



**ROCKDALE COUNTY PLANNING AND DEVELOPMENT
LAND DISTURBANCE PERMIT SUBMITTAL**

SUBMIT:

- Application and Review Fees (see fee schedule).
- Stamped Civil Site Plans(digital).
- Stormwater Management Report (digital).
- Stormwater Design Certificate.
- Permit Application.
- Annotated Checklist (all departments).
- FEMA Elevation Certificate(if necessary).
- Email Addresses (pre-design and pre-construction meetings).
- Tax Commissioner Certification Form.

- The civil site plans will be distributed by the Department of Stormwater Management to the appropriate departments for review.
- **All comments are distributed via email to the Design Professionals two weeks from the submittal date.**
- **Mandatory \$100 plan review fee for the third plan review submittal.**
- All development proposing 1 acre of disturbance or more must provide the following:
 - Adhere to the Environmental Protection Divisoin (EPD) & Georgia Soil and Water Conservation Commission (GSWCC) regulations.
 - Provide the approved Notice of Intent (NOI) including the GAR Permit Number and Expiration Date (**Do not submit the NOI application to Rockdale County**).
 - Submit NPDES fees:
 - \$40 per disturbed acre to EPD. Provide the EPD GEOS receipt to Rockdale County.
 - Pay the \$40 per disturbed acre to Rockdale County’s Planning and Development Department.

Rockdale County contact information:

958 Milstead Avenue, Conyers, GA 30012	
P.O. Box 1495, Conyers, GA 30012	Monday through Friday, 8:00am to 5:00pm
Email: rcsw.review@rockdalecountyga.gov	Phone: 770 278-7120

ROCKDALE COUNTY PLANNING AND DEVELOPMENT
LAND DISTURBANCE PERMIT CHECKLIST
 (Page 1 of 2)

Project name:	Click here to enter text.
Property address:	Click here to enter text.
Developer name:	Click here to enter text.
Design professional:	Click here to enter text.

Submittals:

- Pre-Submittal Conference with Stormwater.
- Digital site plans and hydro report.
- Runoff Reduction Determination of Infeasibility Report.
- Linear Feasibility Report.
- Include Approved, Signed, Preliminary Plat.
- Tax parcel ID # (Tax Map Page + Section + Parcel #)
- Stormwater Design Certificate.
- Annotated Checklist per Rockdale County’s Plan Review Departments
- Show dumpster location. Minimum 10’ x 10’ concrete pad required. Minimum 12’ x 12’ inside dimension, if the enclosure is desired.
- All sheets of plans must be sealed by a professional engineer or landscape architect currently registered in the State of Georgia.
- Note on plan:** “Any Rockdale County infrastructure or property damaged during, or as a result of, construction of this project will be repaired or replaced to the satisfaction of Rockdale County.”
 [This includes, for example (but is not limited to) paving, curb, curb/gutter, shoulders, ditches, storm drainage pipes or structures; signs, water distribution lines or appurtenances, water treatment facilities, fire hydrants, valves, meters; wastewater sanitary sewer, collection lines or appurtenances, manholes or other structures, force mains, pump stations or appurtenances; landscaping or plant materials, including mulch, grassing, shrubbery, trees; structures of any nature, including fencing.]

LAND DISTURBANCE PERMIT CHECKLIST
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Tree Preservation and Replacement

- See enclosed checklist for ROCKDALE FORESTRY CHECKLIST

Zoning

- Show zoning district, re-zoning case # and list conditions of subject property and all adjoining parcels, if applicable.
- Show Board of Appeals or Administrative Variance case # and conditions, if applicable.
- Show floor area of buildings with breakdown for each type of use for nonresidential development.
- Show required and proposed building setbacks.
- Show total parking provided and parking required per UDO Ch. 222.
- Show required buffer areas and type of buffer.
- For property zoned Watershed Protection (WP):**

Note on plat: “All site development shall adhere to Rockdale County’s “Big Haynes Creek Watershed Protection Zoning District” ordinance Section 130-7.”

- Note on plat for reservoir buffer:** ”The land area extending outward for a distance of 150 feet from the normal pool elevation (735 feet means sea level) of Randy Poynter Lake is zoned WP subzone W-RB and is subject to County regulations prohibiting land-disturbance and other activities. Said land area also is subject to an undisturbed water protection conservation and flood easement in favor of Rockdale County, Georgia, recorded at Deed Book _____, Page _____. Additional Rockdale County and state restrictions also apply.”

