

LIBERTY CONSOLIDATED PLANNING
COMMISSION

Project Development

Policy and Procedure Manual

(Liberty County, Cities of Hinesville, Riceboro, Midway, Flemington, Gum Branch,
Walthourville and Allenhurst)

December 30, 2009

RESOLUTION

ADOPTING THE LIBERTY CONSOLIDATED PLANNING COMMISSION DEVELOPMENT POLICY AND PROCEDURE MANUAL DATED _____.

WHEREAS, it is the policy of the Liberty Consolidated Planning Commission to require all development within the Liberty County to follow these policies and procedures; and,

WHEREAS, the Commission has adopted a formal procedures document, which has been generated by the staff; and,

WHEREAS, the Commission's has reviewed the Development Policy and Procedure Manual and recommends its adoption by the Liberty Consolidated Planning Commission,

NOW, THEREFORE, BE IT RESOLVED by the members of the Liberty Consolidated Planning Commission duly assembled, that these Development Policy and Procedure Manual dated _____ is hereby adopted.

ADOPTED, this _____ day of _____, 2009 in Regular Session

(SEAL)

LIBERTY CONSOLIDATED PLANNING COMMISSION

By: _____
Donald L. Hartley, Sr., Chairman

Attest:

By: _____
Sonny Timmerman, Secretary

PREFACE

The purpose of this manual is to provide guidelines for the orderly installation of water, sewer, storm drainage, grading, and road construction in an effort to meet the growing needs of the development in the Liberty County. These guidelines were written to be flexible enough to accommodate the individuality of each project while maintaining high standards and orderly procedures. Each project must be handled in a professional manner so that the system design and construction standards are met. Adherence to these standards is imperative to ensure that the projects installed under this policy will provide years of low cost maintenance to the governing authorities and uninterrupted service to Liberty County customers.

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CHAPTER 1

GENERAL

1.1 Introduction

This policy and procedures manual shall apply to all public and private developments, all public utilities service areas including those privately maintained, in Liberty County and its municipalities.

1.2 Interpretation of Certain Terms and Words

Except as specifically defined herein, all words used in this manual shall retain their customary dictionary definitions. For the purposes of this policy, certain words or terms used herein are defined as follows:

Definitions:

1. Words used in the present tense include the future tense.
2. Words used in the singular include the plural and words used in the plural include the singular.
3. The word “shall” is always mandatory.
4. The word “may” is permissive.
5. The word “lot” includes the word “plat” or “parcel”.
6. The word “person” includes a firm, association, organization, partnership, trust company, or corporation as well as an individual.
7. Commission – The Liberty Consolidated Planning Commission, its delegates, and/or employees.
8. Contractor - A person, firm, corporation or other legal entity authorized to perform construction by the State of Georgia Licensing Board for Contractors. A contractor may not perform work outside of his licensed capacity.
9. Development - The performance of any building or mining operation; the making of any material change in the use of any structure or land.
10. Developer - Any person, firm, corporation, or other legal entity improving property for commercial, industrial or residential purposes.
11. Easement – A right afforded to Liberty County or governing authorities to use another’s real property to access the infrastructure for maintenance.
12. Engineer - A person currently licensed as a Professional Engineer by the State of Georgia Board of Registration for Professional Engineers and Land Surveyors.
13. Land Surveyor - A person currently licensed as a Land Surveyor by the

Georgia State Board of Registration for Professional Engineers and Land Surveyors.

14. Lot - A single parcel or tract of land that has been subdivided for the purpose of building a residence or commercial facility.
15. Parcel – A portion or plot of land, usually a division of a larger area.
16. Plat - A map or drawing upon which the development is presented for approval
17. Project – Site construction activities undertaken in accordance with this policy
18. LCPC Approval to Place in Operation– A permit issued by the LCPC Engineer that authorizes construction work.
19. Subdivision - The division of a tract, parcel, or lot into two or more lots, building sites, or other divisions for the purpose of immediate or future sale, legacy, or building of a development. Subdivision shall also refer to uses of land not ordinarily considered a subdivision but requiring utility installations. Examples of these uses are mobile home parks, multi-family projects, townhouses, apartments or condominium, and planned unit developments.

CHAPTER 2

DEVELOPMENT PROCEDURES

These procedures shall be followed by developers who plan, design and construct any site construction activity within Liberty County.

