

## BUILDING PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

### NEW SINGLE FAMILY RESIDENTIAL

- Building Permit Application – Completed
  - Copy of State of GA Contractor License, current business license, driver license
  - Responsible Party Form
  - Authorized Agent form, if needed
  - Or, Homeowner Declaration
- Site plan – 3 Sets
  - See Planning & Zoning Requirements for Building Permit Applications
  - See Engineering / Stormwater / Erosion & Sediment Control Checklist for Building Permit
  - See Tree Preservation and Replacement Plan Checklist
- Construction Drawings (drawn to scale) – 3 Sets
  - All Rooms must be identified as to use
  - Electrical plans
  - Residential Plan Review Data Sheet
  - Structural Drawings including roof and floor framing
  - 2009 Code Compliant RESCHECK report – (<https://energycode.pnl.gov/REScheckWEB>)

### RESIDENTIAL – ADDITIONS

- Building Permit Application – Completed
  - Copy of State of GA Contractor License, current business license, driver license
  - Or, Homeowner Declaration
  - Responsible Party Affidavit
- Site plan – 3 Sets
  - See Planning & Zoning Requirements for Building Permit Applications
  - See Engineering / Stormwater / Erosion & Sediment Control Checklist for Building Permit
  - See Tree Preservation and Replacement Plan Checklist
- Construction Drawings (drawn to scale) – 3 Sets
  - All Rooms must be identified as to use
  - Electrical plans
  - Residential Plan Review Data Sheet
  - Structural Drawings including roof and floor framing
  - 2009 Code Compliant RESCHECK report – (<https://energycode.pnl.gov/REScheckWEB>)

### RESIDENTIAL – INTERIOR ALTERATIONS

- Construction Drawings (drawn to scale) – 3 Sets
  - All Plans must show Existing and Proposed
  - All Rooms must be identified as to use
  - Electrical plans

**BUILDING PERMIT  
SUBMITTAL REQUIREMENTS CHECKLIST**

**RESIDENTIAL – DECKS & PORCHES**

- Construction Drawings (drawn to scale), including Elevations - 3 Sets
  - Structural Plans
  - Stairway and Handrail Detail
  - See Georgia Amendment Prescriptive Deck Requirements
- Site plan – 3 Sets
  - See Planning & Zoning Requirements for Building Permit Applications
  - See Engineering / Stormwater / Erosion & Sediment Control Checklist for Building Permit
  - See Tree Preservation and Replacement Plan Checklist

**SITE DEMOLITION PERMIT**

- Site Demolition Permit Application – Completed
- Vermin abatement letter and Asbestos abatement letter
- Site plan– 3 Sets
  - See Planning and Zoning Site Requirements beginning on page 4
  - See Engineering / Stormwater / Erosion & Sediment Control Checklist for Building Permit
  - See Tree Preservation and Replacement Plan Checklist
- All land disturbance to be stabilized with vegetation upon completion of demolition
- All trees to remain and have proper protection unless approved plans indicate otherwise
- All demolition debris to be hauled off site
- Dumpsters and/or temporary sanitary facilities shall not be located in street or tree protection area or right of way
- Additional erosion controls shall be installed as deemed necessary by the onsite inspector
- Call for final inspection 404-637-0580

**COMMERCIAL NEW CONSTRUCTION (includes Multi-Family)**

- Building Permit Application – Completed
  - Copy of State of Georgia Contractors License
  - Copy of Current Business License
  - Copy of valid Driver’s License
- Construction Drawings (Sealed When Required) – 3 Sets
  - Structural drawings with MEPs
  - COMcheck completed
- Site plan – 3 Sets
  - See Planning & Zoning requirements and Site Plan checklist
  - See Engineering / Stormwater / Erosion & Sediment Control Checklist for Building Permit
  - See Tree Preservation and Replacement Plan Checklist
- DeKalb County Watershed approval (when applicable) may be required after Fire Marshal review
- DeKalb County Health Department approval (when applicable)

