

EFFINGHAM COUNTY
PRELIMINARY PLAN SUMMITTAL FORM

OFFICIAL USE ONLY

Date Received: _____ Project Number: _____

Date Reviewed: _____ Reviewed by: _____

Name of Subdivision _____

Name of Applicant/Agent _____ Phone _____

Company Name _____

Address _____

Owner of Record* _____ Phone _____

Address _____

Engineer* _____ Phone _____

Address _____

Surveyor* _____ Phone _____

Address _____

*Information may be left blank if it is the same as indicated on the sketch plan submittal form

Water _____ Sewer _____

Total acreage of property _____ Acreage to be divided _____ Number of Lots Proposed _____

Zoning _____ Tax map – Block – Parcel No _____ - _____ - _____ Date of sketch plan approval _____

List all contiguous holdings in the same ownership: PIN(s) _____

Are any variances requested? _____ If so, please describe: _____

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This _____ day of _____, 20__.

Applicant

Notary

Owner

EFFINGHAM COUNTY

PRELIMINARY PLAN REVIEW CHECKLIST

OFFICIAL USE ONLY	
Subdivision Name: _____	Project Number: _____
Date Received: _____	Date Reviewed: _____ Reviewed by: _____

The following checklist is designed to inform applicants as to what is required in preparing subdivision construction plans for review by Effingham County. Applicants should check off items to confirm that it is included as part of the submission. **CHECKLIST ITEMS OMITTED CAN RESULT IN THE APPLICATION BEING FOUND INCOMPLETE AND THEREFORE DELAY CONSIDERATION BY THE BOARD.** This checklist must be submitted with the application.

Office Use	Applicant Use																												
Project Information:																													
	1. Proposed name of development.																												
	2. Legal description of parcel or copy of the existing recorded plat.																												
	3. Name, address, and telephone number of Developer.																												
	4. Names, addresses and telephone numbers of Owner and/or Applicant.																												
	5. Name, address and telephone number of design professional.																												
	6. Design professional's signed seal.																												
	7. North arrow on applicable sheets.																												
	8. Graphic scale (minimum 1"=20'; maximum 1"=100')																												
	9. Date of preparation and revision dates.																												
	10. Location map (1"=1000')																												
	11. Site data table to include:																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: center;">(a)</td> <td>Total area of site in square feet and acres.</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(b)</td> <td>Number of proposed dwelling units (residential).</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(c)</td> <td>Dwelling units per acre (residential).</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(d)</td> <td>Total square footage of building (commercial).</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(e)</td> <td>Total number of required parking spaces (commercial).</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(f)</td> <td>Total number of proposed parking spaces (commercial).</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">(g)</td> <td>Total number of lots and total acreage.</td> </tr> </table>			(a)	Total area of site in square feet and acres.			(b)	Number of proposed dwelling units (residential).			(c)	Dwelling units per acre (residential).			(d)	Total square footage of building (commercial).			(e)	Total number of required parking spaces (commercial).			(f)	Total number of proposed parking spaces (commercial).			(g)	Total number of lots and total acreage.
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	12. Separate plan sheet for: (sheets may be separated if necessary)																												

		(a)	Layout Plan.
		(b)	Water Supply System and Sanitary Sewer System/On-site Septic Details.
		(c)	Paving, Grading, and Drainage.
		(d)	Neighborhood Grading & Drainage Plan.
(a) Layout Plan:			
Existing Conditions:			
			1. Dimensions of all property lines.
			2. Current zoning district classification.
			3. Lot lines and zoning classifications. Building footprints on all adjoining lots may also be requested in certain cases.
			4. Copy of existing plat with proposed revision, if applicable.
			5. Location of city limit lines and county lines, if applicable.
			6. Existing buildings, structures, fences, pavement widths, right-of-way widths, easements, adjoining roads, railroads, etc. to remain or be removed.
			7. Locations, size and material of existing wells, water mains, water valves, tees, crosses, hydrants, meters, etc. – including depth of pipe (existing shown as dashed line).
			8. Locations, size and material of existing sanitary sewer lines and force mains, lift stations, manholes, etc. – including all invert elevations (existing shown as dashed line).
			9. Locations, size and material of existing storm sewer lines, catch basins, etc. – including all invert elevations (existing shown as dashed line).
			10. Locations of scheduled GA DOT or County road improvements within project limit.
			11. Existing sidewalks, streets, alleys, cul-de-sacs, driveways, parking areas, etc. to remain or be removed.
			12. Existing utilities including street or parking lot lighting, electric, wells and septic tanks.
			13. Natural or man-made watercourses and bodies of water and delineated wetlands, if any, or statement that none are present.
			14. Limits of flood plain, if any.
			15. Existing topography at one (1) foot contour intervals.
			16. Existing soils map information, including a Level Three soils study, for on-site septic systems.
Proposed Features:			
			1. Layout and dimensions of all proposed lots including area (include lot numbers and block letters).
			2. Proposed building setback lines, easements, covenants, reservations, and right-of-ways.
			3. Location of proposed concrete monuments/markers.
			4. Proposed new streets, sidewalks, alleys, driveways, parking areas, etc.