2.1 Procedures and Activity Sequence:

The development sequence is:

1. Pre-design Meeting
2. Design Package submittal
3. LCPC Review and approval
4. EPD review and approval
5. NRCS review and approval
6. Pre-construction Conference
7. Close-Out documents
8. Maintenance Bond

2.2 Pre-Design Meeting

Liberty Consolidated Planning Commission may request the engineer and / or developer to attend a pre-design meeting to discuss the provision of site design prior to preparing the preliminary plan. The Engineer should come prepared with plat and topographic information for the project.

2.3 Design Package Submittal

The following are the general plan requirements with each submittal.

1. All plans shall comply with Site Development Checklist. See Attachment "C".
2. All projects must use Liberty Consolidated Planning Commission Standard Specification & Details on file with LCPC.

2.3.1 LCPC Review and Approval

Once a complete package submitted to Liberty Consolidated Planning Commission and all fees are paid, LCPC would log the project for review. Review by LCPC shall be completed within 14 days excluding Holidays. LCPC will respond to the design engineer in writing with any comments or approval.

2.3.2 EPD Review and Approval

The Georgia Environmental Protection Division will review, as required, the design of water and sewer systems which serve the commercial and residential developments. A minimum of two sets of design plans, design calculation, design specification, and a copy of NRCS approval shall be submitted to LCPC for forwarding to Environmental

Protection Division.

2.3.3 NRCS Review and Approval

The Georgia Natural Resources Conservation service will review the development project with land disturbance activity of greater than 1.0 acre in size. A minimum of One (1) set of Soil erosion, sediment, and pollutant control plans, a complete copy of drainage report, and a copy of completed checklist shall be submitted to the LCPC for forwarding to NRCS for review and approval.

2.3.4 Pre-Construction Conference

Once all approvals are obtained, LCPC will issue a concurrence letter to the developer's engineer for compliance with regulations and code of ordinances. The developer's engineer or the developer can request a pre-construction conference prior to start of construction. Upon successful completion of pre-construction conference, a land disturbance permit will be issued by LCPC.

Any project that has not had developer/engineer activity within twelve (12) months after preliminary plat approval will be considered void and removed from active status. Once the project is voided, any future return to active status will require that the project be submitted as a new project and new fees will be assessed.

2.3.5 Close-Out Documents

Upon successfully completion and inspection of project, the developer's engineer can proceed with submission of required documentation for close-out of project. The list of required documentation is listed on Chapter 6.

2.3.6 Maintenance Bond

Upon completion of all required documentation, the developer can request for the governing authority to accept the subdivision public portion of improvements. Prior to LCPC recommendation to governing authority for acceptance of the public portion of improvements, the developer is required to post a maintenance bond in accordance with subdivision ordinance.

CHAPTER 3

CONSTRUCTION PROCEDURES

3.1 Construction Conference

The purpose of the pre-construction conference is to review submittals, document deviations from the approved plans and specifications, and outline construction, inspection, and close out policies and procedures. No construction will begin until all fees are paid. The pre-construction conference is held at LCPC and LCPC given authorization to proceed.

A pre-construction conference shall be required for every development project that involves the construction of drainage, water/wastewater, and road facilities. The pre-construction conference must be scheduled with the LCPC Engineering Department after LCPC has issued plan concurrence. LCPC will specify the time and place. The following persons shall attend the pre-construction conference:

1. The design Engineer
2. A Developer Representative
3. Contractor and sub-contractor(s), if applicable
4. City, County, GDOT representatives, if applicable
5. Other utility representatives, if applicable

The developer and/ or his engineer will be responsible for contacting and scheduling the meeting. The Liberty Consolidated Planning Commission will coordinate the meeting date and time. In cases where the developer is located outside the area, the engineer may act on the developer's behalf. However, developers must provide a letter at the pre-construction conference stating that they have read this manual and will comply with all requirements contained herein.

3.2 Construction Documents Change

No change to construction document without written approval of the project engineer and concurrence by LCPC is allowed.

3.3 Engineer Certifications

The following certification is required for all Improvement Projects:

1. The design engineer shall review shop drawings from the contractor and compare with LCPC standard specifications and details and he must certify in writing to LCPC that he has reviewed shop drawings on all materials supplied and that they meet the minimum requirements of the specification and details. In addition, he shall supply to LCPC construction inspector a list of all materials to be used along with the manufacturer and any pertinent information. This requirement applies to all capital improvement projects.