**BUILDING PERMIT  
SUBMITTAL REQUIREMENTS CHECKLIST**

**COMMERCIAL – INTERIOR ALTERATIONS**

- Building Permit Application – Completed
  - Copy of State of Georgia Contractors License
  - Copy of Current Business License
  - Copy of valid Driver’s License
- Construction Drawings (Sealed When Required) – 3 Sets
  - All Plans must show Existing to Proposed
  - All Rooms must be identified as to use
  - All Mechanical, Plumbing and Electrical must be shown on Plans
- DeKalb County Watershed approval (when applicable) may be required after Fire Marshal review
- DeKalb County Health Department approval (when applicable)

**TRADE PERMIT APPLICATION (*Mechanical, Electrical & Plumbing*)**

- Trade Permit Application – Completed
- Copy of State of Georgia Trade Contractors License
- Copy of Current Business License
- Copy of valid Driver’s License
- Authorized Agent Form, if necessary

**RETAINING WALL**

- Building Permit Application – Completed
- Drawings (Engineered, if required) – 3 Sets
- Site Plan drawn to scale – 3 Sets
- Copy of State of Georgia Contractor License
- Copy of Current Business License
- Copy of valid Driver’s License

**SWIMMING POOL**

- Swimming Pool Permit Application – Completed
- 3 Site Plans – Dimensioned, detailed plans, showing...
  - Fence location and specs
  - Pool location
  - Profile section of pool
  - Equipment location
  - Related plumbing from pool to pool equipment
  - Related electrical components, including but not limited to; pool lights, pool equipment, disconnect, pump size and rating source of power
  - Equipotential system & barrier and/or alarm requirements
- Copy of Current Business License

## Residential Plan Review Data Sheet

Project #		Project Address			
Subdivision					Lot #
Zoning:					
Sq. Ft. Per Floor: (F or UF)	Basement		1 <sup>st</sup>	2nd	3rd
Sprinklered	Yes	No	Garage square footage		
Const. Type			Occupancy Load		

*Minimum frost depth of footings = 12 inches (2 runs #4 re-bar required minimum)*

Footing Dimensions	X _____, X _____	Steel number and size
Basement Slab:		
Foundation Walls:		
Basement Walls:	Size (2X4, 2X6),	Spacing (12" oc, 16"oc, etc.)
Wall Bracing:		

*(Type: OSB, Drywall, Fiber, Let-in brace, etc.)*

Load Bearing Framed Walls	Stud Size:		Spacing:		Header s:
Garage Door Header	Size:	Span:	Type:		
Number of Bedrooms:	Number of Bathroom (full and half)				

### **Framing: Live load, size, type, span, etc.**

1 <sup>st</sup> Floor Framing:					
2 <sup>nd</sup> Floor Framing:					
Other:					

### **Roof**

Rafters: Size, Type, Spacing, Span, Pitch:					
Method used to establish continuous tie or load path:					
Attic Ventilation: Type and Total Vent Area:					
Exterior Covering: Brick, Stucco, Wood, Vinyl, EIFS:					
Chimney Type: None, Pre-Fab, Masonry:				Total:	

### **Electrical Service**

Main	Volts		Amps		# panels		location
Subpanels	Volts		Amps		# panels		location

### **HVAC: If more than one please note**

# of Furnace		Size		Gas or Electric
# of Furnace		Size		Gas or Electric
# of A/C Units		Size		Gas or Electric
# of A/C Units		Size		Gas or Electric
# of Water Heaters		Size		Gas or Electric
Plumbing materials:	Supply	Distribution	Waste	
Decks	Sq. Ft.	Height from Finished Grade		
	Framing Member	Size:	Live L	
Post Size	4 X 4 wood posts limited to 10 feet, except 2 X 12 framing limited to 8 feet			

½ Inch through bolts, washers and flashing required – **Attachment to brick veneer prohibited.**

Don't forget REScheck for new home construction.