Utilities

- See enclosed checklist for ROCKDALE WATER RESOURCES.
- See enclosed checklist for ROCKDALE COUNTY FIRE DEPARTMENT.

Erosion and Sediment Control

- See enclosed EROSION AND SEDIMENTATION CONTROL CHECKLIST.

Grading and Drainage, Stormwater Management

- See enclosed STORMWATER MANAGEMENT CHECKLIST.

Transportation

- See enclosed TRANSPORTATION CHECKLIST.



REQUIRED PRE-DESIGN CONFERENCE
PROJECT DESCRIPTION FORM
(Please bring at least 2 copies of concept plan to scheduled meeting)

Property Address:	Click here to enter text.		
Project Description:	Click here to enter text.		
	Click here to enter text.		
	Click here to enter text.		
Zoning:	Click here to enter text.	Land Lot:	Click here to enter text.
District:	Click here to enter text.	Parcel ID #:	Click here to enter text.
Owner:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone:	Click here to enter text.		
Email:	Click here to enter text.		
Developer:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone:	Click here to enter text.		
Email:	Click here to enter text.		
Design Professional:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone:	Click here to enter text.		
Email:	Click here to enter text.		



ROCKDALE COUNTY PLANNING AND DEVELOPMENT
DEVELOPMENT PERMIT APPLICATION

Project name:	Click here to enter text.		
Property Address:	Click here to enter text.		
Project Description:	Click here to enter text.		
	Click here to enter text.		
	Total Impervious:		
Total Acreage	Click here to enter text.	Acreage Disturbed:	Click here to enter text.
Number of Lots:	Click here to enter text.	Parcel ID #:	Click here to enter text.
Sewer <input type="checkbox"/>	Septic Tank <input type="checkbox"/>		
Owner:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone #:	Click here to enter text.		
E-Mail:	Click here to enter text.		
Developer:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone #:	Click here to enter text.		
E-Mail:	Click here to enter text.		
Design Professional:			
Name:	Click here to enter text.		
Address:	Click here to enter text.		
Phone #:	Click here to enter text.		
E-Mail:	Click here to enter text.		

**ROCKDALE COUNTY
DEVELOPMENT PERMIT APPLICATION
(Page 2 of 2)**

The applicant shall be responsible from the date of this permit or from the time of the beginning of the first work, whichever shall be the earlier, for any injury or damage of any kind resulting from this work, whether for basic services or additional services, persons or property. The applicant shall exonerate, indemnify and save harmless the County from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performances of this permit or by conditions created thereby or arising out of or any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the County, the defense of any and all claims, litigations and actions, suffered through any act or omission of the applicant or any sub-contractor or anyone directly employed under the supervision of any of them.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

Signature of applicant: _____ Date: _____

Company: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

STATE OF GEORGIA
COUNTY OF ROCKDALE



DESIGN CERTIFICATE
AS BUILT DETENTION FACILITY

I, the undersigned, a Registered Engineer / Landscape Architect in the State of Georgia, hereby certify that the Detention Facility (“Facilities”) for the project known as [Click here to enter text.](#)

lying in Land Lot [Click here to enter text.](#) of the [Click here to enter text.](#) District, Rockdale County, Georgia (has) (have) been constructed according to approved plans and specifications in accordance with Rockdale County requirements, inclusive of Rockdale County Unified Development Ordinance, Chapter 310.

This the [Click here to enter text.](#) day of [Click here to enter text.](#) 20 [Click here to enter text.](#)

Notary Public

GA Registration No. and expiration date:

[Click here to enter text.](#)

Seal:

Registered Engineer or Landscape Architect

GA License No. and expiration date:

[Click here to enter text.](#)



STORM WATER DESIGN CERTIFICATION

This Certification given this [Click here to enter text.](#) day of [Click here to enter text.](#), 20[Click here to enter text.](#), by [Click here to enter text.](#), hereinafter referred to as “Registered Engineer” or “Landscape Architect” to Rockdale County, Georgia.

WHEREAS, Rockdale County, Georgia has passed a Storm Water Management Ordinance, being Rockdale County Unified Development Ordinance Chapter 310, and

WHEREAS, the Registered Engineer / Landscape Architect has been hired to design Plans and Specifications for the development of certain property located in Rockdale County, Georgia; and

WHEREAS, the Registered Engineer / Landscape Architect desires to have Rockdale County, Georgia approve said Plans and Specifications.