2. Prior to final acceptance of the project by the governing authority, the design engineer shall be required to certify that all materials and construction was in accordance with the approved plans and LCPC specifications. This requirement applies to both private and public improvements.

3.4 Contractor Requirements

Contractor who is performing land disturbing work must provide current “Blue Card” in compliance with the Georgia Erosion and Sedimentation Control Act.

LCPC reserves the right to reject any contractor and/or subcontractor which does not have the required Blue Card.

3.5 Conformance

All construction activities shall be performed in accordance with approved plans and specifications.

3.6 Construction Methods

All work shall be in accordance with the latest edition of LCPC Standard specifications and details. Failure to comply with these requirements may cause a rejection of all work and as-built plans.

3.7 Utility extensions

All public utilities extension and road projects shall be inspected by LCPC. All connections to an existing utility such as sewer, water, and drainage system must be made in the presence of a LCPC and governing authority’s inspectors. A 48 hour advance notification is required. No debris will be allowed to remain within the connected system. The contractor is required to plug the extension. The plug is not to be removed until authorization is issued by LCPC. The LCPC inspector must witness the removal of all plugs.

3.8 Installation of a detention pond and storm drainage pipe

The installation shall comply with the design plan to ensure the proper size of detention facility is constructed. The outfall structure shall be constructed to ensure proper orifice elevation and size. If a discrepancy found, LCPC inspector may require reconstruction of structure or enlargement of detention facility to meet the approved plans. Grassing shall be established on all graded earth areas after completion of all grading.

3.9 Contractor Responsibilities

Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with work. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to:

- (a) All persons on the Site or who may be affected by the Work;

- (b) All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site;
- (c) Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.

The Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss, and shall erect and maintain all necessary safeguards for such safety and protection.

3.10 Inspection request

Contractor shall request for inspections including proof rolls, compaction, testing of water, sewer, and force mains. All requests will be scheduled following a 48 hours notice. All construction inspections will be scheduled through LCPC inspector. Once notified, the engineer, contractor, and LCPC inspector shall inspect the project to insure substantial compliance with the plans.

3.11 Final Inspection

Prior to scheduling a final inspection, the engineer shall submit a copy of utility as-built to LCPC for review. Additionally, it is the contractor's responsibility to ensure all utilities such as sewer and drainage pipe are clean and free of any debris prior to schedule of final inspection. The site must be stabilized by grassing prior to schedule of inspection. If deficiencies are found during inspection, a punch list would be generated by the site inspection for correction. The design engineer, contractor, and owner's representative shall be present at final inspection.

3.12 System Testing

All structures retaining liquid, all pressure piping, and all gravity sewer piping shall be tested by the contractor as specified in the Standards Specifications in accordance with the local and/ or State regulations, as directed by the project design engineer. All testing must be conducted in the presence of the LCPC Inspector and the Engineer's representative.

3.13 Gravity Sewer Tests

The following are the minimum required testing on all gravity sewer system:

1. Pipe Deflection Test
2. Visual Inspection
3. Tennis Ball
4. Video Inspection –required if first three methods are inconclusive.
5. Soil Compaction Test –required for works within public right-of-ways.

3.14 Water Pressure Test for Water Mains and Force Mains

Each pressure pipeline or valve section thereof must be subjected to hydrostatic testing in accordance with the Standard Specification.

CHAPTER 4

ISSUANCE OF PERMITS

The Liberty Consolidated Planning Commission has developed the following procedures for issuing land disturbance activity, site development permits, installation and maintenance of Site Inspection Record Cards for projects located within Liberty County, Georgia.

Upon approval and distribution of final site construction drawings, but prior to scheduling pre-construction meeting, the initial Best Management Practices such as parameter silt fencing and construction exit must be installed. No work shall be initiated until a mandatory pre-construction meeting is held with the Liberty Consolidated Planning Commission. The mandatory attendees shall include the developer's consulting engineer, the developer, prime contractor, subcontractors, and the governing authority Inspector (if applicable). The applicant is responsible for contacting and scheduling these meetings with Liberty Consolidated Planning Commission inspectors at the office of Liberty Consolidated Planning Commission, who will coordinate the meeting and preparing the Agenda and conduct the meeting.