**PLANNING & ZONING REQUIREMENTS  
FOR  
BUILDING PERMIT APPLICATIONS**

**RESIDENTIAL REQUIREMENTS – NEW CONSTRUCTION & ACCESSORY STRUCTURES**

- Site plan must be drawn to scale and provide the following:
  - Provide zoning district on plans
  - All applicable setbacks including average front yard setbacks
  - Indicate existing and proposed impervious surface ration
  - All applicable zoning buffers, easements and landscape strips shall be labeled on plans
  - Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
  - Proposed building footprint – *New single-family residential; accessory structure(s)*
  - Indicate the location and height of any retaining walls, if applicable (separate permit required)
  - Submit building elevations -
  - Submit notice of variance approval, if applicable

**RESIDENTIAL REQUIREMENTS – ADDITIONS (including porches & decks)**

- Site plan must be drawn to scale and provide the following:
  - Provide zoning district on plans
  - All applicable setbacks
  - Indicate proposed and existing impervious surface ration
  - All applicable zoning buffers, easements and landscape strips shall be labeled on plans
  - Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
  - As-built and proposed building footprints – *Residential addition; residential decks & porches; swimming pools*
  - Indicate the location and height of any retaining walls, if applicable
    - o Submit building elevations
    - o Submit notice of variance approval, if applicable

**COMMERCIAL REQUIREMENTS – NEW CONSTRUCTION**

- Site plan must be drawn to scale and provide the following:
  - Provide zoning district on plans
  - All applicable setbacks
  - All applicable zoning buffers, easements and landscape strips shall be labeled on plans
  - Note the locations of streams, and the associated state and city stream buffers, both on the property and adjacent to the property. If no such streams and/or stream buffers exist, note their absence on the plans.
  - Proposed building footprint and parking shall be provided on plans
  - Provide parking calculations as determined by proposed land use, on plans
  - Submit building elevations - Typically required if conditioned to specific architectural elevations through a rezoning process or is located in an overlay district
  - o Submit notice of variance approval, if applicable



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**PLAN # 16 - \_\_\_\_\_**  
**DATE: \_\_\_\_\_**



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## ENGINEERING / STORMWATER / EROSION & SEDIMENT CONTROL CHECKLIST FOR BUILDING PERMIT

### General Plan Requirements

- For legibility, sheet size shall be maximum 24" x 36" and minimum 22" x 17".
- Tree Protection or Tree Replacement Plan shall be a sheet separate from the Site Plan, although it may contain the Erosion/Sediment Control Plan if desired.
- Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- Owner's name and complete address including zip code.
- Name and telephone number of a 24-hour contact.
- Design firm name/address/phone/email, point of contact and contact phone number.
- North arrow, total and disturbed site acreage or square footage, and scale of drawing (1"=10 to 1"=50').
- Boundary and Topographic information including bearings and distances along all property lines.  
Survey will either be signed by Registered Land Surveyor or referenced to existing signed survey.
- Street name and right-of-way, including right-of-way width dimensions from centerline of road.
- Lot building setback lines labeled with dimensions to lot lines.
- 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.
- 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.
- Retaining walls 4 feet and higher must be designed and inspected by a registered professional engineer licensed to practice in the State of Georgia. Design shall address: Safety factors, safety restraints system, sliding, bearing, overturning assumptions, design loads, passive earth pressure, active earth pressure, drainage, and back material. Provide design certification on the plan.
- As-Built Retaining Wall Certification required.
- 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).

- Location of zoning buffers, landscape strips, state water buffers, floodplain, access easements, sewer easements, and drainage easements, property lines, etc.
- Location of driveway (existing and proposed) and the proposed construction entrance.
- 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) #####\_\_\_\_\_for the City of Brookhaven/DeKalb County, Georgia."**

- Add Note to Plan:

**Contractor shall adjust and/or replace all existing curbs or curb and gutter along property frontage to a height of 6" above the existing pavement elevation. Any missing curbs and/or gaps resulting from driveway relocations will require new curbs to be installed to match existing.**

- Add Note to Plan:

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

- Add Note to Plan:

