

# Houston County Engineering



## Commercial Development Checklist

### Submittal Process:

Submit five full size set of development plans and two sets of hydrology reports to Houston County Public Works Office. Public Works will distribute plan sets to the Water Dept, Fire Dept, Planning and Zoning, and Environmental Health (if necessary) for review/approval. If any services are to be provided by the city, the developer must submit directly to the city for approval. Houston County has 30 days to review/approve development plans. A pre-design conference is required prior to design and a pre-construction conference is required prior to construction.

### Land Disturbance Activity Permit (LDA) Fees:

Land Disturbance Permit fee of \$40 per disturbed acreage to Houston County Public Works.

### Plan Review Fees:

Initial review:	Free
Second review:	\$250
Third and subsequent review:	\$400
Review of revised approved plans:	\$150

### Requirements:

	Yes	No
1. Site Address, Lot number/location, Land Lot and Land District	<input type="checkbox"/>	<input type="checkbox"/>
2. Builder Names	<input type="checkbox"/>	<input type="checkbox"/>
3. Superintendent's Name (if different from 2)	<input type="checkbox"/>	<input type="checkbox"/>
4. Erosion & Sediment Controls	<input type="checkbox"/>	<input type="checkbox"/>
5. Setbacks	<input type="checkbox"/>	<input type="checkbox"/>
6. Approximate Acreage	<input type="checkbox"/>	<input type="checkbox"/>
7. Name, address, telephone number of both property owner and designer	<input type="checkbox"/>	<input type="checkbox"/>
8. North arrow and scale	<input type="checkbox"/>	<input type="checkbox"/>
9. Distance to nearest land lot line or right-of-way intersection	<input type="checkbox"/>	<input type="checkbox"/>
10. Date	<input type="checkbox"/>	<input type="checkbox"/>
11. Title or Project Description	<input type="checkbox"/>	<input type="checkbox"/>
12. Existing contours or spot elevations	<input type="checkbox"/>	<input type="checkbox"/>
13. Location of existing structures, curbs, drives, etc.	<input type="checkbox"/>	<input type="checkbox"/>

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|-----|--|--------------------------|--------------------------|
| 14. | Location of existing utilities (sanitary sewer, water, gas)                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Location of existing drainage facilities (Ditches, culverts, inlets)<br>w/elevations | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Hydrology study of pre-developed conditions to include, but not limited to:          |                          |                          |
|     | a. 2, 5, 10, 25, & 100 year storm peak flows   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | b. Area basin map  | <input type="checkbox"/> | <input type="checkbox"/> |
|     | c. Calculations supporting flow data   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Proposed contours or spot elevations   | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Location of proposed structures, curbs, drives, etc.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Stormwater Maintenance Agreement, if necessary                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Detail of pavement patch, if applicable  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Drainage layout, with elevations.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. | Utility layout, with elevations.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Floodplain limits, or negative statement   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Hydrology study of post-developed conditions to include, but not limited to:         |                          |                          |
|     | a. 2, 5, 10, 25, & 100 year storm peak flows   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | b. Delineation of post-developed flow basins   | <input type="checkbox"/> | <input type="checkbox"/> |
|     | c. Hydraulic calculations for storm water pipes                                      | <input type="checkbox"/> | <input type="checkbox"/> |
|     | d. Stormwater detention/retention calculations for 25 year storm event               | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Reviewed by Fire Chief.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Reviewed by P&Z  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Sewer/septic system review   | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Signed Certification of Design Form.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Copy of Engineer Insurance Certification   | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Is the development downstream of a dam?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Are all utility companies identified on the cover sheet?                             | <input type="checkbox"/> | <input type="checkbox"/> |