At this meeting, the Land Disturbance/ Site Development Permit will be issued to the applicant's contractor by the Liberty Consolidated Planning Commission based upon the information provided by the developer's engineer and approved by all agencies. Upon completion of the meeting, Liberty Consolidated Planning Commission will issue the permit. If the project involves land clearing/disturbance only, the contractor will be issued a Land clearing Permit. For a development Project, both a Land Disturbance and Site Development Permit will be issued. A sample of the Permit can be found at LCPC web site at "thelcpc.org". In an event that there is no construction trailer at the site, the contractor will place the Record Card and a complete approved set of plans in an area safe from construction activity. These documents will be housed in a 4", or larger PVC pipe capped at both ends, 36" long. The pipe will be attached to a 2" x 4" horizontal board supported by a 4" x 4" post at the construction site visible for inspection. It will be the responsibility of the contractor to safeguard the card and Construction Plans. The card will serve as a check list denoting the acceptable completion of various events, as described on the card. At pre-construction meetings, the LCPC provide an overview of the function of the card. A copy of Inspection Card can be found at the LCPC web site.

The contractor shall provide to the LCPC, a copy of current "BLUE CARD" issued by Georgia Soil and Water Conservation Commission. The Blue Card holder(s) shall be present at the site during the land disturbing activities. The Liberty Consolidated Planning Commission monitors construction sites on a regular basis.

It is the contractor's responsibility to make sure all soil erosion Best Management Practices are in good condition during the length of project. Any Best Management Practices that are in violation will be reported to the contractor for corrective action. It is the contractor's responsibility to correct the violation within five (5) working days.

If the correction has not been completed after five days, the LCPC inspector has the authority to stop the project activity until BMP's are in compliance with the approved plans. A "STOP WORK" card will be posted by the LCPC until all violation is corrected.

CHAPTER 5

Final Plat and Acceptance of Improvements for Subdivision

The current subdivision ordinance requires all improvements to be completed prior to government acceptance for maintenance.

The following are the minimum requirements for final plat and acceptance of improvement approval. The required improvements for any subdivision are grouped into two categories as follows:

1. Primary improvement:

The primary improvements include:

- Water (non potable and potable), sanitary sewer, drainage, road base, curb & Gutter, and lighting.

Once the primary improvements are installed, inspected by LCPC and governing authority's inspectors, the subdivision can be accepted for recording the final plat.

A performance bond is required for the secondary improvements listed below (sidewalk and pavement) if is not installed and included with the final plat. The performance bond will be 115% of the total cost of all improvements and will be for a period of One (1) year.

2. Secondary improvements:

- The secondary improvements are sidewalks and pavement. If bonded, these improvements shall be constructed prior to the expiration of the bond. If the secondary improvements are not constructed during the one year, the City or the County reserve the right to call the bond amount and hire an independent contractor to complete the secondary improvements.
- If any of the bonded secondary improvements are completed prior to one year, the performance bond can be reduced accordingly.
- Prior to the end of one year and upon completion of all secondary improvements, a final inspection will be conducted by LCPC. If all secondary improvements pass the final inspection, the LCPC can recommend to the local Government for acceptance of all primary and secondary improvements.
- The warranty (Maintenance) bond of 15% of total cost of all primary and secondary improvements will be required prior to acceptance by the Local Authorities.

- If deficiencies found during the warranty period, assessment will be made for duration of repair and additional warranty may be required.

3. Trees

The subdivision tree requirements will be enforced as follows:

- All lots abutting street frontage shall plant trees within the tree easement which will be enforced by building inspection department with issuance of certificate of occupancy.
- Trees within the common areas will be governed by the tree ordinance.

CHAPTER 6

CLOSE-OUT PROCEDURES

Prior to close-out of any project the following documents must be submitted and reviewed by Liberty Consolidated Planning Commission.

1. As-Built Plans (Record Drawing) documents in paper copy as well as electronic copy.
2. All required tests such as sub-base, base, compaction, pressure, and bacteriological test.
3. Pond certification by the design engineer.
4. Site certification letter from design engineer.

Prior to final acceptance of the project by the governing authority, the design engineer shall be required to certify that all materials and construction were installed in accordance with the approved plans and specifications.

