction area has been completely stabilized with permanent vegetation and all roads/driveways have been paved.

## REQUIRED CITY OF ROSWELL CONSTRUCTION NOTES (2 of 2)

3. Prior to commencing land disturbance activity, the limits of land disturbance should be clearly and accurately demarcated with stakes, ribbons, or other appropriate means. The location and extent of all authorized land disturbance shall occur within the approved limits indicated on the approved plans. No clearing beyond the limits of disturbance shown on the approved plans shall be allowed.
4. No land disturbing activity or storage of materials within any tree save area shall be allowed.
5. The property owner and contractor are equally responsible for all erosion control activities.
6. All work shall be performed in accordance with the specifications in the Manual for Erosion and Sediment Control in Georgia and applicable updates thereto on the GASWCC website.
7. A construction site copy of the Erosion Sediment and/or Pollution Control Plan must be kept up to date. Revisions to the plan shall be approved by the City Engineer or assigned Plan Reviewer. It is the responsibility of the contractor to obtain qualified professional advice when questions arise concerning design and effectiveness of erosion control devices, not the City of Roswell.
8. Erosion control devices that are installed as directed by the Land Development Inspector but not shown on the approved plan and which also subsequently fail are the responsibility of the contractor.
9. The construction exit(s) shall be maintained in a condition which will prevent tracking or flow of mud on to public right-of-way or private roads. This may require periodic top dressing with stone, as conditions demands, and repair and/or clean-out of any structures used to trap sediment. All materials spilled, dropped, washed, or tracked from vehicle onto public/private roadway or into storm drain must be removed.
10. Type C silt fence fabric shall be comprised of Ga. Department of Transportation qualified products list (QPL) 36 for silt fence fabric. Type "A" silt fence fabric and construction may be allowed with prior written approval from the Land Development Inspector.
11. Silt fences shall not be placed in stream buffers, flood plains or across areas of concentrated flow. Check dams or rock filter dams, as appropriate are to be installed across areas of concentrated flow.
12. Topsoil shall be stockpiled and used to dress final grades.
13. Below all fill slopes greater than 25% and higher than 10 feet, a flat area length of 10 feet between the toe of the slope to the fence shall be provided.
14. All open drainage swales must be grassed, and riprap must be placed as required to control erosion. A minimum of 10 square yards of 40 lb. stone shall be placed at all headwalls or flumes.
15. Plan revisions which involve a hydraulic component must be revised by the design engineer and approved by the City Engineer.
16. Whenever feasible, natural vegetation shall be retained, protected and supplemented. The disturbed area and the duration of exposure to erosive elements shall be kept to a practicable minimum. Disturbed soil shall be stabilized as quickly as practicable; Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.
17. Temporary vegetation and/or heavy mulching shall be employed to protect exposed critical areas during development. In no case shall a critical area be left bare for more than seven (7) days.
18. All temporary and permanent seeding must be performed at the appropriate season. Ryegrass shall not be used in any seeding mixtures containing perennial species due to its ability to out-compete desired species chosen for permanent perennial cover.
19. Additional plantings will be necessary if a sufficient stand of grass fails to grow.
20. The Land Development Inspector will determine adequate cover of new plantings.
21. Grading equipment must cross flowing streams by means of bridges or culverts except when such methods are not feasible, provided, in any case, that such crossing is kept to a minimum.
22. Concentrated flow areas, all slopes steeper than 2.5:1 and with a height of ten feet or greater, and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.
23. All slopes steeper than 3:1 shall receive surface roughening treatment or be stabilized with GDOT approved erosion control blankets or soil reinforcement matting. Mowed slopes shall not be steeper than 3:1. All slopes must be protected until a permanent vegetative stand is established.



## PRE-CONSTRUCTION MEETING INFORMATION

All Land Disturbance Permittees need to schedule a **preconstruction meeting** with the assigned Land Development Inspector prior to any site activity. The preconstruction meeting provides an opportunity to meet the Roswell Land Development Inspector, discuss city regulations, enforcement protocol, project expectations, and identify critical areas that may require special attention during development.

The preconstruction meeting will be held onsite prior to any land disturbance activity or initial perimeter sediment controls are installed. If possible, the developer/owner, design engineer, and site contractors should be present. The Land Disturbance Permit (LDP) will not be presented until after the preconstruction meeting.

Items that will be covered during the meeting include:

- General City of Roswell Construction Requirements
- Initial erosion & sediment controls (E&SC), installation sequencing (Sd3, Re, etc.)
- State waters, buffers, and wetlands delineation
- Construction exit (Co) and LDP/site plan location
- Temporary vegetation (14 day rule) and dust control (Du)
- Conditions of Zoning
- Site inspections and enforcement procedures
- Department of Transportation issues, sight distance, and rights of way disturbance
- Final plat or plan requirements and procedures
- NPDES General Construction Permit Notice of Intent (NOI)
- Verify site contact information
- Utility or Right of Way Encroachment Permits

Upon installation of the tree protection fence, contact the Arborist at 770-594-6293, as applicable, for an inspection prior to installing any perimeter erosion control.

Contact your Land Development Inspector or call 770-594-6100 to schedule inspections or pre-construction meeting.

.....  
Other useful City of Roswell contacts:

- |   |              |
|---|--------------|
| • Tom Dunne, Land Development Inspector III               | 770-594-6442 |
| • Adrian McNear, Land Development Inspector I             | 770-641-3746 |
| • Brad Townsend, Land Development Inspector I             | 770-594-6179 |
| • John Wooten, Right of Way/Utility Coordinator           | 770-594-6108 |
| • Dan Skalsky, Environmental/Public Works Deputy Director | 770-641-3714 |
| • John Bolland, Chief Building Official                   | 770-594-6279 |