



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

JACKSON COUNTY  
CONSTRUCTION DEVELOPMENT  
AND  
INSPECTION GUIDE

### TABLE OF CONTENTS

	<u>Page</u>
I. Introduction	3
II. Roles and Responsibilities	4
III. Development contact information	5
IV. Development Process	6
V. Inspection forms	7
Va. Common asked questions	8 - 15
Vb. Inspection Checklist – Subdivision	
Vc. BMP Inspection Report	
Vd. Daily Inspection report	
Ve. Daily rainfall log	
Vf. Inspection Summary	
Vg. Site inspection Report	
Vh. Stormwater monitoring records	
Vi. Erosion & Sediment Control – Pre-Construction items to be discussed	
VI. User Fees	



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### INTRODUCTION

The purpose of this guide is to provide developers, builders, contractors, realtors, engineers, landscape architects and surveyors with a single source of information that highlights the construction and inspection process as it relates to Jackson County Planning and Development. In no way does this guide take precedence over any ordinance or Policy adopted by Jackson County Government.

In preparing this guide, we reviewed our current policies and procedures and, as a result have attempted to better define the process, eliminate unnecessary steps and reduce common construction practices in the field. As a service provider, we are committed to continuous improvement of our program and would like to hear your comments and suggestions.

We hope that this guide will be helpful as you build and develop in Jackson County. Please let us know if we may assist you in any way.

### SECTION II ROLES & RESPONSIBILITIES

- Key Staff
- Development Responsibilities & Related Ordinances

#### JACKSON COUNTY PLANNING AND DEVELOPMENT

Address: 67 Athens Street, Jefferson, Ga. 30549  
Department Director: Scott Carpenter  
Contact Person(s): Leslie Hedrick, Engineering Administrator  
Roy McHaney, Environmental Enforcement  
Phone Number: (706) 367-5908

#### **Area of Responsibility:**

Engineering Plan review and processing  
Soil Erosion and Sediment Control  
Construction Inspection  
Stormwater Management/Grading & Drainage  
Public Right of Way Permits  
Flood Protection  
Traffic Control Devices

### COMMON ASKED QUESTIONS

In order to establish a more consistent problem solving method to our everyday procedure of inspection, the following has been compiled. This list is not intended to address all the problems that may be experienced, but hopefully will address the most common.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### **PRE-CONSTRUCTION MEETING:**

##### **A. WHAT SHOULD BE ON THE LIST GIVEN?**

We have a standard form letter that will be used for all pre-construction meetings. Of course there will be specialized items that will need to be included for each project. The main thing to be emphasized is that we control the quality of the operation and do not manage the project for the owner. Poor construction will not be tolerated.

##### **B. WHAT SHOULD BE DISCUSSED?**

The letter should be prepared in a clear and precise manner. The letter should be read out-loud to all participants and time allowed for individualized discussion and or questions. At the end of open discussion, ask one more time if there are any additional questions to be discussed. If there is no response, thank everyone for coming and close the meeting making sure that everyone has a copy of the letter.

##### **C. WHO SHOULD BE PRESENT?**

The owner or engineer shall be contacted to find out who the General Contractor is and any Subs that will be under contract. Inner departments i.e.: Water Authority, Health Department, and Road Department shall be requested to attend. A sign-in sheet will be given to document attendance.

##### **D. SPECIAL ITEMS TO BE DISCUSSED.**

#### **1. 24 HOUR NOTIFICATION:**

##### **A. WHAT DOES THIS APPLY TO?**

The 24 hour notification is on the standard form letter that will be used. It is important to expound that any work proceeded without such notice is subject to removal and replacement under your direct supervision. This primarily applies to Storm sewer, Curb & gutter, Sub-grade preparation, Base and paving.

##### **B. WHAT IF THE CONTRACTOR HAS TO PULL OFF THE SITE?**

If the contractor pulls off the project site for any reason, i.e.: rain, other work obligations etc. a new 24 hour notification shall be required prior to him moving back onto the site.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### **2. SEDIMENT AND EROSION CONTROL:**

GENERAL: Sediment and erosion control is one of the most important aspects to our job. Not only is strict compliance required by Jackson County, we are acting as the eyes of the State for there enforcement requirements. At every site visit, Sediment and erosion control will be check. It is of major importance to check for sediment or erosion problems immediately after a storm of any consequence.

##### A. WHAT SHOULD BE DONE FIRST?

All Tree save and silt fence needs to be in place before ANY earth disturbance takes place. The silt fencing will be inspected and correction measures taken prior to grading. The first item of grading shall be the ponds. After the pond is dug, it should be grassed immediately to ensure that it will be established prior to the storm sewer tie-in. At the end of all graded area, temporary gassing will be enforced to stay within compliance.