5. All NPDES testing conducted during the project.
6. Once submitted documents 1 through 5 have been reviewed and accepted by the LCPC Engineering Department, the design engineer will be notified and he or she shall submit (3) complete "As-Built" sets of the approved construction plans, a copy of as-built construction document in electronic format (pdf and AutoCAD), and a copy of complete as-built hydrology report in electronic format.
6. A copy of subdivision final plat (mylar copy 18" x 24) will be required for recording.
7. A performance bond, if required, for any unfinished portion of the project.
8. A maintenance bond is required prior to recommendation to the governing authority for acceptance of improvements.
9. For subdivision projects, a copy of Home Owner's Association (HOA) covenant (if applicable) will be required for recording. The HOA shall be reviewed and accepted by the governing authority's attorney prior to recording of the subdivision plat. The HOA and final plat will be recorded at the same time.

ATTACHMENT "A"

Site Development Projects checklist

The following is a checklist which must be completed, signed, and dated by the developer's registered professional engineer. This checklist shall be made with each submission for storm water review, regardless of type of submittal and times a given plan has been reviewed. The checklist shall be used as a minimum guideline for site development requirements and must be completed and signed by the engineer proposing the development with his/her plans to the Liberty Consolidated Planning Commission Office. The engineer shall document the fact of completion by check mark next to each item.

Drainage and related issues:

1. A complete hydrologic report and drainage schematic for the project shall be stamped, signed, and dated by a registered Georgia Professional Engineer. The submitted report shall contain calculation, run-off control devices calculation, assumptions, reference charts and tables, computer generated runoff routing, watershed map, and other information pertinent to the report.
2. Provide title sheet information to include project name, phase(if applicable), address, location, owner's name & address, phone number, engineer's name, address, and phone number, vicinity map, parcel tax map number, and flood information using the FEMA FIRM map panel and number.
3. Site plan shall show the site location, conceptual proposal with future phase schedule, and project narratives to include the following:
 - a) Acreage
 - b) Building area foot print and finish floor elevation
 - c) Impervious area(pre and post)
 - d) Most current FEMA flood zone delineation
 - e) Detention area, parking, and tree plan delineation
 - f) Building set-back
 - g) Required parking number calculation
4. A site survey plan shall be submitted with the drainage submittal to include the following:
 - a) date(s) of survey and revision
 - b) Existing and proposed right of way, easement, setbacks
 - c) Adjacent structures and name of property owners
 - d) Property identification number
 - e) Gross acreage of the site

- f) Topographic contours of 1 foot intervals
 - g) Property bearing and distances
 - h) wetlands boundaries
 - i) drainage ditches and canals, if any
 - j) existing utilities, structures above ground and below ground
 - k) flood zone and referenced map panel
 - l) Professional seal and signature of surveyor
 - m) Georgia State Plane Coordinates, North American Datum of 1983 (NAD 83), international feet.
 - n) Location and names of streams, lakes, swamps, and wetlands and other water bodies shall be shown. Areas subject to flood must designate Mean Sea Level (MSL) elevations.
5. Neighborhood/area drainage plan and topographic information.
 6. FIRM flood zone delineation with proposed finished floor elevations of all buildings.
 7. For projects in flood plain areas, balanced cut and fill cross sectional calculation or other proposed method of ensuring the development will not increase the FEMA defined 100 year flood elevation.
 8. Complete drainage layout and plans to include the followings:
 - a) Piping profiles to include size, materials, slope, and length
 - b) 25 years and 100 years gradients
 - c) On site detention/ retention facility from 2 year, 24 hours storm through 25 year, 24 hour storm
 - d) Hydrologic report for pre and post development run-off with narratives signed and sealed by a professional Engineer.
 - e) All drainage shall be controlled on site.
 - f) No discharge to the adjacent property allowed without written approval of property owner.
 - g) No detention basin can be proposed within the street right of way or easements.
 - h) Drainage pattern, property ridge line and building roof line shall be maintained, to prevent by pass drainage into adjacent properties.
 - i) Prior to discharge release of run-off into an existing drainage system, the designer shall ensure that the existing system is large enough to accommodate the flow for its entire basin in addition to proposed run-off. If the existing downstream system has experienced past flooding or is determined to be undersized, tie-into the existing system is restricted unless the downstream system is improved to accommodate the additional storm water flow

generated by the development for the 25 year, 24 hour storm event or storm water detention is provided.

