



EST. 1872

# City of Hampton

## Construction Plan Submittal Checklist

City Hall  
17 East Main Street South  
PO Box 400  
Hampton, GA 30228

Phone: 770.946.4306  
Fax: 770.946.4356  
[www.hamptonga.gov](http://www.hamptonga.gov)

MAYOR  
ANN N. TARPLEY

MAYOR PRO-TEM  
MARTY MEEKS

CITY COUNCIL  
SHEILA BARLOW  
HENRY BYRD  
DEVLIN CLEVELAND  
MARY ANN MITCHAM  
WILLIE TURNER

CITY MANAGER  
ALEX S. COHILAS

***A preliminary plat/plan is a plan showing the detailed design and layout of a subdivision of land, prepared for the purpose of development and shall meet the minimum standards of design and requirements for the construction of public improvements as provided Article IV, Improvements Standards, Appendices A, B & C of the City Code and all applicable State and Federal regulations.***

### Construction Plan Submittal Filing:

1. Submit (7) seven copies of the preliminary plat/plan, (2) copies of a stormwater management plan and hydrology study, and an electronic copy of both to the planning and zoning department.

### Construction Plan Submittal Required Information:

#### **A. Description.**

1. Proposed name of development, its units and/or phases of development. All phases or units of a development must be delineated on the submitted plan.
2. A layout of the proposed development and potential phases/units of development for development with more than two phases/units to it.
3. Names, addresses, telephone numbers and emails of subdivider/developer, engineer, landscape architect, surveyor and project manager as applicable.
4. Graphic scale, north arrow (which shall be identified as magnetic, true or grid north).
5. Vicinity and location map, date and revision schedule.
6. Acreage to be divided and the total number of lots/parcels. Show lot areas in square feet.
7. Proposed net and gross density for residential projects and the total square footage of buildings of nonresidential projects. The total approved density shall reflect the total net density of the entire project, including a running tally of all phases/units of the entire project unless otherwise approved, which may include approval of a net density per individually zoned properties within the development.
8. Linear feet of proposed public streets (per phase and total in project).

9. Zoning of property and zoning districts development standards, any special conditions of zoning, minimum house size, lot sizes, etc. Show the zoning case (rezoning, conditional use permit, court, etc.) number and, embed in plan sets a copy of approved zoning condition(s).
10. Impervious surface calculations.

**B. Existing Conditions.**

1. Location and delineation of all tree preserved area or wooded area
2. Show area(s) to be dedicated to the City for public use (Article 5, Appendix B)
3. Location and delineation of cemetery and grave sites with a 50-ft undisturbed buffer, a fence with a 8-ft wide gate, and access shall be provided to a public street through a 20-ft wide street.
4. Topographic contours of not more than two feet (existing and propose).
5. Location and delineation of all creeks, streams, and their respective buffer (25', 50' and 75' buffer) measured from the top of banks.
6. Name of property owners and zoning of adjacent properties and required landscape buffers.
7. Location/delineation of wooded/tree areas, vegetation, wetlands, detention ponds, recharges areas, all-natural resources, etc. with their respective acreage.
8. In case, this is a re-platted development or a revision to a final plat; a copy of the original/existing plat must be submitted.
9. Location and delineation of floodplain and floodways with the base flood elevation (to the 10<sup>th</sup> of a decimal). The plat shall state if elevations are taken from FEMA map or if from an independent study.
10. State whether or not a project lays within the Towliga Watershed district. Site plan shall contain a certification issued by a registered land surveyor or engineer verifying the location of the site as being located in the Towliga watershed district, either within the water quality critical area, the limited development area or outside of both. If located, provide requirements per Hampton Code of Ordinances Appendix A. Article 8. Sec. 8-3.

11. Location of existing and proposed property lines, location, width and names of all platted public streets, rail public streets, utility rights-of-way, public areas, existing planning and zonings, structures and/or landmarks.
12. Location of existing and proposed utility, sewer, water mains, easements, storm pipes, culverts, and/or other underground or above ground facilities adjacent to or within the boundaries and rights-of-way of the proposed project. Included shall be the sizes, grades and invert elevations from field surveys or other sources. All sizes and data on all utilities shall be provided.
13. Existing and proposed drainage patterns, location of detention ponds, underground ponds, etc.