##### B. HOW IS ENFORCEMENT DOCUMENTED?

Upon discovering a sediment or erosion problem the Contractor or 24 hour contact will be notified verbally in person or on the telephone to install corrective measures. This correction shall be accomplished within 24 hours. If correction has not been made within the specified time limit, you will then prepare a written "Notice to Comply". The notice will give the contractor or owner 24 hours from receipt to take corrective measures. If upon re-inspection the problem has not been taken care of, you will shut down the project by placement of signs. You will then immediately contact the Marshall of the shutdown.

##### C .WHAT DO WE DO AFTER WE SHUT DOWN A PROJECT?

After shut-down is complete, you will need to drive through the site at least once a day to ensure that the Stop Work Order is being respected.

#### **3. ROUGH GRADE APPROVAL**

##### A. PROOF ROLLING

A proof roll along the curb line for rough grade is required before installation of curb and gutter. The proof roll shall be rolled with a loaded tandem of a minimum of 15 Tons provided by the contractor.

##### B. ARE THERE OTHER OPTIONS?

If the contractor wishes or if we deem necessary, certified compaction tests from an approval soil testing firm may be done in lieu of a proof roll. The testing lab shall establish the amount, location and types of test necessary to justify there certification of approval. All expenses associated with the testing will be paid by the contractor or owner.

##### C. HOW DO WE KNOW THAT THE GRADE IS CORRECT?

The engineer of record shall supply to the department a certification that grade is within 1 foot plus or minus to the approved design grades on the plans. After receipt of such letter, we will allow for them to go forward with their curb and gutter if they passed the proof roll.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### **UTILITY SERVICE LINE DITCHES:**

##### **A. WHAT TYPE OF COMPACTION TEST ARE NEEDED FOR TRENCHES?**

A proof roll is not an acceptable testing measure for compaction of deep cut trenches. While proof rolling will be required, if any failure appears at a utility crossing, a certified compaction test will be required.

#### **STORMWATER CONTROL DEVICES:**

##### **A. WHEN MAY THE CONTRACTOR INSTALL STORMWATER LINES AND DEVICES?**

Under no conditions may a contractor install storm drain pipe, catch basins, junction boxes or headwalls without the proper equipment on site including hand tamps and hand rollers.

##### **B. WHAT IF THE CONSTRUCTION IS NOT COMPLETE AT THE END OF THE DAY?**

All pipes, boxes etc. will be inspected, backfilled and tamped at the end of each working day. There will be no exceptions to this requirement.

##### **C. HOW SHOULD THE PIPE TIE INTO THE JUNCTION BOX?**

The invert out of the box is required to be at the same invert as the box. This alignment may be constructed at the time the pipe connection is made, or you may come back and pour a new bottom in the inlet boxes.

##### **D. WHAT IS THE BEST SEAL FOR STORMWATER MANHOLE RINGS?**

No doubt, the best way to seal manhole rings is with Kenseal and most contractors prefer to use it. However, grouting with cement is also allowed if the contractors wishes. All lift holes shall also be grouted.

##### **E. HOW DO I COMPACT AROUND THE STORMWATER MANHOLES?**

Hand tamping only is allowed around all manholes. There is no exception to this policy. All manholes shall also be backfilled and tamped at the end of each workday.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### **CURB AND GUTTER:**

##### **A. FINISH GRADE PROOF ROLL**

A proof roll request and certification from the developer's engineer/surveyor is required prior to installation of any concrete curb and gutter. You must give a 24 hour notice in requesting a proof roll.

##### **B. WHAT ARE COLD WEATHER PROCEDURES?**

Cold weather procedures are per the DOT manual. The main factor is to have all concrete covered with an installation blanket if the temperature is expected to go down to 32 degrees or lower.

##### **C. IS COMPACTION UNDER CURB AND GUTTER REQUIRED?**

YES! A proof roll is required to be performed prior to laying of curb and gutter. A request must be made 24 hours in advance of when you wish to pour.

##### **C. AT WHAT GRADE IS THE CURB TO BE LAID?**

In all cases, curb shall be installed per the latest approved plans. Curb line and grade elevations must be set in the field and verified by the Jackson County inspector. However, it is ultimately the responsibility of the contractor to ensure grades are per plan.

##### **D. AFTER INSTALLING CURB, CAN I START LAYING BASE OR CONSTRUCT WATER LINES?**

No base material nor water line construction is to be allowed prior to backfilling all new curb and gutter.