- J) The survey information on downstream system which the proposed runoff is discharge into.
- K) All proposed and existing utilities crossing to be shown on road profile.
- L) The bottom elevation of all detention ponds shall be a minimum of 2 feet above seasonal ground water table.
- M) The bottom elevation of detention facility shall be above the 25 year flood elevation for facilities within the 100 year flood plain.
- N) Provide a permanent Bench Mark elevation on property.
- O) Show all utilities on grading plans.
- P) Necessary documentation to show the long term maintenance and ownership of storm water detention facility to be submitted. Such information shall include, but not limited to plats, deed restrictions, property owner's maintenance agreement, etc. These documents shall be reviewed and accepted by governing authority's attorney prior to the final plat recording.
- Q) Provide a pollution control structure location and details for any plans submitted for service stations and/or restaurants in accordance with City standards.

Soil Erosion/ sedimentation control plan

Soil erosion and sedimentation control plan shall meet the minimum requirements set forth in "Georgia Soil and water conservation Commission" Check list.

Landscaping:

1. Show total acreage of parcel on the plan.
2. Show Calculation of Green space percentage (20% minimum).
3. Show Calculation of total Tree Quality Points (TQP) and Landscape Quality Points (LQP).
4. Show Calculation for TQP for planted trees.

5. Show Calculation of TQP for retained trees.
6. Show Calculation for LQP for planted landscape.
7. Show Calculation of Tree Quality Points (TQP) required for parking areas.
8. Show Calculation of Tree Quality Points (TQP) provided for parking areas.
9. Accurately locate and/or accurately identify by species common name, retained trees, and adjacent trees on the plans.
10. Diameter of retained trees in inches (Diameter Breast Height) needs to be shown on the plan adjacent to each retained tree.
11. Show Tree Protection Zones and type of tree protection device for each retained tree and for all trees located adjacent to construction sites or where construction is to occur within the Tree Protection Zone.
12. Show all property lines, easements, building setback lines, utility lines
13. All planted medium and large tree species need to be a minimum of 10 feet from underground utilities and structures. Small tree species require a minimum 5 foot separation.
14. No large trees shall be planted under overhead utility lines, and make sure that placement of medium trees will not cause a future conflict between that tree's canopy and the overhead utility line.
15. Show proposed utility lines passing through the required Tree Protection Zone for a retained tree.
16. Each large (canopy) tree species needs a minimum 400 square feet per tree of permeable land as its planting site.
17. No more than 50% of trees shall be planted of the same species for sites over one acre.
18. Provide a contingency planting plan for sites where 75% or more of the TQP are from one or more saved trees.
19. Canopy trees planted in parking areas need a minimum tree island dimension of 20 feet by 20 feet or 16 feet wide if an extension of a minimum 10 foot wide landscape median.
20. New arterial and collector streets must submit a plan showing new street trees planted at an average 40' to 60' on center long both sides of the street.
21. Minimum tree and shrub sizes must meet requirements in Landscape and Tree Ordinance.
22. Show a permanent water source within 100 feet of each tree or a Backflow Prevention Devices such as an automated irrigation system.

23. The landscape plan must be prepared and stamped by a licensed Landscape Architect or a registered or certified profession with competency in landscape design.

Water and Sanitary Sewer

1. Provide completed water distribution and wastewater collection system data.
2. Provide details of meter size, type and location, valve in manhole, service connection(s), backflow preventer devices, fire hydrant installation, thrust restraint/blocks etc., sanitary sewer manhole, and sanitary sewer lateral detail, as applicable. Size and select water meter using latest AWWA guidelines.
3. Provide analysis for water system indicating flows and pressures for residential subdivisions with 10 or more lots, commercial, and industrial developments.
4. Complete Sanitary Sewer Extension Form and provide Landfill Certification letter if sanitary sewers are to be extended.
5. If an irrigation system is proposed, submit the following information prior to any connection to the local government Water System:
 - Plan and specification.
 - Detail of backflow prevention device on irrigation system.
 - Irrigation system should be metered in accordance with the established specifications.
 - If no irrigation system is proposed, please indicate on the plans.
6. If a sanitary sewer lift station is proposed, the following must be provided:
 - Design calculations, construction details, and related drawings and specifications.
 - Pump, system and efficiency curve data.
 -

Name of Development: _____

Type of Development: _____

Developer's Engineering Firm: _____

Developer's Engineer Signature: _____

Date Received by LCPC: _____

Date Reviewed by LCPC: _____