



DEPARTMENT OF PUBLIC WORKS
205 Lawrence Street
Marietta, GA 30060
Office 770-794-8197
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www.mariettaga.gov

SITE DEVELOPMENT PLAN REVIEW PROCESS

I. Plan Submittal

- Engineers/Applicants can **submit two (2) hard copy plan sets and a CD containing PDFs of the plan set and hydrology report at any time to the Public Works Department's Engineering Division**. Plans will be distributed to the following for review:
 - **Fire** (Jason Garner) 770-794-5459 jgarner@mariettaga.gov
 - **Water** (Mike Musser) 770-794-5227 mmusser@mariettaga.gov
 - **Planning and Zoning** (Shelby Little) 770-794-5671 slittle@mariettaga.gov
 - **BLW/Electrical Engineering & Marketing** 770-794-5112
 - **Public Works Engineering** (Jennifer Kobylus) 770-794-8197 jkobylus@mariettaga.gov
- **Public Works Engineering will distribute the plans** and supporting documents to the appropriate City departments for review and comments. The comments will then be returned to Public Works Engineering for pick-up by the engineer/applicant.
- Each department establishes its own criteria for determining a project's eligibility for a One Stop meeting.
- If a department deems a project **not eligible for a One Stop meeting**, the engineer/applicant will **work directly with that department** to obtain the release necessary to participate in a One Stop meeting.
- When all departments deem a project **eligible for a One Stop meeting**, Public Works Engineering will contact the engineer/applicant to schedule an appointment for a One Stop meeting.

II. One Stop Plan Review Meeting

- One Stop meetings are held on Wednesday afternoons, starting at 1:30 p.m., and each half-hour thereafter.
- **Any approvals required from non-City entities** must be obtained and submitted to Public Works Engineering **no later than 12:00 p.m. on the Tuesday prior to the desired One Stop meeting date**.
 - Approval by the Cobb County Soil and Water Conservation District (SWCD) is required if a project has a **disturbed area** equal to or greater than 1.0 acre or within 200 feet of State Waters.
 - **For Cobb County SWCD review**, the engineer/applicant must **first acquire a Letter of Transmittal** from the City Civil Engineer, then deliver two (2) plan sets to the Georgia Soil and Water Conservation Commission (GSWCC) regional office in Calhoun. The review period is approximately 35 days. For additional information about Cobb County SWCD reviews, please contact the GSWCC at 706-624-1434 or visit gaswcc.georgia.gov.
- The engineer/applicant must **bring a minimum of seven (7) hard copy plan sets and two (2) hard copy hydrology reports** to the One Stop Meeting. If review by Marietta Water is not required, only five (5) plan sets will be needed.
- If the plans are approved at the One Stop meeting, all departments will stamp and sign all plan sets. The stamped and signed plans will be distributed as follows:
 - Water – 2 sets;
 - Public Works Engineering – 2 sets; and
 - Engineer/applicant – remaining sets.

III. Land-Disturbing Activity Permit

- A Land Disturbing Activity (LDA) Permit is **required prior to any land disturbing activity** including, but not limited to, demolition, BMP installation, clearing, and grubbing.
- An LDA Permit will not be released for issuance until plans have been approved by all City departments and, if applicable, the Cobb County SWCD.

- The City Civil Engineering Technician will issue the LDA Permit at the time of the **on-site pre-construction meeting**.

IV. Development Review and Permitting Fees

- Site Plan Review \$100 (flat fee; due at first submittal)
- NPDES (if ≥ 1.0 disturbed acre) \$40 per disturbed acre
- Commercial/Institutional/Residential Subdivision \$10 per disturbed acre (\$10 minimum)
- Residential (individual lot) \$30 per disturbed acre (\$30 minimum)

IV. Additional Submittals after Plan Approval

- **Immediately after One Stop**, submit the following to the City Civil Engineer: A CD containing PDFs of a full set of City-stamped and -signed plans and hydrology report. The project will not be released for land-disturbance permitting until the CD is received and reviewed.
- **At the on-site pre-construction meeting** with the City Civil Engineering Technician, provide an “Erosion Control Disclosure” affidavit.
- **By the 10th of each month**, submit a certified “Construction Site Monthly Erosion and Sediment Control Report” to the City Civil Engineering Technician.
- Submit two (2) CDs, each containing “**As-Built**” drawings for all improvements and based on Georgia (West) State Plane Coordinate System, NAD83/94 (latest adjustment), NAVD88 in CAD and PDF formats.
 - For **residential subdivisions**, “As-Builts” are required at the time of Final Plat.
 - For **commercial/institutional** projects, “As-Builts” are required prior to the Grading Final and Certificate of Occupancy.

If you have any questions about the site development plan review process, please contact:

Jennifer A. Kobylus, CFM, CPESC

Civil Engineer

jkobylus@mariettaga.gov

770-794-8197