

## **CHATHAM COUNTY LAND DISTURBANCE ACTIVITIES PERMIT PROCESS:**

**PLEASE BE ADVISED:** The project **WILL NOT** be processed if all documents listed below are not included in the submittal.

### **1. Project Submittal**

- Submittals can be sent electronically to ([jjohnson@chathamcounty.org](mailto:jjohnson@chathamcounty.org) & [ssellers@chathamcounty.org](mailto:ssellers@chathamcounty.org)) Fee needs to be mailed or dropped off. *Do not accept credit cards.*
- **Items to be submitted for Construction Projects that require Development Permits:**  
Cover Sheet or Letter, Land Disturbance Activities Application, Fee, Content Review Checklist, Site & Construction Plans, Hydrology Report
  - a. Site & Construction Plans **must** include below:
    - Grading plan
    - Storm Drainage plan
    - Sanitary Sewer Plan
    - Landscape Plan
    - Erosion Control Plan
  - b. Hydrology Report **must** include:
    - Coastal Stormwater Supplement (CSS)
      - ❖ CSS Exhibit
      - ❖ Infiltration Test
      - ❖ Maintenance Agreement Draft

### **2. Project submittal is processed and reviewed, then Engineering Department sends out reviewer's comments to Project Engineer electronically.**

- List of External Agency's that may need to review project:
  - Metropolitan Planning Commission (MPC) – Planning Department
  - Army Corp of Engineers
  - Department of Natural Resources
  - Georgia Department of Transportation
  - Georgia Environmental Protection Division
  - National Resource Conservation Service
  - Department of Public Health
  - Savannah / Hilton Head International Airport
  - City of Savannah Water & Sewer
  - Georgia Coastal Resource Division

### **3. Project Engineer submits response to comments and revised plans **electronically** to [jjohnson@chathamcounty.org](mailto:jjohnson@chathamcounty.org) & [ssellers@chathamcounty.org](mailto:ssellers@chathamcounty.org)**

- **After the 3<sup>rd</sup> review then 25% of original fee will need to be paid and for each subsequent review after.**

4. Once plans are approved, then submit 3 sets of plans to the Engineering Department to be stamped. *(to 124 Bull St. Room 430 on the 4<sup>th</sup> Floor)*
5. If a CO is not required at the end of proposed project, then a **Completion Bond** is required along with a cost estimate of work on letterhead with signature by Professional Engineer.
  - If under a \$100,000.00 then you may submit a check.
6. Plans & Approval Letter can be picked up from the Engineering Dept. Once you receive the approval letter and approved plans, this allows permission to install the ***Initial Erosion Sedimentation Control Best Management Practices (BMP)***. (Only Land Disturbance for initial BMP's is allowed.)
7. Once the BMP's are installed correctly, the Project Engineer shall send Chatham County a 7-Day letter and a Notice of Intent (NOI).
8. Once Chatham County receives the 7-Day letter and the NOI, we will notify the Inspector. Either the Contractor or the Developer will call Inspector and set up a Pre-Con. *(Remember, a set of stamped approved plans must be present at the Pre-Con.)*
9. When the Pre-Con inspection passes, the County will provide an Approval Letter and a Green Card Permit.
10. CONSTRUCTION REQUIREMENTS:
  - 48-Hour inspection notice request for any inspection
  - Preliminary As-Built required prior to Final Inspection Request
  - Permanent Stabilization is required prior to Final Inspection
  - 2yr Landscape Installation and Maintenance Bond required when Irrigation System is absent, if plant material is of unacceptable quality or missing, or Otherwise deemed necessary per the County Arborist.
  - Must submit Digital Record Drawings with GIS Layers before the Certificate of Occupancy is issued.
  - Submit Elevation Certificate
  - Submit Notice of Termination (NOT)
11. Must submit preliminary As-Built. If it is a phased project, **Landscape As-Built**s must be submitted **per phase**.