

# Procedures for Development Permit

(Applicants information/check list)

## Preliminary Plat (First time submittal)

*Subdivision Name MUST be approved by GIS prior to submittal*

- Fill out Preliminary Plat form
- Fill out Land Disturbance form
- Submit 10 full sets of plans with 3 Hydros
- NRCS fees must be paid. \$150.00 up to 15 acres and \$10.00 per acre over 15 acres (This must be paid when plans are submitted)
  - Plans are submitted to NRCS for review by Barrow County
  - Planner reviews plans, review is sent to appropriate contact
- Moreland Altobelli (consultant) reviews plans, review is sent to appropriate contact
- Applicant must submit plans to appropriate Water Authority for review. Barrow County will need a copy of the Water Approval letter prior to Development Permit being issued. Barrow County does not take Water Authority plans in.
- Applicant must submit to Environmental Health if septic review. Barrow County does not take in Environmental Health plans at any time.
  - If the project is on sewer, plans will be forwarded to Land Application for approval by Barrow County.
    - Notice of Intent (NOI) must be received no later than 14 days prior to Development meeting. A copy of the certified mail receipt and copy of check to state (do NOT send the state money to Barrow County) must accompany NOI. (Fees are \$40.00 per disturbed acre to state and \$40.00 per disturbed acre to Barrow County as issuing authority)
- If the project is located on a State Hwy, D.O.T. must approve entrance and a letter of approval sent to Planning.

## Preliminary Plat (re-submitted)

### (Fill out Plan Resubmittal Form)

(This does not imply that there will only be two submittals. The re-submittal process will continue until all comments from both Planning and the Consultant are met.)

- Submit 7 full sets of plans and 3 Hydros if changes were made
  - Planner reviews plans, review is sent to appropriate contact
- Moreland Altobelli (consultant) reviews plans, review is sent to appropriate contact.
- The applicant must submit all resubmittals for NRCS directly to NRCS. Barrow County only handles the first submittal.

### *Development Permit*

In order for a Development Permit Meeting to be scheduled to issue the actual Development Permit the following items must be in hand by the Planning Department:

- \* Planning Approval
- \* Moreland Approval
- \* NRCS Approval
- \* Water Approval
- \* D.O.T. Approval (if State HWY)
- \* Notice Environmental Health is reviewing plans (if Septic)
- \* Sewer Approval (if Sewer)
- \* NOI received w/appropriate fees (Must have completed the 14 day waiting period)
- \* Development fees (may be paid during Development Meeting)

All Development Meetings must be scheduled in advance.

No “walk-ins” please.

The Planning Department appreciates your understanding with this matter.

At anytime should you have questions on the status of your plans please feel free to contact us at 770-307-3034.