

**CITY OF VALDOSTA**  
**CONSTRUCTION SITE PLAN REVIEW PROCEDURES**  
(JULY 2013)

**Step 1:** Plans are submitted to the Engineering Department and the Administrative Assistant verifies that all required documents and fees have been delivered with the plans. Once confirmed, the plans are logged in as received.

**Step 2:** Plans are then routed to the reviewer.

**Step 3:** Plans are reviewed in the order in which they were received using the *Erosion, Sedimentation and Pollution Control Plan Checklist*.

**Step 4:** Within 14 days, comments are provided to the design professional and primary permittee.

**Step 5:** Once comments are addressed and the plans have been corrected, the design professional and/or primary permittee is notified of plan status.

**Step 6:** Permits are only issued at the time the plans are picked up. Plans not permitted within 90-days will require an addendum to provide adjustments to the project calendar and seasonal adjustments to vegetative measures.

**Step 7:** Plans not permitted with one year must be resubmitted.

FOR MORE INFORMATION:  
ENGINEERING DEPARTMENT  
300 NORTH LEE STREET  
P.O. Box 1125  
VALDOSTA, GEORGIA 31603  
PHONE: (229) 259-3530  
FAX: (229) 333-1884