

POOL PERMIT – SINGLE FAMILY



DOCUMENTS YOU WILL NEED

1. Pool Permit Package
2. Contractor – copy of state and business license

IMPORTANT INFORMATION

If your lot has septic or a well, approval from the **Fulton County Environmental Health Department** is required in the permit application.

You will also need **Fulton County Water Department** approval (or evidence of existing backflow preventor)

***NOTE:** These forms are in addition to the site plans, pool plans or other outside documentation (i.e. Fulton County Water and/or Fulton County Environmental Health Department approvals). If you fail to provide all required documentation, issuance of your permit will be delayed.*

ADDITIONAL FORMS YOU MAY NEED

1. **Variance Application** - If your plans fall outside of the limits of the zoning ordinance. (i.e. setback requirements), you will be asked to submit a Variance Application.
2. **Building Permit** - If you are building a new structure (pool house, fireplace, wooden deck or pump house) you will need to apply for a Building Permit.

CONTACT NUMBERS

Community Development Department (678)242-2545
Chief Building Official – Gary Mullinix (678)242-2547
Plans Examiner – Rick Slay (678)242-2582
City Arborist – Mark Law (678)242-2552
Fulton County Environmental Health Services (404)332-1801
Fulton County Water/Sewer (404)612-7518

Building Guide for Homeowners														
	<h1 style="margin: 0;">SWIMMING POOLS</h1>													
<div style="display: flex; align-items: center;">  <div style="background-color: #0000FF; color: white; padding: 10px; margin-left: 10px;"> <h2 style="margin: 0;">DID YOU KNOW?</h2> </div> </div> <ul style="list-style-type: none"> The suction from a pool drain can be so powerful that it can hold an adult under water. Most drain related incidents involve children. Consider installing a Safety Vacuum Release System (SVRS), which detects when a drain is blocked and automatically shuts off the pool pump or interrupts the water circulation to prevent entrapment. Nearly 9 of 10 drowning related deaths happen while a child is under some form of supervision, according to a Safe Kids Worldwide study. Beyond the fun and fitness they provide, an inground pool raises the home's value nearly eight percent according to the National Association of Realtors! (Pool & Spa Living, May 2008) 	<h2 style="text-align: right; color: #000080;">Why Do I need a Permit?</h2> <p>There are many important reasons to obtain building permits and to have inspections performed for your construction project the following are just a few.</p> <p>Protects property values</p> <p>Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.</p> <p>Saves Money</p> <p>Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.</p> <p>Makes Selling Property Easier</p> <p>Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.</p> <p>Improves safety</p> <p>Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances resulting in a safer project.</p> <p>It's the Law</p>													
<p>The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.</p>	<div style="background-color: #0000FF; color: white; padding: 5px;"> What do I need in order to apply for a building permit? <i>The following must be submitted:</i> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%;"><input type="checkbox"/> Site Plan</td> <td style="width: 50%;">Page 2</td> </tr> <tr> <td><input type="checkbox"/> Plan Requirements</td> <td>Page 2</td> </tr> <tr> <td><input type="checkbox"/> Required Inspections</td> <td>Page 3</td> </tr> <tr> <td><input type="checkbox"/> Fence Detail</td> <td>Page 4</td> </tr> <tr> <td><input type="checkbox"/> Contact Information</td> <td>Page 4</td> </tr> <tr> <td><input type="checkbox"/> Permit Application</td> <td></td> </tr> </tbody> </table> <div style="text-align: right;">  </div>		<input type="checkbox"/> Site Plan	Page 2	<input type="checkbox"/> Plan Requirements	Page 2	<input type="checkbox"/> Required Inspections	Page 3	<input type="checkbox"/> Fence Detail	Page 4	<input type="checkbox"/> Contact Information	Page 4	<input type="checkbox"/> Permit Application	
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<input type="checkbox"/> Contact Information	Page 4													
<input type="checkbox"/> Permit Application														

What is a Site Plan?

