Russell R. McMurry, P.E., Commissioner
One Georgia Center
600 West Peachtree Street, NW
Atlanta, GA 30308
(404) 631-1000 Main Office

FULL PERMIT REVIEW

DISTRICT PLAN REQUIREMENTS CHECKLIST
DRIVEWAY & ENCROACHMENT PERMIT REQUEST

DEPARTMENT OF TRANSPORTATION – DISTRICT SEVEN
5025 NEW PEACHTREE ROAD NE
CHAMBLEE, GEORGIA 30341

FULL REVIEW
Provide a written request which specifically states the requested approval, describes the project and the proposed development. **Please check off each item OR indicate why the item is not applicable, sign and submit with each request.** **SUBMIT ALL REQUEST IN GPAS**

_____(1) SET plans including the following:
*Existing Conditions sheet
*Overall Site and Development sheet
*20 Scale DOT Construction sheets
*Grading, Drainage & Erosion Control sheets
*Utility Plan sheet
*Landscaping/irrigation sheets if applicable
_____(1) one copy of HYDROLOGY REPORT
_____(1) one copy of TRAFFIC IMPACT STUDY (if not previously submitted) for sites with daily trip volume of 2000 or greater.
_____Completed Applicant Information Form
_____Copy of **RECORDED PROPERTY DEED**
_____Letter of Request
_____8-1/2 X 11 Plat of property frontage
_____**Exhibit plat and legal description required for additional RW dedication**

A. GENERAL INFORMATION

____1. All sheets DATED and NUMBERED with NORTH ARROW.
____2. TITLE BLOCK showing the name(s) of property owner(s) of record as listed on the deed Name, address and phone number of applicant/developer if different from owner.
Name, address and phone number of engineer preparing the plans, with STAMP.
County, land district, section and land lot numbers where property is located.
____3. LOCATION SKETCH MAP showing the location of the property in the surrounding area.
____4. STATE ROUTE NUMBER, US route number. Name of road and adjacent or intersecting roads or streets, and POSTED SPEED LIMIT.
____5. Location of all PROPERTY LINES showing length and bearing, and the current names(s) of ALL ADJACENT PROPERTY OWNERS.
____6. Total length of FRONTAGE OF PROPERTY OWNED, and the total frontage of the property being developed, if different.
____7. DISTANCE from one property corner to the CENTERLINE of the nearest named intersecting road or street.
____8. The CENTERLINE of the highway, the RIGHT OF WAY LINE and the distance measured between.
____9. PROPOSED RIGHT OF WAY line with total acreage or sq. ft. if additional right of way is to be conveyed to accommodate new roadway, intersection, signal equipment or sidewalk development.

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____10. ALL EXISTING FEATURES must be shown with dashed lines and all PROPOSED features shown with solid lines. This should be clearly shown on plan ledged.
____11. WIDTH of existing and proposed roadway pavements. Show existing and proposed LANE LINES, STRIPING, PAVEMENT MARKINGS and SIGNS, with direction of travel in each lane.
____12. Location of all existing and proposed structures, BUILDINGS, FOUNDATIONS, PAVING, PARKING, SIGNS, and location, size and type of all TREES and other VEGETATION existing on right of way.