##### **E. WILL CONCRETE WEIGHT TICKETS BE REQUIRED?**

Concrete weight tickets will not be collected by the project inspector. However, the inspector may ask to see a ticket at his discretion to verify that proper strength concrete is being delivered to the site.

##### **F. HOW DEEP DO WE HAVE TO SCORE THE CURB?**

In all cases when working with concrete, score joints are to be 1/4 the depth of the concrete. Since the concrete lip is 6" thick; scores shall be approximately 1-1/2 "s in depth. This ensures that if breakage occurs, it will be within the score joints.

##### **G. HOW ABOUT EXPANSION JOINTS, HOW OFTEN DO WE NEED THEM?**

Expansion joints are to be placed every truck load or closer depending on the soil types. In all cases, any old curb abutting a new pour; will be matched with a mastic expansion joint even if it is closer than 50'.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### H. HOW WILL I BE TESTED FOR PROPER CONSTRUCTION OF CONCRETE?

At the completion of the curb and gutter, the contractor needs to know of its acceptance. Prior to our acceptance, the contractor may be required to provide a water test under our observation if the slope is less than 1%. All cracking sections will be removed (saw-cut) at the nearest score mark and replaced. Remember, sense this is new concrete abutting old; a mastic expansion joint shall be required.

#### **SUB-GRADE:**

##### A. WILL THE SUB-GRADE BE TESTED FOR COMPACTION?

Sub-grade will be tested and required to meet minimum compaction requirements prior to the aggregate base being placed on the proposed roadway area. While proof-rolling is not an actual compaction test, the sub-grade shall be proof-rolled first to assist the inspector in determining the density of the compaction. If the inspector sees any deviation in the soil, he may at his discretion require the contractor to provide certified compaction tests by an approved soil testing firm or dig it out and re-compact under his observation.

##### B. IF AFTER I PASS MY PROOF-ROLL RAIN SETS IN. AM I REQUIRED TO DO ANOTHER WHEN I MOVE BACK ON SITE?

If after you pass the proof-roll, rain sets in or if you pull off the site for any reason for an extended period, another proof-roll shall be required.

#### **UTILITY INSTALLATION:**

##### A. WHO IS TO BE NOTIFIED PRIOR TO UTILITIES BEING PLACED?

In all cases, whenever a new construction phase starts, the inspector is to be notified. The utility company doing the work is required to contact the inspector so that proper location and compaction is accomplished. A 24 hour advance notice is required and all construction shall be in strict conformance with Jackson County Water Authority standards and requirements.

##### B. WHAT TYPE OF COMPACTION IS REQUIRED FOR THE UTILITY COMPANIES?

As with all utility compaction, a Wicker Packer shall be used in 6" lifts for trench backfill.

#### **AGGREGATE BASE MATERIAL:**

##### A. WILL BASE QUANTITY BE VERIFIED?

All base tickets shall be provided to the inspector if directed and he will compare them to the approximated weight quantity to verify that sufficient material has been delivered to the site.

##### B. HOW WILL COMPACTION BE VERIFIED?



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

As with the sub-base, the inspector will require a proof-roll prior to acceptance. However; if any deviation is noticed by the inspector, he may at his discretion, require certified compaction tests by an approved soil testing firm or the failing area to be dug up and compacted under his observation. Base shall be approved prior to any start of paving.

#### C. WHAT IF IT RAINS OR I HAVE TO PULL OFF SITE FOR A FEW DAYS?

As with the sub-base, if rain occurs prior to paving or if the contractor is required to pull off-site for any reason, another proof-roll or additions compaction tests will be required.

#### D. IF DURING CONSTRUCTION DIRT OR MUD CONTAMINATES THE AGGREGATE, WHAT DO I HAVE TO DO.

No contaminated material will be accepted. This means no mud, pine-straw; silt or roots will be allowed in the material. If it is noticed by the contractor or the inspector, the material will be removed and new material will be put in its place. This material shall be subject to the same compaction requirements as the entire base that is in place.

### **ASPHALT PAVING:**

#### A. WHAT TEMPERATURE IS THE ASPHALT REQUIRED TO BE?

Temperature of asphalt prior to being placed shall be per Georgia Department of Transportation requirements. Asphalt trucks will be tested by an asphalt thermometer randomly to insure strict compliance to this requirement. Normally, temperatures will not be allowed to deviate plus or minus 20 degrees from the plant mix design.