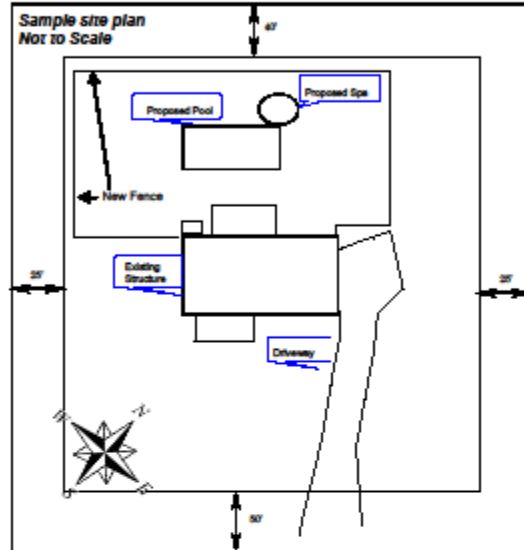
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

What is REQUIRED for a Permit?

☐ Provide copies of the SITE PLAN

Notes:

1. Structures must meet zoning requirements.
2. A survey from a registered land surveyor will be required if your project is located within the setbacks or in a protected area. A variance from the city may also be required.
3. If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
4. If you are on a septic tank, you may be required to have approval from the county health department prior to submitting your pool application.
5. If you do not know the location of your utilities, contact the Utility Notification Center. (Remember to ask them about the cost of this service)
6. Certificate of elevation may be required on any lot of record that includes or abuts any portion of a flood plain.
7. Entry to your pool must be secured, and a fence or other barrier must be shown on the site plan.



Construction Plan Requirements

What is REQUIRED for a Permit?

- ☐ Provide copies of a POOL PLAN, drawn at a legible scale. Such plans shall include details, drawings, and notes that sufficiently describe the work to be done and clearly shows building code compliance: Include the following:
- Address, lot number, owner's name & contact information, designer's name & contact information, list of plan pages in the set.
 - Dimensioned, detailed plans showing pool location, decking, fencing, equipment location, retaining walls, spas, pool house location, fire pits, etc.
 - Location of electric meters & panels, pool heater gas lines, overflow, backwash, pool fill, etc.

- Profile section of pool
- Entrapment protection provisions
- Heated pools require covers or other energy conservation measures per International Energy Code Section 504.7.3
- Any additional information needed to show ANSI/NSPI compliance
- Include any notes or statements on the plan that clarify what work is to be by the pool contractor and what work is to be completed by the property owner
- Notes and/or statements on the plans that clarify who will be responsible for alarm installation, fencing and landscape requirements.

NOTES

- Separate structures (Pool houses, outdoor fireplaces, etc.) all require a separate permit.
- For above ground pools purchased as a "do-it-yourself" kit, you must provide the pool manufacturer's printed product literature, installation instructions, and pool deck/stair construction details.

Tips on hiring contractors

- ♦ Hire only licensed contractors
- ♦ Get at least 3 bids—Get 3 references, and ask to see a project
- ♦ Get it in writing - but before you sign the contract, make sure you completely understand
- ♦ Don't make final payment until you have a Certificate of Completion (CC) and you are satisfied
- ♦ Have the contractor apply for the required permits

What the inspector will look at: Required Inspections

1. Pool Structure.

IN GROUND POOLS (Basket)

- Made after the pool has been excavated and cleaned of all loose soils, debris, and organic matter all required forms are in place and properly supported
- All drain and circulation piping is in place and under required test.
- All reinforcement steel is in place, properly tied, and supported with concrete bricks or approved chairs to guarantee the required 3" minimum cover.
- All electrical conduits, lighting fixtures (or shells), etc are in place and properly supported.
- All supports or sockets for ladders, diving boards, etc are in place and properly supported.
- The Basket is completely ready for shotcrete.
- For in ground pools not constructed as above (vinyl liners, fiberglass shell), the manufacturer's installation instructions, NSPI Installation Standards, and/or structural installation plans sealed by a Georgia Registered Design Professional must be on site at all times during construction.