B. DRAINAGE INFORMATION AND COMPUTATIONS

____13. Sufficient existing and proposed CONTOUR LINES and ELEVATIONS to show the natural and proposed drainage within the property being developed. This should include all of the adjacent highway and right of way with elevation needed to show how drainage is being treated once it leaves the property. Direction of flow of water over existing and proposed contours.
____14. Driveways and new shoulder work on a tangent section are required to SLOPE DOWNWARD and away from the edge of the pavement for a distance of at least 12 feet at a slope rate of 2.08% (1/4 inch per foot), including any decel lane. If located in a super elevated section, all construction should match the super elevation for at least 12 feet.
____15. DISTANCE from the edge of the pavement to the side ditch and the direction of the flow.
____16. LOCATION and size of any existing cross drains, side drains or culverts with inverts, and the direction of flow within these structures.
____17. LOCATION, size, type, inverts, and direction of flow of any proposed pipes or culverts, detention ponds, catch basins, inlets, etc. All pipes 48” and larger must have an inlet and an outlet headwall. Only safety headwalls are allowed. All pipes on the right of way up to 48” must have DOT STD Safety End Sections. If located outside the clear zone or behind guardrail, standard flared end sections may be used.
____18. All structures which are to be extended must be extended in like kind. All drainage structures within the right of way must be concrete. If additional fill material is to be placed over an existing structure, the structure must be analyzed for strength to carry the additional load. Pipes and structures on the permit may match an active DOT construction project.
____19. DRAINAGE COMPUTATIONS for all drainage structures including any existing structures which are to be extended. All drainage computations must show the drainage area, runoff coefficients, time of concentration and discharge for the required storm frequency. These computations must be in a report format and show high waters above the inlet of the pipe or above the flow line of the grate. All structures must have computations for inlet control and outlet control. These computations should include pre and post development runoffs. The post development runoff rate must NOT EXCEED the predevelopment runoff rate.
____20. Ditches should be designed to carry the design year storm, with erosion protection provided for a 10 year storm.
____21. Driveway side drain pipes should be designed for the 25 year storm unless a pipe emptying into the ditch leading to the driveway pipe is designed to carry a lesser frequency.
____22. Open ended DOT cross drain structures which must be extended should be designed for the 50 year storm with no overtopping occurring during the 100 year storm.
____23. Detention pond designed for the 10 year storm, with computations, unless local jurisdictions require a lesser frequency storm.
____24. Detention pond outlet structures, including spillways, designed for the 100 year storm, with computations, unless local jurisdictions require a lesser frequency storm.
____25. Curb inlets and grated inlets should be designed for the 10 year storm except low points which shall be designed for 50 year storm.

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C. DEVELOPMENT and DRIVEWAY DESIGN

____26. Proposed driveway WIDTH from face of curb to face of curb or edge of pavement to edge of pavement.
____27. CLEAR ZONE 45 feet from edge of pavement for the width of drive.
____28. ANGLE of the proposed drive to the highway alignment shall be 90 DEGREES.
____29. RADII of all curves on proposed driveway(s) measured to the face of curb or edge of pavement.
____30. CENTERLINE of the proposed drive(s) with the distance to each property line measured along the right of way line, and the distance between all drives, existing and proposed.
____31. SIGHT DISTANCE from each proposed drive (if required).
____32. The location of all EXISTING DRIVES on both sides of the state route and the location and distance to centerline of drives on the adjacent property in each direction measured along the right of way.
____33. ALL TRAFFIC CONTROL, STRIPING, SIGNING and MARKING, existing and proposed.
____34. SIDEWALK (as required) and WHEELCHAIR RAMPS, GA DOT STD 9031-W at all driveways and streets.
____35. Proposed DECELERATION LANE(S):
-14 feet from edge of lane to face of curb, length of lane and taper as required
-new shoulder and slope behind decal lane 6' min. (4:1 max. within R/W, 6:1 max. in radii)
-5" white edge line, 5" white mini skip in taper and 5" white inside edge line
-type 2 white turn arrows at 50' spacing
-"No Parking" and "Right Lane Must Turn Right" signs as required
____36. Proposed LEFT TURN LANE and WIDENING:
-length of turn lane and taper
-length of shift taper
-all existing and proposed striping, marking and signing

D. UTILITY PLAN

____37. ALL EXISTING utility locations.
____38. PROPOSED utility line relocations and connection locations.

E. LANDSCAPING and IRRIGATION PLAN

____39. Location, type and size of any EXISTING trees, shrubs or other growth on the right of way.
____40. Location, size, quantity and common and botanical names of any PROPOSED trees, shrubs or other growth on the right of way.
____41. A Right of Way MOWING AND MAINTENANCE AGREEMENT is required for the applicant to maintain the right of way and plantings
____42. Location, type, size and direction of spray of any irrigation LINES and heads proposed on the right of way. The location of MANUAL SHUT OFF VALVE behind right of way line. All irrigation systems on the right of way must be wrapped in METALLIC TAPE during installation.
____43. JUSTIFICATION: why the irrigation must be placed on RW and not on owners property. An INDEMNITY AGREEMENT must be signed by the property owner for all irrigation systems installed on the right of way.

NAME OF PROJECT AND APPLICANT	STATE ROUTE	COUNTY
SIGNATURE OF INDIVIDUAL SUBMITTING PLANS	PHONE NO.	DATE