**C. Proposed Conditions.**

1. Layout and names of proposed public/private streets, alleys, cul-de-sac, walkways (bike trails, sidewalks with curb, paths, etc.) with width of pavement and right-of-way. (Section A. Article 4. Improvement Standards of the Hampton Code of Ordinances)
2. Layout of all lots, including building setback lines, lot dimensions and area/square footage of lots, showing all existing and proposed easements (drainage, water, sewer, storm pipes, and their location on all lots). Also include the proximity (distance and location) of all adjacent easements and utilities
3. Lots with detention ponds on them must meet the minimum zoning area requirements outside the area of the pond. Lots with detention ponds shall meet the setback requirements of the applied zoning district. *(It is the preference of the City that detention facilities are platted separately on an individual lot)* Stormwater requirements in adherence with Appendix C. Article 1, 2, 3 &4; including inspection and maintenance agreement
4. Homes or buildings may not be set closer than 20 feet to a detention retention pond, regardless if the home/building(s) comply with the setback requirements
5. Flood elevations on any lots within a 100-year flood hazard area. In addition, the foundation elevation that is a minimum of one foot above the established 100-year flood elevation shall be shown. This data may be shown either on the lot layout or in tabular

form. The flood hazard area shall include both studied and unstudied streams, including drainage ways as designated on the preliminary plat.

6. Construction plans of street including typical cross section and grade profiles shall show the percent of each grade and length of each vertical curve. The minimum centerline stopping sight distance for interior streets is 200 feet. Construction plans of sanitary sewers with grades, service, pipe size and points of discharge and connection to other trunk or lateral sewers
7. Show the centerline stopping distance for all points of access onto state, county and city public streets. Show posted speed limits of such public streets
8. Construction plans of storm drainage systems with grade, pipe sizes, lengths, location of outlets, runoff and velocity calculations, and other drainage structures. All storm drainage systems carrying off-site runoff shall be designed for the 100-year storm event. All storm pipes within the public street right-of-way shall be asphalt coated corrugated metal pipe
9. Improvement construction plans of water supply systems with pipe sizes and location of hydrants, valves and all other appurtenances
10. Draft of proposed deed restrictions/covenants to be imposed on any or all parcels within the development
11. Easements for drainage and proposed and existing water and sewer lines and utilities along the side, rear lot lines or wherever else they may be placed and watercourses as required in Section 4-32.
12. Proposed soil erosion and sedimentation control
13. Final contours: In some cases, the street profiles will suffice in showing the amount of cut and fill; however, in all cases, final contours need to be shown on the plans
14. Stormwater management: A hydrologic study should be included and the necessary outlet control structures shown on the plan. No increase in runoff or velocity will be permitted. A professional engineer's certification that the improvements will not adversely impact downstream property (see: Hampton Stormwater Management Ordinance)
15. Proposed drainage patterns: The boundaries of the post-developed drainage basins shall be shown on a map. The map shall include the number of acres in each basin, the post-

developed runoff coefficient and the time of concentration (see: Hampton Stormwater Management Ordinance)

16. Show a five-foot high black coated vinyl fence on all detention ponds with a 100-year pond elevation over four feet. A ten-foot wide gate to be located as to provide the best vehicular access. Vegetation shall be planted around all fences in order to minimize the visual impact the fencing has on a development, except at the designated gate area
17. Detail drawings: Any structural practice used should be explained and illustrated with detail drawings and must meet minimum city standards
18. Tree save areas shall be field located, staked, marked with flagging tape, and submitted to the City for approval prior to any land disturbance
19. Landscape improvements, buffers, amenities, lighting, fencing, etc. in accordance with Hampton Code of Ordinance. Article 3.
20. Any lot, which has frontage on a cul-de-sac, shall have at least 50 percent of the required frontage of said lots, in accordance with the minimum frontage as determined by the applicable zoning district.
21. Corner lots for residential and nonresidential lots shall have side yard frontage on a public street equal to that of the front yard frontage as specified in the appropriate zoning district
22. Through lots or double frontage lots in residential developments shall be prohibited except where one of the thoroughfares is an alley and is used only for the purpose of garage access on such lots
23. Flag lots shall be prohibited in subdivisions
24. Subdivision blocks shall not less than 500 feet, nor more than 1,200 feet in length, except where topographic or other conditions of the site make such dimensions impractical
25. For blocks over 800 feet in length, the planning and zoning and zoning board may require one or more public crosswalks of not less than ten feet wide near the center and entirely across the full width of the block, when necessary for access to schools, playgrounds, shopping centers, transportation and other community facilities
26. Subdividers of any lot shall connect with public sewer and water facilities within a development or as an individually developed parcel. Where public sewer and water are

not available, the developer/subdivider shall provide all infrastructure needs to the development at his/her own expense. All developments must comply with the zoning ordinance regarding utilities

27. Proposed lots for developments that are traversed by easements shall contain the minimum buildable area defined by the zoning district, exclusive or outside of areas occupied by such easements
28. All residential lots in a subdivision proposal shall have sufficient buildable area outside of the special flood hazard area such that encroachments into the floodplain for residential structures will not be required
29. Easements location and purpose shall be indicated on the preliminary plat. Easement shall be at least 20 ft wide and centered ten feet on center of easements
30. All stormwater detention facilities shall be accessible from a public street by way of a 20-foot easement to a designated entrance to the facility and by way of a 20-foot easement around the facility (*inside fence, if applicable*)

**D. Required notes on plans:**

1. All storm sewer, sanitary sewer, water, etc., easements exist where such utilities are placed. If placed on or along property lines, such utilities or infrastructure shall be centered on lot lines. All easements shall include an indication of their width.
2. All storm drains shall be extended a minimum of 30 feet behind any home(s) or building(s).
3. Grade stakes shall be set on all streets prior to any street grading. An as-built subgrade centerline profile shall be submitted and approved by the City prior to the installation of curb and gutter or other infrastructure and utility improvements.
4. May direct the contractor to proof roll the subgrade with a loaded dump truck.
5. An as-built detention pond detail and revised hydro study shall be submitted to the City prior to the final approval of by the City
6. All undisturbed buffers shall be field located, staked and flagged or marked with tensar and shall be submitted to the City for approval prior to grading

7. Total amount of impervious surface of the entire site. No site shall exceed 25 percent impervious surface. An as-built detention pond detail and revised hydro study shall be submitted to the city prior to the final approval of by the city
8. No local permit shall be issued on a project that appears to contain wetlands until a determination has been made by the U.S. Army Corps of Engineers on whether jurisdictional wetlands exist on the site. If there are jurisdictional wetlands on the site that will be disturbed by the proposed development, the applicant must first obtain a wetlands alteration section 404 permit from the U.S. Army Corps of Engineers
9. A natural or enhanced buffer of 25 feet shall be maintained along the delineated wetland boundary
10. An undisturbed natural vegetative buffer shall be maintained for 50 feet, measured horizontally, on both banks (as applicable) of the stream as measured from the top of the stream bank
11. An additional setback shall be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which all impervious cover shall be prohibited. Grading, filling and earthmoving shall be minimized within the setback
12. No septic tanks or septic tank drain fields shall be permitted within the buffer or the setback
13. Transformer substations shall be allowed within subdivision developments to serve the proposed developments and a larger area. These facilities shall be fenced with a chain link security fence and shall be landscaped with tree plantings and shrubs. The utility company shall obtain an easement (or other necessary property rights) for these installations which shall be clearly indicated on the development's preliminary and final plats
14. Off-site sewer easement is required to be recorded prior to issuance of development permit
15. Preliminary plat approval does not constitute approval of the storm drainage or sanitary sewer systems. No construction shall begin until construction plans are approved and a development permit is obtained
16. Note the provider for water, sewer, gas, electric, and telecommunications

**E. The following notation shall be included on all preliminary plats:**

"This preliminary plat is hereby approved by the City of Hampton, Georgia  
(NOT FOR RECORDING) "

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

By: \_\_\_\_\_  
Director of Community Development