ABOVE GROUND POOLS

Made after erection of the pool structure and before any structural members and connections are covered. The installer must provide safe access to all areas of the pool, have the Manufacturer's installation instructions on site at all times, and be ready to perform any tests of connections required by the inspector.

2. **Circulation/Drain Piping Test.** To be made with a basket inspection listed above. A water pressure test of 1½ times (150%) the maximum operating pressure is required. Bypass the pool equipment and do not exceed the piping maximum test pressure for the piping.

Exceptions

- Air pressure test of not less than 35 psi (if allowed by the piping manufacturer)
- Listed pre-fabricated package pool assemblies do not require pressure tests.

3. **Electrical Bonding.** Made when all metal parts of a pool structure, deck bonding grid, and equipment is properly bonded together and ready to be covered. **Note:** Depending on pool design and site conditions, this inspection may require several trips to be completed and shall be at the inspector's discretion.
4. **Back Flow.** Made prior to or with the final pool inspection. State law requires backflow prevention for all pools connected to a potable water supply. If the pool fill has an indirect connection, protection is usually not required. **Note:** Building inspectors do not make backflow inspections, but will check pool fills for compliance. Only state Certified Backflow Testers perform and Certify backflow tests. See www.gwpca.org for more information. Written certification of passing the test must be provided to the city before a Certificate of Completion is issued.
5. **Gas Piping.** Made at any time during construction but before Final inspection. A gas pressure test of at least 1½ times (150%) the gas system operating pressure, but not less than 3 psi, is required. Piping must be under pressure with a working gauge for inspection. **Note:** Gas piping may not be covered or concealed without passing this inspection.
6. **Electrical System.** Made at any time during construction but before Final. All of the electrical system, including low voltage systems, must be in place and ready for electrical rough-in inspection. The system must meet the requirements of NEC 680 for locations, GFCI protection, bonding, etc. **Note:** Underground electrical may not be covered or concealed without passing this inspection.

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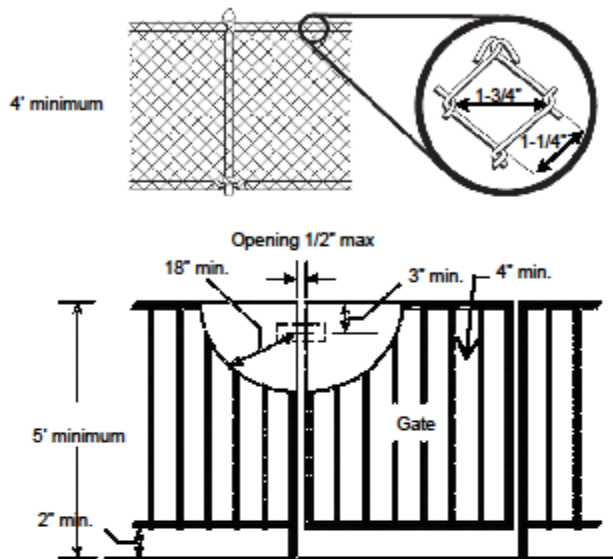


REMINDER:

Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the application and plans.

Construction Details

Fence and Gate Barriers



- A fence or other permanent barrier, such as a wall, is required to be completely around the pool. If the house is part of the barrier, the doors leading from the house to the pool must be protected with an alarm.
- The fence or other barrier must meet the height requirements in city code (4' minimum).
- Details for a chain link fence barrier is shown. A 1-3/4 x 1-1/3" maximum opening allowed.
- Details for a vertical fence barrier is shown. A 4" maximum opening allowed.
- Gate must swing outwards away from pool.

Required Inspections (cont.)

7. **Permanent Fence.** Must be complete, with entry warning alarms working, prior to filling the pool with water. May be done at anytime during construction. **Note:** Construction safety barriers must remain in place until permanent fencing is 100%.
8. **Pool Final.** Made after the pool and all associated construction is complete and ready for use.
 - The pool must be full of water and all equipment, lights, ladders, steps, and other pool accessories in place, connected, and working as designed for a completed ready for use pool.
 - All permanent fences, gates, and entry warning alarms must be in place and working.
 - All life safety equipment must be in place.
 - All site work, walks, drives, paved areas, and landscaping included in the plans submitted at permitting must have final inspections, and sign-off's by the various departments and authorities as required.