**The subject property IS/IS NOT within 200' of Waters of the State requiring State and City Stream Buffers.**

- If property is located in a flood zone as determined by FEMA, compliance with the Flood Ordinance and a Certificate of Elevation will be required prior to the Certificate of Occupancy. Plan must state the lowest proposed finished floor elevations for the main floor, basement, and garage. Lowest Floor Elevations must be at least 3 feet above the 100-year flood elevation.
- If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- Pre & post-construction impervious surface ratios (ISR). List impervious in tabular form,
  - For example, House = xxx s.f. impervious  
Driveway = xxx s.f. impervious
- Five (5) foot sidewalk required.
- Residential driveway shall be in accordance with DeKalb County Standard Detail 709 and 710.
- The State of Georgia and all municipalities within it are dictated by the Manual for Erosion and Sediment Control in Georgia which may be found at <http://gaswcc.georgia.gov/manual-erosion-and-sediment-control-georgia>. Alternatives to maintaining stormwater runoff on your property may be found under the Post-Construction Stormwater Management section (Page 3-33 and following).
- Stormwater Management is required for any project which creates 3,000 square feet of impervious area, or which disturbs one (1) acre or more.  
NOTE: On March 22, 2016, the Brookhaven City Council Adopted and Amended the Ordinance for Chapter 14 Land Development, Article IV Stormwater Management - Section 14-79 Standards (B) of the Brookhaven Code of Ordinances which changes the requirement for stormwater

management from 5,000 square feet to 3,000 square feet.

**Erosion & Sediment Control/Stormwater**

**\*\*\*If applicant will be a tertiary permittee as defined by the NPDES Common Development Permit, then erosion, sedimentation & pollution control plan approval is required by the Georgia Soil & Water Conservation District prior to issuance of City permit. Please visit <http://gaswcc.georgia.gov/documents-list> for the plan checklist.\*\*\***

- A delineation of the limits of disturbance.
- Existing and proposed topographic contours with adequate spot grades to define drainage.
- Location and type of temporary or permanent erosion and sediment control measures including, but not limited to, silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- Direction of existing and proposed storm water or drainage flow by use of arrows.
- Show compliance with grade separation and positive separation and positive drainage requirements of the International Residential Code R401.3, R403.1.7.1 and R404.1.6.
- Proposed drainage improvements. Proposed WQ improvements.



## TREE PRESERVATION AND REPLACEMENT PLAN CHECKLIST

The tree survey, tree protection and/or tree replacement plan may be combined on a single sheet in a set of site development drawings submitted for review by the City. However, if the size of a proposed development site is large and an extensive amount of information needs to be conveyed, the tree plans may be submitted as separate drawings along with the Site Development Plans.

All tree plan(s) submitted for review shall include the items listed below, as applicable. **The City of Brookhaven reserves the right to revise this checklist periodically as needed. A copy of this annotated checklist must be presented along with submittal of final tree plans for permitting.** Additional information may be requested by City staff as required on a case-by-case basis. Additional review/comment may be necessary upon receipt of the information as indicated below.

**Pre-application conference.** Prior to submission of an application for any land disturbing development in the City, the applicant is encouraged to contact the City Arborist to determine if a pre-application conference is warranted as it relates to the applicant's property. The purpose of the pre-application conference is to clarify the provisions and procedures of the tree protection ordinance and review applicable standards and guidelines for the submittal of documents and required tree protection, replacement and maintenance measures. 404-326-8921

Trees which are planted shall be maintained for two (2) growing seasons after the date of final inspection. The property owner shall maintain required tree density. The Permittee will be responsible for identifying newly planted trees to the homebuyer and to inform the homebuyer as to their proper maintenance. Should any tree begin failure within the 2 year period, a replanting of new replacement trees shall be completed. **An agreement between the Permittee and homebuyer to determine who will cover replacement costs at time of tree death to be submitted prior to Certificate of Occupancy. If there is no homebuyer at the time of Certificate of Occupancy the Permittee is responsible for tree replacement.**

### **General Requirements:**

\_\_\_\_\_ 1. Tree Survey, and Tree Protection Plans prepared, stamped and signed by a Georgia registered Land Surveyor or Landscape Architect and an ISA Certified Arborist (If they do not have a stamp then place the certification number on the plan and sign and date beneath it).

\_\_\_\_\_ 2. Site area, plan scale, and magnetic north arrow.

\_\_\_\_\_ 3. Boundary survey/Property lines with topographic information, building setbacks, street/road rights-of-way, all applicable utility locations, and easements.

\_\_\_\_\_ 4. Name, address, and phone numbers of the owner/developer of the land, land surveyor, landscape architect, arborist, and/or civil engineer.

\_\_\_\_\_ 5. 24-hour emergency contact name and phone number.

\_\_\_\_\_ 6. Title block showing project Land Lot(s) and District locations.

\_\_\_\_\_ 7. Site location map

\_\_\_\_\_ 8. Show limits of proposed land disturbance on tree plans – show tree protection fence along with limits of disturbance (**must match engineer's limits of disturbance**) A 2" layer of mulch and an application of a Mycorrhizal product is required on the CRZ of all saved trees.

\_\_\_\_\_ 9. Provide calculations showing compliance with the Site Density Factor (SDF) of 120" per acre or 45% canopy coverage using the following formula:

**For inches per acre: Acreage x 120 Inches = Site Density Factor**

**For 45% canopy coverage per lot:  $Average\ canopy\ diameter \times 3.14 = total\ square\ foot\ of\ canopy / by\ total\ lot\ square\ footage = canopy\ coverage\ percentage\ of\ lot.$  Arborists may also use an appropriately sized dot grid that can be placed over the top of an aerial photograph or map of a property to determine total tree canopy cover percent for a lot. All dots that fall on top of tree crowns are counted and divided by the total number of dots that cover the entire lot to arrive at an estimate of tree canopy cover percent or other methodologies approved by the city arborist. The minimum required inches or canopy coverage shall be calculated and established pursuant to the formulas as shown above and shall be presented in a prominent location on the Tree Protection and Replacement Plan. All existing healthy trees greater than 8 inches DBH, with the exception of invasive and non-native, shall be eligible for tree canopy cover. The 45% of tree canopy cover on a site shall be measured in percent of the lot area that is covered by tree canopy, including canopy that projects over buildings and impervious surfaces. The canopy projected over and onto the applicant's property by a tree growing on a neighboring property or on the boundary between properties or on public property may be included in the measurement of tree canopy cover on a site.**

\_\_\_\_\_ 10. Reference the zoning case number and date, and compliance with zoning stipulations/conditions as on the tree plan. Stipulations related to tree plan must be listed on the plan.

\_\_\_\_\_ 11. Show the locations of any state waters on tree plan - with associated buffers and the limits of any proposed disturbance in water quality buffer zones

**Tree Survey & Tree Preservation Plan:**

\_\_\_\_\_ 1. Locations of all specimen-sized trees and their critical root zones (CRZ) labeled; inventoried by size and species; and numbered on chart to correspond to tree numbers shown on plan. This includes those specimen trees that are to be preserved, those proposed for removal, Show chart on plan. . Any Specimen Tree saved with less than 25% critical root zone impaction within the buildable area of the lot, shall be worth 1.5 x DBH inches. A Certified Arborists prescription for treatment must be approved by the City Arborist prior to plan approval.

\_\_\_\_\_ 2. Plan must show all existing trees 8" dbh or greater that are to be counted toward meeting density requirements; inventoried by size and species. Also the boundary trees portion of root plate of 20" or greater trees on abutting properties which are contained within the subject property, to the extent that such root plates can be determined from the vantage point of the property to be developed. This provision shall not authorize the trespass on other private property abutting the site.

\_\_\_\_\_ 3. The permittee shall provide a boundary tree agreement between the homeowner and the applicant. The boundary tree owner may request for a tree escrow account to be established, which may be an irrevocable letter of credit in favor of the City of Brookhaven from the permittee in the amount agreed to by both parties or may be a cash deposit in trust with the City of Brookhaven in that amount, or the permittee must submit an agreement contract concerning the proposed boundary tree disturbance that is agreed upon and signed and notarized by both parties, **prior to permit issuance**. A copy of that agreement shall be submitted to the City of Brookhaven to be placed in the building permit file.

\_\_\_\_\_ 4. Locations of all specimen trees or stands of trees, and an indication whether they are to be removed or preserved. Specimen trees are:

- 26 inch DBH** - Hardwood/Softwood trees of the following Genus: Oak, Beech, Ash, Blackgum, Sycamore, Hickory, Maple (does not include Silver Maple), Pecan, Walnut, Persimmon, Sourwood Cedar, Cypress, Redwood
- 30 inch DBH** - Hardwood trees of the following Genus: Tulip Poplar, Sweet Gum, Magnolia, River Birch, Maple (Silver Maple only)

- 10 inch DBH** - Understory trees such as but not limited to: American Holly, Dogwood, Redbud, etc.

\_\_\_\_\_ 5. Critical root zones (CRZs) of specimen trees are to be represented on the plan by a dashed circle corresponding to the size of the CRZ, with a radius equal to 1 foot per caliper inch as measured at 4.5 feet DBH

\_\_\_\_\_ 6. No construction activity within the CRZs of preserved trees. CRZ must be free of any cut, fill, impervious cover or trenching activity. Up to 20 % of encroachment can be allowed with City Arborist approval. For up to 33% provide a certified arborist prescription.

\_\_\_\_\_ 7. Show all tree protection chain link fence or hay bale **and** orange fence locations. Silt fence and other erosion control devices should not be located within tree save areas. A sign shall be place on the fencing stating **"Keep Out"**.

\_\_\_\_\_ 8. Show tree protection chain link fence or hay bale detail.

\_\_\_\_\_ 9. The locations of staging areas for parking, materials storage, concrete washout, debris burn, and tub grinding, where tree protection may be affected.

\_\_\_\_\_ 10. The locations of existing and proposed improvements on commercial sites that may affect tree preservation zones including, but not limited to, structures, driveways, paving, cut and fill areas, detention/stormwater quality ponds, buffers, utility lines/easements (underground and overhead), and easements (storm drainage and sanitary sewer).

\_\_\_\_\_ 11. Specimen tree report prepared by Certified Arborist. Report must include and/or accompany a site plan with locations of specimen trees, accurate sizes and species, description of tree's condition including what type of untreatable and/or fast spreading disease or hazardous condition with photographs to illustrate defects. (Digital format acceptable.)

\_\_\_\_\_ 12. Indicate trees to be:  Limb Pruned,  Root Pruned,  Bridged (detail)

\_\_\_\_\_ 13. This plan does not meet the spirit and intent of the City's Tree Preservation & Replacement Ordinance. Discuss design alternatives with staff. Subject to further review and comment

#### **Separate Tree Replacement Plan:**

\_\_\_\_\_ Must be stamped and signed by a GA. Register Landscape Architect and signed by a Certified Arborist:

\_\_\_\_\_ 1. Include chart for specimen-sized trees **not in specimen condition** that are removed with no recompense requirement. Trees numbered on chart must correspond to trees numbered in field.

\_\_\_\_\_ 2. Include chart for specimen-sized trees **in specimen condition** that are removed. Trees numbered on chart must correspond to trees numbered in field. **Recompense is required** - use 2, 3 or 4" cal. trees of comparable species at 1.5 x the inches DBH of the specimen tree removed.

\_\_\_\_\_ 3. Show calculations for total inches of recompense including maximum specimen recompense formula if applicable.

\_\_\_\_\_ 4. Locations of all trees to be planted on site to meet density requirements.

\_\_\_\_\_ 5. Locations of all tree protection areas and tree protection fencing.

\_\_\_\_\_ 6. Replacement trees must be ecologically compatible with site. Replacement trees shall be of same or similar species as those trees removed when practical.

\_\_\_\_\_ 7. A Tree Spade Transplanting Agreement must be signed by the applicant and approved by the City Arborist prior to plan approval

\_\_\_\_\_ 7. Trees proposed for replanting should be a species selected from the recommended tree species list shown in the appendix of the ordinance. Use of a species not shown on list is subject to approval by City staff.

\_\_\_\_\_ 8. Plant schedule/list showing the type of tree/plant material (common and botanical name), size, inches, quantities, for each and total inches, percent genus (not species), and any special planting notes.

\_\_\_\_\_ 9. Replacement tree planting within utility, storm drainage, sanitary sewer, or other types of easements is not acceptable. (Unless it is a species acceptable to the utility i.e. under power lines.)

\_\_\_\_\_ 10. Locations of all required undisturbed buffers, landscape strips, and landscape buffers. Permanent structures are not permitted in landscape strips/buffers (i.e. storm drainage structures, light fixtures, monument signs, etc.).

\_\_\_\_\_ 11. When **fewer than 10 trees** are proposed for replanting, **one species** may be specified.

\_\_\_\_\_ 12. When **more than 10 trees** are required, no one genus shall exceed more than 25% of the total number of trees.

\_\_\_\_\_ 13. When **more than 50 trees** are required for replanting, a minimum of **5 species** of trees is required, with no one genus representing more than 25% of the total number of trees. Specifying more than 5 species is encouraged.

\_\_\_\_\_ 14. Show genus cap percentage on planting schedule.

\_\_\_\_\_ 15. Position parking lot trees to achieve maximum shading effect.

\_\_\_\_\_ 16. Show parking lot striping on the tree replacement plan.

\_\_\_\_\_ 17. Parking areas - Provide calculation (minimum of one (1) Overstory Tree for every eight (8) parking spaces included in the required landscaped areas.) no parking space shall be more than 50 feet from a tree.

\_\_\_\_\_ 18. Trees are to be planted in parking lot islands and interior islands. They shall be a minimum of 200 sf of planting area and must include one canopy tree.

\_\_\_\_\_ 19. Parking lot trees must be minimum 2.5" caliper and minimum 8' height at planting.

\_\_\_\_\_ 20. Parking lot lighting/light pole locations/underground electric lines should not be in conflict with tree planting areas. Light poles are not permitted in parking peninsulas, islands and medians where parking lot trees are proposed. Show light pole locations on plans.

\_\_\_\_\_ 21. Minimum 50% of total replacement units must be canopy trees.

\_\_\_\_\_ 22. Show planting and staking details

\_\_\_\_\_ 23. Note type of irrigation to be used.

- If hand-watering, show locations of hose bibs, water faucets, or quick couplers that will be used for this purpose.
- If an automatic irrigations system is proposed, provide note on plans

\_\_\_\_\_ 24. This plan does not meet the spirit and intent of the City's Tree Preservation & Replacement Ordinance. Discuss design alternatives with staff. Subject to further review and comment.

**Tree Preservation & Replacement Plan Notes:**

- The density requirements shown on the Tree Preservation and/or Replacement Plan(s) must be verified prior to the issuance of the Certificate of Occupancy. Contact the City of Brookhaven at (404) 637-0576 for a Site Inspection
- Required tree canopy cover lost over time due to natural causes, disease, or pests shall be replaced during the first planting season after the loss occurs with the same mature canopy size potential 2.5 inch caliper tree.
- Tree canopy cover preserved or planted to meet the requirements of tree density shall be conserved on the site for the following time period:
  - a. Commercial properties in perpetuity.

b. Residential properties for 5 years then shall comply with Section 14-39 (e) (1).

- All Tree Protection Devices including a 2" layer of mulch and an application of a Mycorrhizal product on all saved trees must be installed and inspected prior to start of any Land Disturbing activity and shall be maintained until final landscaping is installed and Certificate of Occupancy is issued. Contact the City of Brookhaven at (404) 637-0576 for an inspection.
- The site contractor shall coordinate service routing of all gas, telephone, and electrical lines with the appropriate utility company. All construction must comply with each utility's standards and specifications and not interfere with tree planting sites or existing trees to be preserved.
- For any boundary tree that has its critical root zone impacted and/or encroached into more than 20% without a previously approved Certified Arborist prescription, the permittee shall either deposit into an escrow account, or cause to be issued in favor of the City of Brookhaven, an irrevocable letter of credit, in an amount totaling the estimated cost of removal of the boundary tree plus the cost to replace the boundary tree with a minimum 3 inch caliper tree.
- Trees which planted shall be maintained for two (2) growing seasons after the date of final inspection. The property owner shall maintain required tree density. The Permittee will be responsible for identifying newly planted trees to the homebuyer and to inform the homebuyer as to their proper maintenance. Should any tree begin failure within the 2 year period, a replanting of new replacement trees shall be completed. An agreement between the Permittee and homebuyer to determine who will cover replacement costs at time of tree death to be submitted prior to Certificate of Occupancy. If there is no homebuyer at the time of Certificate of Occupancy the Permittee is responsible for tree replacement.
- Trees and shrubs should not be dug or moved with a tree spade during the active growing period (Mid-March to Early-October).