#### B. WILL WEIGHT TICKETS BE REQUIRED FOR ASPHALT ALSO?

Yes, weight tickets must be provided to the inspector at his request. These tickets will then be computed to assist the inspector to determine if the proper amount of asphalt has been delivered and that proper mix design has been installed on site

#### C. MY ASPHALT CREW CHECKS THE DEPTH, WILL THE INSPECTOR ALSO?

Yes, it is the responsibility of the inspector to ensure that the proper amount of asphalt is laid upon the road surface. The inspector will check or verify the depth by various methods. He may also asked your men to check depths and verify there findings at locations where he feels necessary.

#### D. HOW MUST I COMPACT THE ASPHALT?

While compaction of the asphalt is of up-most importance, the Development Inspector does not require any firm set method of compaction. The contractor is responsible to ensure compaction. If compaction is not achieved, the contractor shall remove and replace the asphalt at his own expense. However; a traffic roller must be used to ensure proper oil distribution of the asphalt.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

#### E. CAN I LAY ASPHALT AT ANYTIME?

No. Temperature of the air is critical to ensure proper adhesion of the asphalt. All temperature control shall be as per Georgia's Department of Transportation requirements.

### INSPECTOR'S CHECKLIST SUBDIVISIONS

**ALL ITEMS IN BOLD REQUIRES THE INSPECTOR TO BE NOTIFIED 24 HOURS IN ADVANCE SO HE MAY WITNESS THE PROCEDURE PRIOR TO MOVING ON TO THE NEXT PHASE OF CONSTRUCTION WORK.**

1. SOIL EROSION CONTROL
  - a) Approved plans on-site.
  - b) All silt fences are trenched in and within proper location.**
  - c) NPDES book onsite and maintained throughout project.
2. CLEARING
  - a) Clearing limits clearly flagged by surveyor.**
  - b) Clearing within Right of Way and Easements only.
  - c) Proper disposal of stumps per the approved soil erosion plan.
3. GRADING
  - a) Grades match the approved plan.
  - b) Observe compaction of fill areas.**
  - c) Proper slopes appear to be present, (shoulders, etc.)
  - d) Verify no stumps; wood, etc. are in roadway fill areas.**
  - e) Proof-roll Sub-grade.**
4. STORM DRAINAGE SYSTEM
  - a) Acceptable materials on-site.
  - b) Inspect banding at all joints. (Double bolted bands).**
  - c) Verify location and alignment of pipes. (See full moon inside).**
  - d) Acceptable backfill material, void of rocks, wood etc.
  - e) Inspect backfill compaction.**
  - f) Inspect for proper catch basins and for location and elevations. (Survey stakes left in place.)**
  - g) Inspect grouting of all catch basins
  - h) Box inverts poured and cleaned.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

5. ROUGH GRADE APPROVAL
  - a) Entire Right of Way plus or minus 1 foot of design plans.
  - b) Rough grade approval letter from survey that he has verified rough grade.
  
6. CURB AND GUTTER
  - a) **Proof roll gutter alignment.**
  - b) Curb alignment and elevations staked by surveyor/engineer.
  - c) Inspect for honey cones and wet cracking.
  - d) Inspect for proper joints.
  - e) Curb backfilled within 72 hours.
  
7. BASE
  - a) Depth cut verified verses lip of curb.
  - b) Observed compaction procedure.
  - c) **Base proof-rolled.**
  
8. ASPHALT
  - a) Material meets mix design requirements.
  - b) Temperature outside taken.
  - c) **Temperature of asphalt taken while in trucks.**
  
9. UTILITIES LOCATED WITHIN THE SHOULDERS
  - a) Verify proper location.
  - b) Verify proper depths.
  - c) Verify proper compaction.
  - d) **Grassing after each utility is installed.**
  
10. SHOULDERS
  - a) Proper backfilling and grading.
  - b) Shoulders all seeded, mulched and fertilized.
  
11. DETENTION FACILITY
  - a) Location verified as per plan.
  - b) Inlet and outlet structure per plan.
  - c) Approximate size as specified on plan.
  - d) Slopes appear correct per plan.
  - e) Fencing installed if required.
  - f) Bottom cleaned and retrofit installed if required



# DEPARTMENT OF PUBLIC DEVELOPMENT

## Environmental Compliance

### B.M.P Inspection Report

Project: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Inspection: Routine \_\_\_\_\_ Re-Inspection \_\_\_\_\_

Stage of Construction: BMP Installation/Clearing Grading Curb/Gutter Building Other

Weather/Soil Condition: Raining/Wet Light Rain/Medium Clear/Dry

Erosion Device Inspected	Status
Bf: Buffer Zone	Passed Failed Comment
Ds1: Soil Stabilization: mulch only 6" to 10"	Passed Failed Comment
Ds2: Soil Stabilization: (temp. seeding)	Passed Failed Comment
Ds3: Soil Stabilization: (permanent vegetation)	Passed Failed Comment
Ds4: Soil Stabilization: (sodding)	Passed Failed Comment
Ga: Gablon	Passed Failed Comment
Du: Dust Control	Passed Failed Comment
Cd: Check Dams: rock/other	Passed Failed Comment
Cb: Channel Stabilization: (rip rap or vegetation)	Passed Failed Comment
Co: Construction Exit Pad	Passed Failed Comment
Mb: Geotextiles	Passed Failed Comment
Rd: Rock Filter Dam	Passed Failed Comment
Rt: Retrofit: Detention/Sediment Pond	Passed Failed Comment
Sd1: Sediment Barrier	Passed Failed Comment
Sd2: Inlet Sediment Trap	Passed Failed Comment
Sd3: Temporary Sediment Basin	Passed Failed Comment
Sr: Temporary Stream Crossing	Passed Failed Comment
St: Storm Drain Outlet Protection	Passed Failed Comment
Dn1: Temporary Down Drain Structure	Passed Failed Comment
Sb: Stream Bank Stabilization	Passed Failed Comment
Wt: Veg. Waterway or St/Water Conv. Channel	Passed Failed Comment
Tree Preservation Fencing	Passed Failed Comment
Trash	Passed Failed Comment



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

1. What action(s) was taken for any failed activities listed above? Verbal  
Notification: \_\_\_\_\_

Written Notification: \_\_\_\_\_ Stop Work Order: \_\_\_\_\_ Citation  
#: \_\_\_\_\_

2. What time frame was given to comply with the above violation: Days: \_\_\_\_  
Other: \_\_\_\_\_

3. Have any complaints or violations been issued on this project previously? Yes \_\_\_\_ No \_\_\_\_

4. If yes, explain  
violations/fines: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are there state waters present? Yes: \_\_\_\_ No: \_\_\_\_

6. Were all permits posted? Yes: \_\_\_\_ No: \_\_\_\_

7. Is an approved E&S plan on site? Yes: \_\_\_\_ No: \_\_\_\_

Comments:

Inspected By: \_\_\_\_\_  
Signature Card Number



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### Daily Inspection Report

Project Information	
Date:	Project Name:
Project Location:	
Inspection Observations	
Rainfall within past 24 hours (inches):	Is rainfall greater than 0.5"? Inspection Required <input type="checkbox"/>
Inspection Observations	
Petroleum Product Storage Areas:	
Vehicle Entrances and Exits:	
Other Observations:	

Printed Name of Qualified Personnel

Signature of Qualified Personnel

Card Number of Qualified Personnel







# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### Site Inspection Report

Erosion and Sedimentation Inspection Report

**Maintain Reports on-site**

<b>Site:</b>	<b>Date:</b>	<b>Time:</b>
<b>Inspector:</b>	<b>Accompanied By:</b>	
<b>Stage of Construction:</b>		
<b>Site:</b>		
<b>Observation:</b>		
<b>Recommendations:</b>		
<b>Contractor's Corrective Action (and Data):</b>		
<b>Site:</b>		





# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### **Erosion and Sediment Control Pre-Construction Conference Checklist**

1. Attendance/Introductions: A representative from each groups should be present
  - a. Local Issuing Authority
  - b. Owner/Developer
  - c. Design Professional
  - d. Contractor(s)/Subcontractor(s) involved in land disturbance
  
2. Verify Permit(s)
  - a. Land Disturbance Permit
  - b. All other necessary permits
  
3. Review Approved Plans and Discuss Responsibilities
  - a. Plan sequencing with phased E&SC Plan
    1. Initial Phase (To be installed prior to any other land disturbance)
      1. Perimeter control silt fence (GA DOT approved fabric)
      2. Construction exit (Geotextile underliner)
      3. Temporary sediment basins
      4. Stream crossings
      5. Tree save fence
    2. Intermediate Phase
      1. Silt fences
      2. Inlet protection
      3. Temporary sediment basin/retrofits
      4. Outlet protection
      5. Areas of concentrated flow
    3. Final Phase
      1. Final stabilization
      2. Removal and disposal of temporary practices
  - b. Mulching/Vegetation Stabilization
    1. Temporary stabilization timeline
    2. Permanent stabilization timeline
  - c. