

**CITY OF ALBANY
ENGINEERING DEPARTMENT
CHECKLIST FOR COMMERCIAL SITE PLANS**

Project Name

Project Location

Reviewed By:

Approval Date: _____ **Rejection Date** _____

Existing Property Information

- Boundary and Topographical Survey prepared by a Registered Land Surveyor licensed in the State of Georgia to consist of the following as a minimum:
 - Property lines with bearings and distances
 - Bearing and distance, preferably along existing street right-of-way, to nearest street intersection
 - If property is part of existing subdivision, show lots and block information.
 - Street Address
 - Existing aboveground features especially buildings and other impervious features. As a minimum, provide information to the centerline of existing streets adjacent to proposed development.
 - Existing one (1) foot contours and spot elevations provided referenced to mean sea level. An assumed datum is not acceptable.
 - Show benchmark and datum
 - Graphical scale and north arrow
 - Existing underground features such as utilities, underground storage tanks, etc. must be indicated. Provide size, location, use, or other pertinent information about the item shown.
 - Show location, size, and elevations of all existing sanitary sewer appurtenances adjacent to proposed development. Show all easements related to sanitary line.
 - Show location, size, and elevations of all existing storm sewer appurtenances adjacent to proposed development. Show easements associated with storm drainage system.
 - Current zoning of the property and if zoning changes are anticipated, provide proposed zoning
 - Provide minimum building setback lines
 - Provide survey of wetland areas, if any

Commercial Site Plan Checklist Page 2

- If site receives storm water runoff from adjacent property, provide topographical information of these areas.
- Provide floodplain or floodway information as shown on the latest edition of the flood maps. Information shown should include floodplain or floodway boundaries, 100-year flood elevation or flood elevation established by City Engineering Department for Unnumbered A Zones.
- Existing Trees or Tree areas to utilized in tree count.
- Identify existing rights-of-way adjacent to development. For State Routes, provide information as to whether roadway is state route, or other classification.
- Identify governing or reviewing authority for rivers or streams adjacent to proposed development
- Provide owners names and zoning of adjacent property

Proposed Improvements

- **Site information to include the following:**
 - In accordance with City Ordinance 86-100, Site Plans shall be prepared by Professional Engineer registered and licensed in the State of Georgia.
 - Provide finish contours at 1' intervals and spot grades where necessary to clearly define grading and overland drainage. This includes all areas that are to be disturbed by construction activities.
 - Show location of proposed advertising signs. According to the latest Sign Ordinance, sign shall not be located in a 25' by 25' right-of-way miter at street intersections.
 - Provide waste collection method in accordance with Section 14-52(3) of the City Code. This may be a dumpster pad or other approved method which shall. Be determined at the predevelopment consultation.
 - Provide a pavement section of sufficient strength to accommodate the ingress and egress of solid waste collection vehicles. Areas should include but not be limited to driveways, lanes, and turnaround areas.
 - Location of waste collection areas should allow for ease of ingress and egress, minimize disturbance of the business operation, and should not be located where existing utilities may be a hindrance to collection such as overhead power lines.
 - Provide minimum requirements for sedimentation and erosion control if site is less than 1.0 acre or is deemed to be a minor disturbance (determined at predevelopment consultation).
 - If site is greater than or equal to 1.0 acre, development must comply with the latest edition of the Sedimentation and Erosion Control Ordinance. Refer to the checklist for the Sedimentation and Control Ordinance.
 - Provide calculations and forms to comply with the Tree Ordinance. Refer to checklist for Tree Ordinance.

- Show all proposed building, parking, or driveway improvements. Provide areas of improvements proposed (required for determination of tree ordinance category or to determine if development is a minor land disturbing activity and exempt under the City of Albany Sedimentation and Erosion Control Ordinance).
- Provide all information about curb cuts or driveways including but not limited to width, radii, construction material, and elevations. Design of driveways will consider ease of ingress and egress of vehicles and should carefully consider the vertical transition from the street cross slope and the driveway slope and vice versa.
- Provide information concerning proposed widening of adjacent roadways or alleys. This includes any requirements to provide acceleration or deceleration lanes.
- **Storm water management information to include the following:**
 - Drainage areas both pre-developed and post-developed especially if runoff is being significantly altered or diverted to discharge to areas other than current location. Include all off-site drainage areas.
 - If detention is required (to be determined at the pre-development consultation), provide hydrology calculations using the Universal Rational Method or the Soil Conservation Service TR-55 Method. Calculations should be provided for the 2,5,10, 25, 50, and 100-year storms.
 - If retention is required (to be determined at the pre-development consultation), ponds should be designed to handle 12" of runoff from the drainage basin. The runoff coefficient for the pond area itself should be considered as 0.95.
 - Pond designs should provide for a minimum radius of 5' at the base of the slope with the radius increasing in conjunction with the side slopes of the pond. Regional ponds should have a greater minimum radius to facilitate maintenance. All volume calculations are to reflect the pond design with the radii.
 - Provide calculations for inlet capacity, curb capacity, pipe capacity, or open channel capacity. Provide velocity information.
 - Show roof drainage, both slopes and discharge methods.
 - Plan and profiles required (see sanitary sewer collection)
- **Sanitary sewer collection system to include the following:**
 - Development is required to connect to sanitary sewer if it is within 500' of an existing sewer and if sufficient depth and capacity exist.
 - Provide sewer connection from existing sewer. Information to include method of connection to existing city sewer, elevations, size, grade of proposed sewer.

Commercial Site Plan Checklist Page 4

- Extend sanitary sewer across property so adjacent property owner can be served so adjacent property owner can continue the extension process with little or no disturbance to proposed development.
- All sanitary sewer design and installation shall comply with the latest requirements of the "Ten State Standards" and the "City of Albany Standards", whichever is more stringent.
- Locating tape and 14 gauge wire to be installed on lines
- PVC pipe must be installed with required bedding
- Sewer extensions of 36 inch diameter or larger must be submitted to the EPD Division of the GA DNR
- Pumping Station with a pump capacity greater than 700 GPM must be submitted to the EPD Division of the GA DNR
- Plan and Profile drawings may be required. To be determined at the pre-development consultation. Plan and Profile drawings shall show as a minimum the following:
 - Sewer stationing in both the plan view and the profile.
 - Invert and rim elevations at all manhole structures in both views.
 - Consistent identification of structures in both views.
 - Pipe grades, size, and material in both views.
 - Show elevations and clearances at all utility and storm drainage crossings.
 - Horizontal scale shall be 1" = 20' and vertical scale shall be 1" = 5'.
- Sampling manholes shall be provided in accordance with City Code Section 28-7 C.11, F (1) & (2) for all food service facilities or strip shopping centers where food service facilities may later locate.
- Engineer to confirm treatment capacity available with Public Works Department
- Determine that transport capacity is adequate
- No CSO impact
- Sanitary sewers installed in County must be accompanied with an approved Report of Technical Review for E & S from reviewing agency.

Fees or Charges Related to Site Plan Review and Approval

Sedimentation and Erosion Control-Application Fee \$ _____

Erosion and Sedimentation (HB 285) Permit Fee
\$80 per acre.

_____ Acre(s) x \$40 to City of Albany \$ _____

Total to City of Albany \$ _____

Fee paid to Department of Natural Resources-EPD

NOI to discharge storm water filed

Note: Any changes in the approved plans must be submitted by the developer's engineer to the City Engineering Department for review and approval prior to commencement of proposed changes.