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

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

# RESIDENTIAL EROSION CONTROL AND TREE PROTECTION AGREEMENT

Project Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

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 properly installing and maintaining BMP's, including, but not limited to, silt fence, hay bales, etc in those areas where stormwater run-off exits the property.
3. Keep mud off the adjoining streets by properly installing and maintaining a construction exit. Remove mud from the street as necessary.
4. Comply with all applicable erosion and sedimentation requirements, including those of the City of Brookhaven Soil Erosion and Sedimentation Control Ordinance.
5. Erosion control measures shall be installed and maintained per the approved Erosion Control Plan.

## Provide Tree Protection

1. Protect areas of existing trees/tree save areas on this lot so that a minimum of *120 inches* per acre or 45% canopy cover are left after construction is completed. Depending on the square footage of the front yard, there shall be one or two, two-inch (DBH) over story tree in every residential front yard.
2. Install tree save fence as shown on stamped approved plans prior to demolition, clearing and grading. All tree save fence shall remain and be maintained until the home construction is completed and all landscaping is installed per the approved site plan No silt fence allowed in critical root areas.
3. Comply with all applicable Tree Preservation requirements, including those of the Tree Preservation Ordinance and Administrative Guidelines. A Specimen Tree is defined as any tree in fair or better condition which equals or exceeds the following diameter sizes:
  - a. *26 inch DBH-Hardwood/Softwood trees of the following Genus: Oak, Beech, Ash, Blackgum, Sycamore, Hickory, Maple (does not include Silver Maple) Pecan, Walnut, Persimmon, Sourwood Cedar, Cypress, Redwood*
  - b. *30 inch DBH-Hardwood trees of the following Genus: Tulip Poplar, Sweet Gun, Magnolia, River Birch, Maple (Silver Maple only).*
  - c. *10 inch DBH-Understory trees such as but not limited to: American Holly, Dogwood, Redbud, etc.*

**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\_\_\_\_\_

Signature of responsible party: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**BUILDING PERMIT  
RESPONSIBLE PARTY AFFIDAVIT**

**PERMIT NUMBER:** \_\_\_\_\_

**PERMIT TYPE:** \_\_\_\_\_

I hereby certify that I am responsible for ensuring that all work to be performed under this permit shall be done in accordance with all codes and ordinances applicable to the permitted work, including, but not limited to ensuring that:

- All construction and construction related work, including, but not limited to demolition and deliveries, shall occur **ONLY** from 7am to 7pm Monday through Friday, or 8am to 5pm on Saturday; that no construction or construction related work will occur on Sundays or on New Year’s Day, Thanksgiving Day, Christmas Day, Memorial Day, July 4, or Labor Day, unless such activity arises from an emergency which puts the site or neighboring property owners and their property at risk of harm or loss;
- No land-disturbing activity shall be conducted within the 75ft stream buffer unless such activity is permitted in accordance with a variance or is otherwise exempted or grandfathered;
- Mud and debris will be kept off of streets and removed from streets when necessary;
- When permitted work includes land disturbance, Erosion Control BMPs and Tree Save Fence will be installed before commencing land disturbance, and will be maintained throughout the duration of land disturbing activities.

**Failure to comply with applicable codes and ordinances can result in the issuance of Notice of Violation, Stop Work Order, Citation, and/or fines.**

I certify that I am the owner [  ] contractor [  ]

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Know what's below.  
Call before you dig.