NOW THEREFORE, for and in consideration of said approval by Rockdale County, Georgia, the Registered Engineer / Landscape Architect hereby represents and certifies that said Plans and Specifications as presented to Rockdale County, Georgia in the development of the property are identified as [Click here to enter text.](#), (“Project”) Land Lot [Click here to enter text.](#), District [Click here to enter text.](#), Rockdale County, Georgia, dated [Click here to enter text.](#), and certifies that said Plans and Specifications as presented meet all requirements of Rockdale County Unified Development Ordinance Chapter 310 for storm water management.

The undersigned Registered Engineer / Landscape Architect makes this certification and representation with the knowledge that Rockdale County, Georgia shall rely upon this certification and representation in approving said Plans and Specifications for the development of property in Rockdale County, Georgia.

This the [Click here to enter text.](#) day of [Click here to enter text.](#) 20[Click here to enter text.](#)

Notary Public

GA Registration No. and expiration date:

[Click here to enter text.](#)

Seal:

Registered Engineer or Landscape Architect

GA License No. and expiration date:

[Click here to enter text.](#)

REQUIRED PRE-CONSTRUCTION CONFERENCE

The following persons MUST attend the pre-construction conference for issuance of a Land Disturbance Permit:

- General Contractor
 - Erosion Control Inspectors
 - 24-hr. Contact per Approved Plans
 - GSWCC Design Professional
 - P&D Staff
 - RDOT Staff
- Rockdale County staff:
- Development Inspectors
 - Arborist and Forester
 - Stormwater Engineer
 - RWR Staff
 - Fire Dept. Staff

The following documents are to be brought to the pre-construction conference:

- Stamped Approved Construction Plans
- Copy of Notice of Intent (NOI) and return receipt (Under Georgia law, no permit can be issued by the Rockdale County until fourteen (14) days after the NOI is received by EPD).
- Fee for Land Disturbance permit, or receipt if previously paid
- NPDES Fee for Rockdale County (\$40 per disturbed acre) or receipt
- Copy of check or receipt for NPDES Fee paid to Georgia EPD

NOTE: Construction drawings should provide sufficient information and detail for the project to be constructed by a competent contractor. If there are unanswered construction questions or issues that require plan revisions, the Inspector will make the decision as to whether or not the permit will be issued. Changes to the approved plans must be either (1) marked in red on all sets of approved drawings, or (2) revised by the engineer on the construction drawings for re-issuance of approved, stamped plans and LDP.



TAX COMMISSIONER CERTIFICATION

UDO Sections 302-44 (b), 302-61 (b)(11), 302-62 (b)(9)

Date: [Click here to enter a date.](#)

Project Name: [Click here to enter text.](#)

Project Address: [Click here to enter text.](#)

Tax Parcel ID #: [Click here to enter text.](#)

Property Owner: [Click here to enter text.](#)

Owner Address: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

This certifies that all ad valorem taxes currently levied against the above property are paid.

Rockdale County Tax Commissioner



ROCKDALE COUNTY – LOCAL ISSUING AUTHORITY
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM
GEORGIA DEPT. OF NATURAL RESOURCES - EPD

Make payment to:
Rockdale County – Department of Stormwater Management

Primary Permittee:	Click here to enter text.	Project Name:	Click here to enter text.
Address:	Click here to enter text.	Project Address:	Click here to enter text.
	Click here to enter text.	County:	Click here to enter text.
	Click here to enter text.	City:	Click here to enter text.

Acres Disturbed in an area with a local issuing authority:
[Click here to enter text.](#) x \$40 per acre = \$[Click here to enter text.](#)

TOTAL FEE SUBMITTED = \$ [Click here to enter text.](#)

Check Number: [Click here to enter text.](#)

Submitted By:

Signature: _____ Date: _____

Print Name: [Click here to enter text.](#) Title: [Click here to enter text.](#)

ATTACH CHECK HERE

VOID IF SUBMITTED WITHOUT PAYMENT

O.C.G.A. 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Permit or License, as referenced in O.C.G.A. 50-36-1, from Rockdale County, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- I am a United States citizen.
- I am a legal permanent resident of the United States.
- I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: enter number here

**** Wait to be in front of the notary before signing ****

Enter applicant name here, the undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in Conyers, Georgia, this _____ day of _____, 20 _____ .

Notary Public signature

Applicant signature

GA Registration No. and expiration date:

Seal: