



## LAND DISTURBANCE PERMIT (LDP) PRE-SCREEN FORM

The City of Chamblee requires a permit for all land disturbing activities in the City unless otherwise exempted. The City defines land disturbing activity as any activity which may result in soil erosion from water or wind and the evolvment of sediments into state waters or onto lands within the state. The permit required to perform land disturbing activities is called a Land Disturbance Permit (LDP). To help determine whether a project requires a permit, please see the information below.

### GENERAL GUIDELINES

- A LDP could be required for a project involving any of the following:
  - Grading, clearing, dredging, excavating, transporting, or filling of land.
- Common examples of activities that could require a LDP include:
  - Installing new hardscape or replacing existing hardscape such as driveways, walkways, and patios.
  - Substantial landscape projects.
  - Constructing new buildings, building additions, or structures.
- Single-family detached residential land disturbance activities are granted an exemption from obtaining a land disturbance permit when the work is associated with a single-family detached residential building permit or swimming pool permit.
- Land disturbance associated with an approved building permit shall require a separate land disturbance permit for all commercial projects, multifamily projects, townhome projects and all single-family detached residential projects that are part of a larger, multi-parcel development.
- A **Minor Land Disturbance Permit** may be required in lieu of a full Land Disturbance Permit for all land-disturbing activities under 5,000 square feet.
- The Planning and Development Director may waive Land Disturbance Permit requirements for land-disturbing activities under 500 square feet.
- If a stream is present, a stream buffer variance may be required prior to doing any land disturbing activity, regardless of whether a permit is required.
- Land Disturbance Permits shall meet requirements of the ordinance and contained on applications and forms provided by the Planning and Development Department.

### PRE-SCREEN FORM SUBMITTAL REQUIREMENTS

If you are unsure whether your project will require an LDP, please submit the following items to receive a determination from the City:

- Complete Project Information Sheet (attached)
- Complete Pre-Screen Form (attached)
- Concept Sketch Plan of the Proposed Project
- Photos of the Site

**SUBMITTAL INSTRUCTIONS:** All required forms must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov).

**Please allow up to 5 business days for review.**



# LDP PROJECT INFORMATION SHEET

Please provide the following details regarding your proposed project:

Site Address: \_\_\_\_\_

Check One:  Single-Family Residential  Other: \_\_\_\_\_

Project Description: \_\_\_\_\_

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Requestor Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to the Project (check all that apply):

Property Owner  Contractor  Other: \_\_\_\_\_

All required forms must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov).



# Land Disturbance Permit Pre-Screen Request Form

The purpose of this form is to assist applicants with determining when a Land Disturbance Permit (LDP) is required for a project. In order to receive a determination from staff, please respond to the following questions.

## 1. Does your project include any of the following?

- Grading:** Altering the shape of ground surfaces to a predetermined condition; this includes stripping, cutting, filling, stockpiling and shaping or any combination thereof and shall include the land in its cut or filled condition.
- Clearing:** Any activity that removes the vegetative ground cover.
- Dredging:** To enlarge or clean out a waterbody, watercourse, or wetland.
- Excavating:** Any breaking of ground, except common household gardening and ground care.
- Transporting Soil:** Moving soil to or from a site.
- Filling:** Any breaking of ground, except common household gardening and ground care.

If all responses are **NO**, then no land disturbance permit is necessary. **STOP** here

If one or more responses are **YES**, then a land disturbance permit may be necessary. **CONTINUE** below

## 2. Does your project also require the submittal of a building permit?

**YES**, I am building a new Single-Family Detached Residential Home, addition to an existing Single-Family Detached Residential Home or Single-Family Detached Residential Swimming Pool not part of an active, common subdivision development. **STOP** here. You are not required to submit a separate land disturbance permit application. However, you will need to provide the necessary land disturbance permit details as part of your building permit submittal.

**YES**, I am proposing building improvements as part of a non-single-family residential project (commercial, multifamily, industrial, etc.). **CONTINUE** below.

**NO**, I am not proposing any building improvements requiring a building permit. **CONTINUE** below.

## 3. How much land area will be disturbed by your project?

- 500 square feet or more; but less than 5,000 square feet **MINOR LAND DISTURBANCE PERMIT** required
- 5,000 square feet or more **MAJOR LAND DISTURBANCE PERMIT** required
- Less than 500 square feet **CONTINUE** below

## 4. Does your project include any of the following?

- Any work impacting a public utility line (water or sewer) or stormwater facility running through private property.
- Any work in the road right-of-way.
- Any work in a stream buffer (within 75' of a stream).

If all responses are **NO**, then no land disturbance permit is necessary. **STOP** here

If one or more responses are **YES**, then a **MINOR LAND DISTURBANCE PERMIT** is required



# LAND DISTURBANCE PERMIT APPLICATION REQUIREMENTS

## MAJOR LAND DISTURBANCE PERMIT

See Land Disturbance Permit Packet Here:

<https://www.chambleega.com/DocumentCenter/View/4719/Land-Disturbance-Permit-Packet-1-10-20>

## MINOR LAND DISTURBANCE PERMIT

1. Land Disturbance Permit Application Form (see link below)
2. Site construction plans and related documentation
3. Permit Fee

Please visit the Planning & Development Department webpage for detailed information regarding applications and fees: <https://www.chambleega.com/152/Applications-and-Forms>.

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### For Staff Use Only:

LDP Required: YES \_\_\_\_\_ or NO \_\_\_\_\_

Type: MAJOR \_\_\_\_\_ or MINOR \_\_\_\_\_

#### Plans Required:

- All Plans Below.
- A boundary survey showing current topography, state waters, structures, easements and other existing conditions prior to proposed development.
- Site Construction Plans.
- Landscaping, Buffer and Tree Protection Plan - Section 300-35.
- Erosion, Sedimentation and Pollution Control Plan - Section 300-36.
- Stormwater Management Plan - Subsection 340-38(c).
- Grading Plan - Section 300-37.6
- Storm Drainage Profile Drawing - Section 300-38.7
- Street Plan/Profile Sheets - Section 300-39.
- Construction Parking Plan showing the location of and access to parking for workers during construction.

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** this determination does not exempt any development activity requiring a permit from applying for and receiving approval from the City. It is provided for informational purposes only.