Note for commercial pools: In addition to the City's inspection, County Health Department Inspectors must perform their inspections before the city issues a Certificate of Completion for the pool. Pool permit holders must provide the city written proof of passing this required health department inspection.

How do I schedule a required inspection?

Please call the inspection line and leave all information requested in the message. Inspection requests received before 4:00pm will be performed next day.

Want to know more? Need more help?

We hope you found the information in this guide useful. If you have any questions, please feel free to contact us.

Utility Notification Center 800.282.7411

City of Milton Building Department
13000 Deerfield Pkwy, Suite 107 F
Milton GA, 30004
Office # 678-242-2547
Fax # 678-242-2547

POOL PERMIT REQUIREMENTS CHECKLIST

NOTICE: *Alarm system on the doors leading to the pool area, or locks is required.*

Minimum Submittal Requirements

The following documents are required in order to obtain a Pool Permit.

1. Completed Pool Permit Application.
2. Three (3) copies of a site plan showing the location of the pool consisting of either:
 - a. Pool Installation Plan or,
 - b. Single Family Site Plan (SFSP) in lieu of the Pool Installation Plan.
3. Fulton County Environmental Health Department approval if septic system or well on site.
4. Fulton County Water Approval (or evidence of existing backflow preventer).
5. Three (3) copies of a pool plan to include the following:
 - a. Overhead plan view dimensioning size and shape of pool.
 - b. Steps, ladders, skimmers, inlets, overflows, lights and drains.
 - c. Elevation view of pool's depth profile.
 - d. Elevation view of all above and below water accessories.
 - e. Construction details necessary to prove NPSI compliance.
 - f. List all pool equipment and operating capacities.
 - g. Entrapment protection IRC AG106.
 - h. Pool barrier location and details per IRC AG 105.

Review Questions

Of the following, please check all that apply to the site.

- ☐ Existing Septic System ☐ Existing Public Sewer ☐ Existing Backflow Preventer
- ☐ Proposed Water System Tap ☐ Existing Water Well
- ☐ Home Owner's Association
- ☐ Land Disturbance over 5,000 S.F.
- ☐ Equipment/pump house
- ☐ Proposed Pool House Construction – ***Application for Building Permit Required***
- ☐ New Pool ☐ Pool Renovation
- ☐ Part of New Home Construction
- ☐ Flood Plain on site
- ☐ Detention Pond on site
- ☐ State Water Buffer on site

Required Items

Provide all items listed below. If not applicable, the plan preparer shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- ____ 1. Three (3) copies of Pool Installation Plan drawn to scale of 1/8" = 1'.
- ____ 2. Completed application.

Site Plan Requirements

- ____ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- ____ 2. Project name and address, land lot, district, and zoning district.
- ____ 3. Owner's name and complete address including zip code.
- ____ 4. Name and telephone number of a **"24-hour contact"**.

- ____ 5. Name/address/phone, point of contact, and contact phone number of plan preparer.
- ____ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=40').
- ____ 7. Boundary information including bearings and distances along all property lines.
- ____ 8. Street name.
- ____ 9. Building setback lines labeled with dimensions to lot lines.
- ____ 10. Locations of **all existing structures** (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- ____ 11. Location of **all proposed structures** (including pool house, equipment and/or pump house(s), pool deck, wooden deck(s), etc.) with distances to lot lines and other proximate structures. ***New structures (including outdoor fireplaces) require a Building Permit.***
- ____ 12. Location, size and shape of the pool and the location of drains, overflow drains and back flush discharge.
- ____ 13. Location of zoning buffers, access easements, and drainage easements, etc.
- ____ 14. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:
- "This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 13121C _____ for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."**
- ____ 15. Show the 50' undisturbed buffer and the 25' impervious setback of the existing "waters of the state". Encroachment into the 50' buffer or construction in the 25' impervious setback requires the approval of the Board of Zoning Appeals. If you are unsure if the feature on your property is "waters of the state" contact 770.730.6383 to arrange for a site visit.
- ____ 16. Home Owner's Association approval (if applicable).

