



5047 Union Street
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Land Disturbance Permit Checklist

Upload your completed form to:

<https://unioncityga.portal.iworq.net/portalhome/unioncityga>

Please make your payment online when submitting your application

https://unioncityga.governmentwindow.com/payer_login.html

In order to obtain a Land Disturbance Permit (**LDP**) you must complete the following:

1. Request and obtain a Zoning Verification letter for the project site. (For all projects over 1.1 acres.)
2. Prepare a preliminary site plan for the project site. **Please be advised that your site plan review is conducted at this time therefore make sure to include the following information in your site plan submittal:**
 - a. **The location of the structures on the property;**
 - b. **dimensions of the structures;**
 - c. **setbacks;**
 - d. **building elevations;**
 - e. **Landscaping.**
3. Schedule a development site plan review team meeting with the City Planner (the meetings are every Wed. with appt.).
4. You must obtain approval from the outside agency, Georgia Soil and Water Conservation Commission, for concurrent plan review.
5. The City's Engineering will verify that Site Plan Review requirements have been satisfied:
 - a. NPDES
 - b. Soil Erosion Plans
 - c. Transportation
 - d. Planning and Zoning
 - e. Fire (if applicable)
 - f. Union City Sewer (if applicable)
 - f. Stormwater
 - g. Completed Section 404 Acknowledgement and Certification Form, Engineer's Certificates on Flood Plains.
6. You must receive and submit all required outside agency approvals to the City Planner.
7. To submit a **Land Disturbance Permit Application** you must submit the following:
 - a. Four sets of approved plans.
 - b. Copy of GSWCC Level 1A Certification Card for at least one member from every company and crew that will be doing land disturbing activities is attached.

- c. Copy of Grading Contractor current business license is attached.
- d. Land Disturbance Permit fees are made up of the following: (See current UC Fee Schedule)
 - a. Land Disturbance Permit application fee
 - b. Site Plan Review fee
 - c. NDPES fee
 - d. Fire Marshall Review fee (if applicable)

In complete applications will be returned.

Once the required documents are received and all the review comments are addressed and approved, the LDP will be issued.

- e. Upon approval, the Soil Erosion & Sediment Bond (Bond must be in the form of a check) must be submitted.

LDP expire 1 year after date of issuance or inactivity at the site