

DEVELOPEMENT GUIDELINE

The following is a synopsis of the City of Thomasville Code, Ordinances and Design Standards. Such may be reviewed on the City web site www.rose.net under Government / City.

Development may require all or some of these steps for approval, the City of Thomasville Zoning Administrator (229-227-3368) and the Engineering Dept. (229-227-7009) can assist you with which steps are applicable for your development.

Developments outside the city limits may also require some of the following steps for approval along with what may be required by the county.

PRELIMINARY REVIEW (PLANNING AND ZONNING)

PREPLANNING

- 1.) Identify Zoning and whether rezoning is required.
- 2.) Authorize Use
- 3.) Determine setbacks and lot size requirements
- 4.) Review steps in the permitting process
- 5.) Determine building code requirements
- 6.) Contact E911 for addresses and street names
- 7.) Contact Engineering for available utilities

PRELIMINARY REVIEW

- 1.) Submit 2 sets of plans to Planning and Zoning Dept.
- 2.) Review plans for:
 - a. Required setbacks
 - b. Common / green space requirements
 - c. Required landscaping
 - d. Lot sizes are correct with zoning classification
 - e. Names and addresses of owner and developer
 - f. Proposed name of subdivision
 - g. Total acreage
 - h. Signed engineering seal
- 3.) Submit 1 set of construction plans to Engineering Dept. for soil and erosion
 - a. Go to <http://gaswcc.georgia.gov>. for soil erosion requirements, search for checklist.
 - b. A hydrology report should be submitted with the plan.
 - c. The Georgia Soil and Water conservation committee will retain this copy.
- 4.) Notify developer for any needed changes and get corrected copy back to Planning Dept.
- 5.) Provide 1 corrected copy to Engineering Dept.

REVIEW OF CONSTRUCTION PLANS (ENGINEERING DEPT)

REVIEW

- 1.) Review plans according to:

- a. R/Ws and easements
 - b. Street layout and design
 - c. Drainage and hydrology report
 - d. Utility location and design
 - e. Flood plain evaluation
- 2.) Check for special notes
- a. Soil and erosion notes
 - b. Call before you dig (1-800-282-7411)
 - c. Licensed utility contractor
- 3.) Appropriate letters from regulatory agencies (as applicable)
- a. Thomas county approval and permits
 - i. Preliminary review is completed by Thomas county for projects outside the city limits of Thomasville
 - ii. The City of Thomasville will review plans for utilities
 - b. Ga. D.O.T. approval and permits
 - c. Corp of Engineers approval and permits (wetlands)
 - d. F.E.M.A. flood map revisions
 - e. EPA
 - f. Soil and erosion Permit from GASWCC
- 4.) Fees and Service agreements
- a. Contractor to pay for all fees before any utility is installed or turned on
 - b. Service agreements shall be written and signed for work to be performed by city crews (other than taps or service lines)
 - c. Some of the fees may include:
 - i. Sewer taps
 - ii. Water taps
 - iii. Main extensions
 - iv. Soil and erosion
 - v. Storm water impact fee
 - d. Engineering Dept. will calculate amount of fees and contact developer/owner
- 5.) Contact developer/owner for any needed changes, and get 3 corrected copies back to Engineering Dept. with a digital copy of the plans.
- 6.) The Engineering Dept will approve and sign all three copies. One signed copy is delivered to the owner, one copy stays with the Engineering Dept., and one copy is delivered to the city construction inspector.
- 7.) The Engineering Dept. will make copies and send to other city departments.
- 8.) At this time the City Electric department and CNS will complete their designs for transformers and pedestal locations and get copies to the contractor and other city departments involved.
- 9.) Owner/Developer to set up pre-construction meeting 5 business days before any work is to begin. The contractor should be present at this meeting
- a. Contractor should submit the following
 - i. List of materials to be used, brand name and model
 - ii. List of sub-contractors
 - iii. Copies of utility contractors license

- iv. List of competent persons that will be on site
- v. Proof of Soil and Erosion certification

CONSTRUCTION OF SITE AND INFRASTRUCTURE (Engineering & Utility Departments)

- 1.) Contact City Engineering Inspector (229-227-3385) before any phase of work is started, examples: laying storm sewer, laying sanitary sewer, driveways, paving, and etc.
- 2.) The following items and tests should be completed before final acceptance:
 - a. Water:
 - i. Trace wire in place
 - ii. Chlorine test
 - iii. Hydrostatic test
 - b. Sewer:
 - i. Trace wire in place
 - ii. Low pressure air test
 - iii. CC TV test
 - c. Ditch line compaction
 - d. Tests for roadway: compaction, aggregate base, and or soil cement
- 3.) Create punch list for entire project
 - a. Punch list must be completed before final acceptance
 - b. Contractor must turn in **AS_BUILT DRAWINGS** for all utilities with correct measurements to the Engineering Dept.
- 4.) Surveyor should set all pins
 - a. Set pins and complete final plat according to City ordinances
 - b. Submit final plat to engineering office

APPROVAL

- 1.) City Engineer will approve final plat if all fees have been paid, punch list items have been completed, and all items meet the City of Thomasville Code and Ordinances.
- 2.) The City Engineer will send final plat to Planning and Zoning with cover letter stating that all requirements have been met.
- 3.) The Planning Department, upon receiving authorization from the City Engineer, will accept final plat fees and send a notice in the mail to the developer and place an ad in the newspaper stating the time and location of the Planning and Zoning Commission meeting. This ad must run two weeks prior to the meeting. The Planning and Zoning Commission meets the first Monday of each month at 5:30 p.m. in the Council Chambers at the Municipal Building. This board makes a recommendation to the City Council. After the P&Z meeting, the City Council will review and consider the final plat approval. The council meetings are held on the second and fourth Mondays of each month.

- 4.) Once the development has been approved and accepted the building plans may be submitted to the Building Department.

CONSTRUCTION OF BUILDING (Building Dept.)

NOTE: All or some of the above steps may apply to developing a site, depending on type, zone, and size the building plans **may be** turned in to the Building Department during the Preliminary Review. For subdivisions and zoning changes final approval from the Zoning Commission and City Council will need to be obtained before submitting building plans

- 1.) Contractor to turn in building plans with site plan and fill out permit application
- 2.) Building dept reviews plans for compliance with 2000 International Residential Code / International Building Code
- 3.) Make changes and approve plans
- 4.) Pay building permit fees.
- 5.) Start construction
- 6.) The following are a list of constructions phases that need inspection. The contractor is responsible for calling building inspection before moving on to the next phase.
 - a. Footing inspection
 - b. Stem wall inspection
 - c. Slab / floor framing inspection
 - i. After floor inspection contractor to start framing
 - d. Trade inspections
 - i. Electrical
 - ii. Plumbing
 - iii. Mechanical
 - iv. Gas
 - e. Framing structure and exterior siding
 - f. Insulation inspection
 - g. Temp / permanent power inspection
 - h. Finish house – cleaning and debris removal
 - i. Final inspection
 - i. Electrical
 - ii. Plumbing
 - iii. Air conditioning
 - iv. Fire alarms
 - v. Exterior, weather proof
 - j. Issue certificate of occupancy

