

Houston County Engineering



Subdivision 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. Description of Adjacent Land - Use, Topography, ownership, Land Lot, Land District	<input type="checkbox"/>	<input type="checkbox"/>
2. Soil Description Plan	<input type="checkbox"/>	<input type="checkbox"/>
3. Erosion and Sediment control methods	<input type="checkbox"/>	<input type="checkbox"/>
4. Construction schedule	<input type="checkbox"/>	<input type="checkbox"/>
5. Permanent vegetative stabilization - grassing specs	<input type="checkbox"/>	<input type="checkbox"/>
6. Stormwater Management		
a. Calculations - rational or scs	<input type="checkbox"/>	<input type="checkbox"/>
7. Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing Contours < or = to 5'-10' intervals	<input type="checkbox"/>	<input type="checkbox"/>
9. True North Arrow	<input type="checkbox"/>	<input type="checkbox"/>
10. Existing drainage areas plan - flow arrows	<input type="checkbox"/>	<input type="checkbox"/>
11. 100 Year Flood Plain	<input type="checkbox"/>	<input type="checkbox"/>

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|-----|---|--------------------------|--------------------------|
| 12. | Scale > or = to 1"=100' | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. | Stamped "Preliminary Plan" & "Not for Recording" | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. | Numerical Scale | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. | Graphical Scale | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. | Date | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. | Name and address of both owner and Designer | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. | Acreage to be subdivided | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. | Professional registration stamp | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. | Existing utilities and their respective easements | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. | Propose easements - labeled and dimensioned | <input type="checkbox"/> | <input type="checkbox"/> |
| | Storm Pipe diameter up to 30" = 20' Easement. Pipe 36" to 66" = 30' Easement. | | |
| 22. | R/W width > or = to 60' ; 100' on cul de sacs | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. | Plan and Profile | | |
| | a. Vertical curves - Lmin = 15 (g1-g2) | <input type="checkbox"/> | <input type="checkbox"/> |
| | b. SSD > or = to 200' | <input type="checkbox"/> | <input type="checkbox"/> |
| | c. Cover over pipes and culverts | <input type="checkbox"/> | <input type="checkbox"/> |
| | d. 0.5% < or = to street grade < or = 12% | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. | Water Distribution System | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. | Length of Dead end streets < or = 500' | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. | Distance between curb inlets < or = 500' | | |
| | a. does curb inlet have necessary capacity (max flow = +/- 10.08cfs) | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. | Typical section of roadway | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. | Stationing of road centerline (station to R/W @ cul-de-sac) | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. | Temporary turn around provided at dead ends during phased construction | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. | Radii of cul-de-sac > or = 40'; > or = 50' R/W | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. | Accel & Decel @ entrance, if necessary | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. | Construction Details | <input type="checkbox"/> | <input type="checkbox"/> |

- 33. Storm Drainage structure system
 - a. Adequate size for design storm
 - b. Culvert crossings 14ga. CMP or Class III Concrete
 - c. Invert Elevations
 - d. Pipe Grades > or = 0.5%
 - e. proper outlet structures
- 34. Minimum radii of centerline data = 100'
- 35. Curb line radii > or = 20'
- 36. Shoulders with Curb & Gutter > or = to 8' wide w/ 1/2"/ft. fall
- 37. Maximum slope = 2:1
- 38. Does road create a dam on any lot?
- 39. Has off-site drainage been accounted for?
- 40. Does site distance on existing roadway meet criteria for intersecting roadways?
- 41. Has Design Certification Form been signed?
- 42. Are easements across adjacent properties needed?
- 43. Is headwater depth of pipes receiving water from Right-of-way
at an elevation lower than the road?
- 44. Has Fire Chief reviewed hydrant locations?
- 45. Has septic/sewer system been approved?
- 46. Copy of Engineer's Insurance Certificate.
- 47. Confirmation of contact with USPS of new development.
- 48. Downstream of Dam
- 49. Identify Utility Companies Contact on cover sheet.
- 50. What is calculated flows in gpm as well as the projected static and residual pressures?
Water Department to perform pressure test