



**Planning & Development Department
PRE-CONSTRUCTION MEETING**

Permit #: _____ Permit Type: _____ Date: _____

Project Name: _____

Project address/Location: _____

Staff in Attendance:

Donna McDaniel, Code Enforcement _____ Randy Warren, City Planner _____
Mauricio Torres, Housing and Property Maintenance Inspector _____
Kaipo Awana, Planning Director _____ Kimberly B. Landers, Planning Technician _____
Joe Appling, Street Supervisor _____ Johnny Upchurch, Gas Supervisor _____
George Bearden, Storm Water Inspector _____ Other: _____

Project Representatives in Attendance:

| | |
|-----------------|--|
| _____ | _____ |
| _____ | _____ |
| Name & Position | Name & Position |
| _____ | _____ |
| _____ | _____ |
| Name & Position | Erosion Control Certified Name & Cert. # |

OWNER 24 HOUR CONTACT (Or Attach Business Card)

NAME: _____
Address: _____
Office: _____ Cell: _____
Fax: _____
Email: _____

CONTRACTOR CONTACT (Or Attach Business Card)

NAME: _____
Address: _____
Office: _____ Cell: _____
Fax: _____
Email: _____

ATTACH PROOF OF CONTRACTOR'S GSWCC LEVEL 1A CERTIFICATION

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

I/we have also understand the Georgia Department of Natural Resources, Environmental Protection Division, General Permit Retention of Records Requirements and understand what documents are required to be on site during the duration of this project.

I/we understand that whenever land disturbing activities are being conducted, at least one (1) person who is responsible for erosion and sediment control activities acting on behalf on the primary, secondary, or tertiary permittee as defined by the State General Permit, shall be on site per O.C.G.A. 12-7-19.

Owner Signature

Contractor Signature

____/____/____
Date

Inspections Topics

Notification shall be made by the developer or contractor to the appropriate department 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. Work shall not continue onto next phase without written release from the inspector.

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. Please note, 7 day letter must be forwarded to City and a copy placed on site.
- _____ 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.