	5. Proposed street names.
	6. Proposed new buildings and structures (identify entries and exits), excluding residential.
	7..Proposed exterior building mounted or freestanding lighting.
	8. Proposed easements for utilities (including water, sewer, and electric), drainage, etc.
	9. Slopes, terraces, or retaining walls.
	10. Proposed retention/detention facilities.
	11. Proposed fences (indicate type of fence and location of gates).
	12. Location and elevations of all proposed flush-mounted and freestanding signage.
	13. Pavement markings, signage (stop signs, streets signs, etc. labeled as such).
	14. Landscape plan, if landscaping is proposed.
	15. Plans to protect or alter wetlands, if any, and copy of COE permit, if applicable.
	16. Location of outdoor refuse containers and method of disposal, excluding residential.
	17. Any locations intended for the outdoor display or storage of goods and merchandise.
(b) Water Supply System:	
	1. Layout of proposed water lines, specifying size and material, and showing all appurtenances (proposed shown as solid line).
	2. Depth of cover over proposed water lines is indicated on plan.
	3. Details of proposed wells including well house, pumps, valves, piping, chemical feed facilities, foundation and stand-by power provisions, in accordance with Effingham County Water System Specifications and EPD's Minimum Standards for Public Water Systems.
	4. Design calculations to verify adequacy of water pressure and backflow prevention (if necessary). Fire protection design based upon ISO Guidelines.
	5. Water valves 8"and larger placed in manhole.
	6. Waterline easements (7.5' min. each side from centerline of waterline).
	7. If easements are required for public utilities, easement shall be dedicated to Effingham County (show as shaded).
	8. Pipe separation distances called out at crossings for water crossing over or under storm and sanitary sewer pipe.
	9. All notes related to water system construction shown in plan set.
	10. Details of water service, connections, thrust restraint, backflow preventors (if required), hydrants, valves, pipe bedding, etc.
Sanitary Sewer System:	
	1. Existing topography at one (1) foot contour intervals
	2. Layout of proposed sanitary sewer lines and force mains, specifying size and material, and showing all manholes, pump stations, valves, thrust restraint, etc (proposed shown as solid line).

	3. Number all manholes.
	4. Hydraulic calculations to verify sewer capacity and flows are within acceptable limits (submitted under separate cover from construction plans).
	5. Sanitary sewer easements (7.5' min. each side from center line of sewer line).
	6. Easements to be dedicated to Effingham County Utilities for maintenance of sanitary sewer lines installed outside proposed right-of-ways (show as shaded).
	7. Pipe separation distances called out at crossings for sanitary sewer crossing over or under water and storm sewer pipes.
	8. All notes related to sanitary sewer construction shown in plan set.
	9. Details of proposed manholes, manhole covers (must be labeled as standard, vented, sealed, etc.), lift stations, etc.
	10. Plan and profile sheets are provided for all sanitary sewers, except service laterals.
	11. Proposed manholes are labeled with rim and invert elevations, and their locations accurately identified (e.g., bearings provided).
	12. Where septic systems are being replaced by County public sewer system, plan must contain note regarding how septic system will be decommissioned and who will be responsible.
	13. For pump station design, attach design calculations with pump curves.
	14. Oil/grease trap location & details (if required).
	15. Details of sewer service connections, pipe bedding, etc.
On-site septic systems	
	1. Details of proposed on-site sewage treatment systems and septic tanks in compliance with the Effingham County Health Department requirements.
(c) Paving and Grading:	
	1. Existing topography at one (1) foot contour intervals.
	2. Proposed topography at one (1) foot contour intervals, spot elevations, or sufficient final grades shown.
	3. Layout of streets, roads, road names, grades, cross-sections.
	4. Proposed new sidewalks, streets, alleys, driveways, parking areas, etc.
	5. Profiles for new streets and roads.
	6. Base and paving typical sections.
	7. Existing buildings and structures are identified to remain or be removed.
	8. Designation of proposed use of lots to be used for other than single-family residential.
	9. Proposed fences (indicate type of fence and location of gates).
	10. Slopes, terraces, or retaining walls.
Drainage:	
	1. Existing topography at one (1) foot contour intervals.

		2. Layout of proposed storm sewer pipe, inlets, catch basins, etc. (proposed shown as solid line). Include details.
		3. All structures numbered and labeled with rim and invert elevations.
		4. Proposed retention/detention facilities with adequate emergency overflow structure to discharge the 100-year storm event without overtopping.
		5. Plans to protect or alter wetlands, if any.
		6. Proposed grading and drainage topography at one (1) foot contour intervals, spot elevations, or sufficient final grades shown.
		7. Profile of storm sewer, including proposed streets, showing natural and finished grades.
		8. Closed pipe system hydraulic calculations and hydraulic calculations with routed hydrographs to verify capacity of the detention facility. System must accommodate runoff for, 24-hour rainfall, and detention facilities must provide adequate storage volume to maintain a post-development runoff rate equal to or less than the pre-development runoff rate in accordance with the Effingham County Water Resources Protection Ordinance and the Stormwater Management Local Design Manual.
(d) Neighborhood Grading and Drainage (Residential Only):		
		1. Existing topography at one (1) foot contour intervals.
		2. Proposed grading and drainage at one (1) foot contour intervals, spot elevations, or sufficient final grades shown.
		3. Proposed new buildings and structures.
		4. Minimum house finished floor elevations.
		5. Minimum garage finished floor elevations.
		6. Proposed lot drainage plan for each lot.
		7. Proposed lot numbers shown in bold.
		8. Proposed street and road centerline elevations every 100 feet.
		9. One-hundred year flood demarcation line.
		10. Proposed easements as required.

The undersigned (applicant) (owner), hereby acknowledges that the information contained herein is true and complete to the best of its knowledge.

This ____ day of _____, 20__.

Applicant

Notary

Owner