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MRPA Certificate Checklist

Project Name: _____ H.T.E. # _____
Site Address: _____ RC Project Number: _____
Applicant: _____ Application Date: _____

- I. The following items shall be included with the submittal:
- A. A completed and correctly executed MRPA application form.
 - B. Three (3) copies of all plans. All single lot plans are to be at a minimum of 1"=30' scale. Commercial and Multi-family plans shall be at a minimum of 1"=50' scale. Subdivision plans shall be at a minimum scale of 1"=100' scale. One (1) reduction (not to scale) of site plan shall be submitted on an 8 ½" by 11" plan.
 - C. These fees, in separate payments:
 - 1. \$250.00 Atlanta Regional Commission (ARC) fee for a single lot; or the amount specified in the Rules and Regulations, Section IV-A of the Metropolitan River Protection Act. Funds payable to ARC must be in the form of a cashiers check or money order.
 - 2. \$500.00 Johns Creek City Council Public Hearing and advertising fee (payable to the City of Johns Creek).
- II. Include the following on plan submittal:
- A. Indicate the number of the previous ARC certificate (if applicable)
 - B. Name of project/subdivision/street address
 - C. Land lot, district, zoning case numbers
 - D. Lot, unit, phase and/or section number
 - E. Name, address and telephone number of:
 - 1. Applicant
 - 2. Owner/developer
 - 3. Engineer/architect/plan designer
 - 4. Builder/contractor/ 24-hour contact
 - F. Single lot plans shall have a minimum of two-foot contour intervals; all others shall have a minimum of five-foot contour intervals
 - G. Indicate all existing and proposed contours
 - H. Show dimension structure locations from at least two property lines; show all building setback lines, street names and right-of-way widths

- I. Delineate all applicable river corridor, tributary and/or buffer setback areas
- J. Provide flood plain note: This property is/is not in a flood hazard area according to F.I.R.M. panel# _____ last revised on June 22, 1998. If the special flood hazard area has established elevations, then a surveyor or architect can certify this statement. If elevations have not been established then a registered engineer must provide calculations to establish the horizontal location and the elevation of the flood hazard. If property has special flood hazard area crossing its boundary line, a certificate of occupancy hold will be placed on the building permit until an elevation certificate is submitted certifying that the lowest floor elevation of the structure is a minimum of three (3) feet above the special flood hazard area elevation.
- K. Provide a land disturbance plan showing the existing topography and the location, extent and type of all land disturbances. The land disturbance plan shall show the location of all erosion and silt control devices, and all required details. This plan shall also include a time table for the installation and maintenance of all erosion and sedimentation control, which shall be reviewed and accepted by the City of Johns Creek. If the property will be served by an onsite sewer disposal system, Fulton County Health Department approval is required prior to the required erosion control acceptance.
- L. Provide a table listing the amount of clearing and impervious surface areas: proposed, existing and allowable in each vulnerability category on each lot, and in the right-of-way easement(s). The areas of land disturbing activity shall include all areas required by the construction of onsite sewer disposal system, sewers, drainage structures, easements and other infrastructure; for the storage of equipment and materials, and for all other proposed land disturbing activities.
- M. Provide a vegetation plan showing the location, extent and types of existing vegetation, or clusters of vegetation. The information shall include the following vegetation types, as present: open field/pasture, pine, hardwood, mixed pine/hardwood.
- N. Provide an as-built survey indicating all land disturbance and impervious surface areas, as applicable.
- O. The following notes must appear on all plans in bold letters on the cover sheet, grading plan and erosion control plan (if separate).
 - 1. This property is completely or partially within the Chattahoochee River Corridor. No land disturbance shall occur outside the approved limits.
 - 2. All construction must conform to City of Johns Creek standards.
 - 3. Prior to commencing land disturbing activity onsite, a preconstruction meeting must be held with the City's Development Inspector, the limits of land disturbance shall be clearly and accurately demarcated with tree save fence, and shall remain marked throughout construction, until final stabilization.
 - 4. All erosion control measures shall be in place prior to commencing construction and shall be maintained in proper working order until all disturbed areas are stabilized.
 - 5. A copy of the approved land disturbance plan and river corridor certificate/permit shall be present onsite whenever land disturbing activity is in progress.
 - 6. A final on-site inspection by the Director of the Department of Community Development or his/her designee is required prior to the release of the Certificate of Occupancy. A certified as-built survey may be required.
 - 7. This plan is approved for **River Corridor Only**. It does not entitle land disturbing activity or construction of structures without first obtaining all applicable permits.
- III. Once all of the above-captioned items have been reviewed for compliance and accepted by staff as complete, the application will be transmitted to the ARC staff and board for further review. Upon ARC review and approval, the project will be scheduled for a public hearing by the City of Johns Creek City Council, at their next regular scheduled zoning meeting (please be aware that upon ARC approval, there is a 21-day advance public hearing notice requirement).