Utilities

- ____ 1. If the site includes a septic system, the location of the system must be shown on the plan. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the pool. The location of the septic system must coincide with the location shown on the Septic Permit documents. **(Note: The site plan must be approved and stamped by Fulton County Environmental Health Department prior to submission of pool permit application).**

____ 2. Evidence that a back flow preventer exists (**Note: if a backflow preventer does not exist, it must be installed as part of the pool installation and must be shown as proposed on the Pool Installation Plan**).

Tree Protection, Stream and River Corridor

____ 1. Either show all specimen trees located on or proximate to the site or add the following statement to the Site Plan (in bold letters):

NO SPECIMEN TREES ARE LOCATED WITHIN FIFTY FEET OF THE PROPOSED DISTURBANCE.

A specimen tree is any hardwood 27" in diameter at breast height (DBH) or larger, any pine tree or other softwood and beech trees 24" DBH or larger, any undestroyed tree (dogwood, redbud, sourwood, etc.) 10" DBH or larger. Removal of or encroachment into the critical root zone (CRZ) of a specimen tree requires approval. The CRZ is one foot radius for each inch DBH as measured from the trunk of the tree. Encroachment into the CRZ or removal of a specimen tree without BZA approval will result in an immediate stop work order and issuance of a citation to appear in municipal court.

____ 2. Show tree save fence at the edge of disturbance and silt fence in front of the tree save fence. "Tree save fence must include "Tree Save Signs" at 100 feet intervals.

____ 3. Arborist approval required.

____ 4. Show the 50' undisturbed buffer and the 25' impervious setback of the existing "waters of the state". Encroachment into the 50' buffer or construction in the 25' impervious setback requires approval.. If you are unsure if the feature on your property is "waters of the state" contact 770.730.6383 to arrange for a site visit.

____ 5. Add the following note to the Site Plan (in bold letters):

____ 6. **ARC approval** for all property within 2000 feet of the Chattahoochee River.

Sediment and Erosion Control

____ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed. The limits of disturbance are typically shown on a plan by use of a heavy dashed line labeled at "Limits of Disturbance".

____ 2. If the limits of disturbance exceed 1-acre, a permit from the Georgia Soil and Water Conservation Commission (GASWCC) will be required. The GASWCC checklist must be completed and submitted with the application. (The plans will be reviewed by Milton for minimum requirements, and if the plans meet the requirements, they will be submitted to GASWCC for review).

____ 3. If the limits of disturbance exceed 1-acre, per the requirements of the Georgia Environmental Protection Division (EPD) for National Pollutant Discharge Elimination System (NPDES) permits, a fee of \$40 per disturbed acre shall be paid directly to Milton as the Local Issuing Authority (LIA).

____ 4. Existing and proposed topographic contours with adequate spot grades to define drainage.

____ 5. Location and type of temporary or permanent soil erosion control measures including, but not limited to silt fence, construction exit, mulching, temporary and permanent seeding, etc.

____ 6. Direction of existing and proposed storm water or drainage flow by use of arrows.

____ 7. Provide signed copy of the Residential Erosion & Sedimentation Control and Tree Protection Agreement.

POOL FENCING REQUIREMENTS

Permanent fencing and gated enclosures are required for all pools within the City (separate application required if the pool is not installed immediately proximate to and surrounding the pool).

NOTE: A fence used as a pool barrier cannot be more than 150 feet from the pool's edge.

ADD THE FOLLOWING NOTES TO THE POOL INSTALLATION PLAN:

- ☐ Permanent fencing and gated enclosures are required for all pools in the city. Fence design shall not produce a "ladder" effect that could aid in unauthorized climbing.
- ☐ Pool fences must include at least one gated exit with a minimum width of 36" wide. This exit must open outward and be self-closing and self-latching.
- ☐ The minimum height of pool fences must be five feet, and the maximum height of the pool fence shall not exceed eight (8) feet.
- ☐ Fences and walls used as fences, may not be finished with bright or primary colors. If only one side of the fence is to be finished, the fence shall be constructed with the finished side toward the neighboring property.

STAFF SIGNATURE: _____



Residential Erosion and Sedimentation Control and Tree Protection Agreement

Building Permit No. _____

This permit authorizes _____ (owner/contractor/both) to begin residential grading/land disturbance on property owned by _____,

Located in _____ Subdivision, Lot Number _____,

or at the following address: _____

The authorized person acknowledges that he/she is responsible for taking adequate steps to:

Provide Erosion Control

1. Control soil erosion on said property.
2. Control the movement of sediment off the site by means of property constructed and maintained BMP's, including, but not limited to, silt fence, hay bales, etc in those areas where water exits the property.
3. Keep mud off the adjoining streets by construction and maintenance of a construction exit and removal of mud from the street when necessary.
4. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the City of Milton Soil Erosion and Sedimentation Control Ordinance, 2005.
5. These provisions and others are outlined in the Soil Erosion City of Milton Soil Erosion and Sedimentation Control Ordinance, 2005. (Please initial the appropriate statement below.)

____ I, THE UNDERSIGNED AUTHORIZED PERSON, have obtained a copy of this Ordinance at this time and understand the provision of the Law.

____ I, THE UNDERSIGNED AUTHORIZED PERSON, decline a copy of the Ordinance at this time. However, I do hereby attest that I do understand the provisions of the Law.

Provide Tree Protection

1. Protect areas of existing trees/tree save areas on this lot so that a minimum of 20 tree units per acre are left after construction is completed. If a specimen or heritage tree exists on the lot and is in the

way of proposed construction please contact the City of Milton Arborist at 678-242-2552 to schedule an on-site meeting if there are any questions or other clarifications required.

2. Tree fence with tree save signage is required on a lot when clearing and grading for home construction commences. All tree fences shall remain and be maintained until the home construction is 100% completed.
3. Otherwise comply with all applicable Tree Preservation requirements, including those of the Tree Preservation Ordinance and Administrative Guidelines.

Specimen or Heritage Trees—Any tree in fair or better condition which equals or exceeds the following diameter sizes:

- A. Large hardwoods like Oaks, Maples, Yellow Poplars, and Hickories 27 inch diameter at 4 ½ feet above the ground.
- B. Large hardwoods Beeches 24 inch diameter at 4 ½ feet above the ground.
- C. Large softwoods like Pines and Cedars 24 inch diameter at 4 ½ feet above the ground.
- D. Small flowering trees like Dogwoods, Redbuds, and Sourwoods 10 inch diameter at 4 ½ feet above the ground.

Failure to follow the above requirements will result in the issuance of a stop work order and a citation to appear in municipal court.

Effective this _____ day of _____, 20_____

Permittee: _____

Print Name: _____

Address: _____ City/State/Zip: _____

City of Milton Official: _____

Display this permit at the main point of access and visible from the street.



SINGLE FAMILY SITE PLAN CHECKLIST

Building Permit Number: _____ Submittal Date: _____

Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Requirements

The following documents, if applicable, are required in order to obtain approval of the Single Family Site Plan (SFSP).

6. A Complete Single Family Site Plan (SFSP), per the following checklist.
7. Fulton County Sewer Tap-in Permit (if applicable).
8. Fulton County Health Department Septic and Well Permits (if applicable).
9. Approval from City of Milton Overlay District (if applicable).
10. Residential Erosion Control Agreement.
11. Retaining Wall Indemnification Agreement and Plan Stamped by Professional Engineer (if applicable).
12. Driveway Indemnification Agreement (if applicable).
13. Pool Permit (if applicable).

Review Questions

Of the following, please check all that apply to the site.

- | | |
|--|---|
| <input type="checkbox"/> Proposed Sewer tap | <input type="checkbox"/> Existing or Proposed Septic System |
| <input type="checkbox"/> Proposed Water System Tap | <input type="checkbox"/> Existing or Proposed Water Well |
| <input type="checkbox"/> Design Review Board Action Required | |
| <input type="checkbox"/> Existing Home Owner's Association | |

- ☐ Land Disturbance over 5,000 s.f.
- ☐ Alteration (no expansion of existing building footprint)
- ☐ Addition to existing building footprint
- ☐ Proposed Pool
- ☐ Flood Plain on site Buffer(s)
- ☐ New Building Construction
- ☐ Existing or Proposed Detention Pond
- ☐ City of Milton Tributary and/or State Water

Required SFSP Items

Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- _____ 1. Three (3) copies of Single Family Site Plan (SFSP). Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- _____ 2. Submittal fee and completed application.

Plan Requirements

- _____ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- _____ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district, and zoning.
- _____ 3. Owner's name and complete address including zip code.
- _____ 4. Name and telephone number of a 24-hour contact.
- _____ 5. Design firm name/address/phone, point of contact and contact phone number.
- _____ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- _____ 7. Boundary information including bearings and distances along all property lines.
- _____ 8. Street name.
- _____ 9. Lot building setback lines (per City of Milton Zoning Ordinance) labeled with dimensions to lot lines.
- _____ 10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining

walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.

- ____ 11. Locations of all proposed structures (including houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures.
- ____ 12. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- ____ 13. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- ____ 14. Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin or fire hydrant, and a minimum of 5 feet from the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.
- ____ 15. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

- ____ 16. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.

Storm Water

- ____ 1. ARC approval, if required.
- ____ 2. Location of any City of Milton tributary buffers, or state water buffers, if applicable.
- ____ 3. If land disturbance is 5,000 square feet or greater, provide stormwater management facilities that will provide stormwater storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the stormwater management facilities. Provide supporting calculations with the site plan.

____ 4. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

Utilities and Other Structures (Not Including the House)

____ 1. If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: a Pool Permit will be required prior to SFSP approval).**

____ 2. If a pool is proposed, evidence that a back flow preventer exists **(Note: if a backflow preventer does not exist, it must be installed as part of the pool installation and must be shown as proposed on the SFSP).**

____ 3. If installation of a septic system is proposed or required (including replacements), the location of the system must be shown on the plan. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the house, other structures and the property lines. The location of the septic system must coincide with the location shown on the Septic Permit documents. **(Note: a copy of the Septic Permit will be required prior to SFSP approval).**

____ 4. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require a Wall Indemnification Agreement from the owner/builder or plans bearing a professional seal and signature of an Engineer having registration in the State of Georgia. For wall heights 6 feet and over, plans must bear a professional seal and signature of an Engineer having registration in the State of Georgia. **(Note: a copy of Wall Indemnification Agreement or plans with a professional seal and signature will be required prior to SFSP approval).**

Trees

____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.

____ 2. Location of all landscape strips and tree save areas.

____ 3. Arborist approval required.

Sediment and Erosion Control

____ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.

____ 2. Existing and proposed topographic contours with adequate spot grades to define drainage.

____ 3. Location and type of temporary or permanent soil erosion control measures including, but not limited to silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.

____ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.

Note to Applicant and/or Design Professional

Although the following section is intended to be completed by staff during the review process, please read for applicable requirements and comments. All items must be either marked not applicable or initialed by staff before the SFSP can be approved. For items found to not be applicable, staff will duly note below and no further action by the applicant will be required for the item. All items marked with an “X” must be provided prior to approval of the SFSP.

- _____ 1. Fulton County Sewer Tap-in Permit (if applicable).
- _____ 2. Fulton County Health Department Septic Permit (if applicable).
- _____ 3. Fulton County Well Permits (if applicable).
- _____ 4. Residential Erosion Control Agreement.
- _____ 5. Retaining Wall Indemnification Agreement or Plan Stamped by Professional Engineer.
- _____ 6. Pool Permit (if applicable).
- _____ 7. A Tax Status Form completed by Fulton County Tax Commissioner’s office verifying taxes are paid.



