



**Office of Planning & Development  
PRE-CONSTRUCTION MEETING**

Project: \_\_\_\_\_

Project address/Location: \_\_\_\_\_

**Type: Residential / Commercial / Both / Other**

Date of Meeting: \_\_\_\_\_

Staff in Attendance:

\_\_\_\_\_  
Burny Agee

\_\_\_\_\_  
Donna McDaniel

\_\_\_\_\_  
Mauricio Torres

\_\_\_\_\_  
David Van De Weghe

\_\_\_\_\_  
Kaipo Awana

\_\_\_\_\_  
Kimberly B Landers

\_\_\_\_\_  
Other: List Name & Position

\_\_\_\_\_  
Other: List Name & Position

Project Representatives in Attendance:

\_\_\_\_\_  
Name & Position

\_\_\_\_\_  
Name & Position

\_\_\_\_\_  
Name & Position

\_\_\_\_\_  
Erosion Control Certified Name & Cert. #

**ATTACH BUSINESS CARD OF OWNER & CONTRACTOR**

OWNER INFORMATION 24 HOUR CONTACT

OWNER INFORMATION 24 HOUR CONTACT

CONTACT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Comments: \_\_\_\_\_

I understand and agree to comply with the City's Codes, Soil Erosion and Sedimentation requirements, BMP rules and regulations.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## Inspections Topics

Oral notification shall be made by the developer or contractor to the Department of Planning and Development of the City of Sugar Hill at least 24 hours prior to commencement of activity for each of the following phases as authorized by any permit for site work or development. Inspections shall be made by the City and passed to continuation of further activity or proceeding into a new phase.

Initials

**Inspections.**

- 1. **EROSION CONTROL MEASURES** must be installed where practical, inspected and approved by the City prior to actual grading or removal of vegetation. This includes a Construction Exit and the Perimeter silt fence. Erosion Control and rain logs to be in an accessible location on-site.
- 2. **UNDISTURBED AREAS**. Areas required to be undisturbed shall be designated by survey stakes, flags, or other appropriate markings and shall be inspected and approved prior to any clearing or grading activities.
- 3. **TREE PROTECTION AREAS** are to have all protective fencing, staking, and any tree protection area signs be in place.

**Inspections Once Land Disturbing Activities have started:**

- 4. **CLEARING AND GRUBBING** of the site or any portion included under the permit. Must stay within Limits of Disturbance and maintain erosion control measures.
- 5. **BMP SITE INSPECTION** within 7 days after initial construction activities begin - from the design professional to the City.
- 6. **SEDIMENT & DETENTION PONDS**. Soil sedimentation facilities must be installed and operational **prior** to major grading operations.
- 7. **GRADING**. Installation of slope stakes shall be required. Upon completion of roadway grading, the **Water Certificate** shall be submitted to the City certifying that the centerline of the road and the offset centerline of the water line is within 6" of that shown on the approved plans or revised plan submittal. Inspection and approval shall be required prior to trenching or continuation with sub-base preparation.
- 8. **STORM WATER FACILITIES**. Installation of storm drainage pipe, detention, or other storm water facilities.
- 9. **SANITARY SEWER** and appurtenances. This notification shall be made simultaneously with official notification by the developer or contractor to the Gwinnett Public Utilities Department, Water Pollution Control Division, and if for informational purposes only to the City.
- 10. **CURBING** of roadways. Inspection should be requested before the forms have been set (if used). Roadway width will be spot checked by string line between curb stakes.
- 11. **SUB-BASE** or subgrade of streets. After compaction, the subgrade will be string-lined for depth and crown. The subgrade shall be roll tested and shall pass with no movement, to the satisfaction of the City.
- 12. **STREET BASE**. The base will be string-lined for depth and crown, and shall pass a roll test with no movement to the satisfaction of the City.
- 13. **PAVING**. A City inspector shall be on site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be spot-checked, and the roadways may be cored after completion to check thickness, at the owner's expense.
- 14. **FINAL**. Final Inspection for compliance with the approved plans and City of Sugar Hill's regulations.