



# Application for a Land Disturbance Permit

## CITY OF VALDOSTA ENGINEERING DEPARTMENT

This is an application for a land disturbance permit.

*A land disturbance permit is required to authorize all activities associated with development activity; including, but not limited to, clearing and grubbing, grading and the construction of such improvements as streets, surface parking areas and drives, stormwater drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings, signs or other structures requiring the issuance of a building permit.*

Applicant \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**\*Note: If applicant is not the owner, as listed on the Property Deed, a notarized letter from the owner(s), including phone number and address, authorizing the applicant to act on their behalf must be included.**

### PROCEDURE

#### Application Requirements

All Applications must be complete and include required supporting documents. **Incomplete applications will not be considered.**

#### Application Submission

Return one copy of this completed application and all supporting documents to:

City of Valdosta Engineering  
Department  
City Hall Annex  
300 N. Lee Street | P.O. Box 1125  
Valdosta, GA 31603-1125

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PROPERTY ADDRESS (OR GENERAL LOCATION DESCRIPTION IF NO ADDRESS ASSIGNED):  
\_\_\_\_\_

CONSTRUCTION EXIT GPS COORDINATES: \_\_\_\_\_ / \_\_\_\_\_

MAP/PARCEL ID#: \_\_\_\_\_ / \_\_\_\_\_ LAND LOT/DISTRICT #: \_\_\_\_\_ / \_\_\_\_\_

SITE ACREAGE: \_\_\_\_\_ DISTURBED ACREAGE: \_\_\_\_\_ ZONING: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

DATE OF REQUIRED PRE-APPLICATION MEETING: \_\_\_\_\_

### FOR STAFF USE ONLY

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**FEES:** Application Charge: \$ \_\_\_\_\_ \$40.00 Per Acre Charge: \$ \_\_\_\_\_

**DECISION:** Approved Denied Circle One

**PERMIT:** Permit # \_\_\_\_\_ Issue Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

### APPLICATION CHECKLIST

**“Supporting Documents; the following list of supporting documents must be submitted with this application. Only complete applications will be accepted.”**

- Notarized Letter:** If Applicant is not the Property Owner, a Notarized Letter from the Owner(s), including phone number and address, authorizing the applicant to act on their behalf.
  
- Approved Development of Regional Impact (DRI) Review (if applicable) from the SGRDC**
  
- Final Revised Civil Construction Plan (as approved by Community Development Department) (2 Copies)**
  - Existing Conditions Survey
  - Site Development Plan (Site Layout Plan)
  - Soil Erosion and Pollution Control Plan as required by LDR Chapter 306
  - Stormwater Management Plan as required by LDR Chapter 310
  - Water & Sewer Utility Plan
  - Landscape Plan, Buffer and Tree Replacement Plan as required by LDR Chapter 328
  
- Final Signed and Sealed Hydrology Report (2 Copies)**
- Copy of recorded Stormwater Facilities Inspection and Maintenance Agreement**
  - Shall include Operational Inspection and Maintenance Plan Schedule
- Latest version of GA Dept of Natural Resources’ Notice of Intent (2 Copies)**
- Latest version of NPDES Checklist for project type, completed and signed (2 Copies)**
- Check for \$40.00 per acre disturbed**
- Check for \$125.00 Land Disturbance Application fee (may be combined with per acre fee listed above)**
- Copy of certified mail return receipt for fee’s paid to Dept of Natural Resources**
- Completed NPDES General Permit fee form**
- Tree Removal Permit approved by the City Arborist (2 Copies)**
- Certification of Payment of Ad Valorem Taxes: No land disturbance permit will be issued without written certification from the Lowndes County Tax Assessor that all ad valorem taxes due and owing for the property have been paid in full.**
  
- Certification of Development Approval from the following as may be required (if applicable) by the City Engineer:**
  - City of Valdosta Community Development Department.
  - City of Valdosta Fire Department.
  - City of Valdosta Department of Utility Services.
  - Lowndes County Health Department.
  - Georgia Department of Transportation.
  - Georgia Department of Natural Resources.
  - U. S. Army Corps of Engineers.
  - U. S. Environmental Protection Agency.

*Questions may be directed to Willie Jones, Stormwater Technical Reviewer:*  
Email: [wjones@valdostacity.com](mailto:wjones@valdostacity.com) | Phone: (229) 259-3530 | Fax: (229) 333-1884  
P.O. Box 1125 | 300 N. Lee Street | Valdosta, GA 31603-1125

### **CERTIFICATION AND AUTHORIZATION**

I hereby certify that, to the best of my knowledge, the above listed information and all attached supporting documents are complete and accurate.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_