SITE PLAN REVIEW

Date: _____ Site Address: _____

Requirements

The following information must be included in an application package before Milton will accept an application:

- ☐ Three (3) copies of a site plan (24" x 36" maximum size). Plan must include information regarding the following:

Yes No N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Location, size and type of Specimen Trees. (Impact of Specimen Tree may require Board of Zoning Appeals Hearing and approval). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Location of stream buffers. (Encroachments into stream buffers may require Board of Zoning Appeals Hearing and approval and/or a Variance from the State of Georgia EPD). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Type of proposed sanitary system
<input type="checkbox"/> Sewer
<input type="checkbox"/> Septic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Site proximity to the Chattahoochee River Corridor. (Proposed Developments within the Chattahoochee River Corridor require Atlanta Regional Commission Approval). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Site proximity to any Milton Overlay Districts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Statement pertaining to Flood Plan per checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Zoning of property. |

The plan will initially screened by the Department of Community Development to confirm that the above information is included for any clarifications or revisions required. If major deficiencies are identified, the plans will be returned to the applicant.

Submittal Accepted/Rejected (Comments)

Milton Department of Community Development

I acknowledge the acceptance/rejection of plans for a site permit for the address shown below. Reasons for rejection have been explained to me.

Signature: _____

Printed Name: _____

Company: _____

Phone Number: _____



Homeowner Permit Affidavit Letter of Indemnification

Address: _____ **Date:** _____

The undersigned hereby applies for special consideration as the owner of the property listed above, desiring to build and/or serve as general contractor for the subject property. In making this request for a homeowner permit, the undersigned hereby states the following to be true;

Applicant states that the building or structure is located on real property owned by said applicant and is intended upon completion for occupancy by applicant, and will not be used by the general public. Further it is hereby stated the applicant has not sold a building or structure that he/she constructed and acted as a homeowner contractor within the prior 24 months in the State of Georgia and this property is not to be offered for sale or lease as provided for under O.C.G.A. 43-41-17.

Should applicant sell the noted home/building within 24 months following issuance of the certificate of occupancy or final permit inspection approval; applicant understands he/she will be in violation of the premise of this affidavit and further not be allowed to permit another home/building project unless applicant is duly licensed by the State of GA.

Applicant shall serve as the general contractor and accept inherent responsibilities and liabilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors, and including workman's comprehensive liability.

If applicant is not installing the building, electrical, plumbing or mechanical systems as building owner, he/she agrees to hire properly licensed building, electrical, plumbing and mechanical contractors and have those contractors secure any required trade permits or affidavits.

As general contractor, applicant may contract with traditional specialty contractors or limited service specialty contractors who are not required to hold a State license as a residential or general contractor if performing within their specialty as provided per O.C.G.A. 43-41-17.

Applicant may not hire another individual or firm to hire sub-contractors without that party being licensed as required by the State and further securing required permits or affidavits from the City.

Applicant agrees to build in accordance with applicable codes and strictly adhere to the inspections as required by the jurisdiction. Undersigned acknowledges that inspections must be performed in an established sequence as required by the jurisdiction and that work done in violation of the building codes must be corrected or may be ordered removed.

Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements of misrepresentations as to the material fact in the application on which the permit was based.

Applicant acknowledges that making false statements made in the permit application will subject said applicant to possible prosecution and/or fine. Georgia Criminal Code, Article 2, Section 16-10-20 (False Swearing) calls for a possible fine of not more than \$1000.00 or imprisonment for not less than one (1) nor more than five (5) years or both.

Applicant Initials: _____



Homeowner Permit Affidavit Letter of Indemnification

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby irrevocably acknowledged) the undersigned hereby agrees to and understands the merits of this document and further indemnifies and saves harmless the Indemnitee (herein the City of Milton, it's employees and agents) from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages and liabilities whatsoever which the Indemnitee may pay, sustain, suffer or incur by reason of or in connection with the use or the effects of the location above and the construction activity associated with this permitted scope of work, including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

Applicant Signature: _____

Print Name: _____

Date: _____

Notary Seal

Sworn and subscribed this _____ day of _____, 20____.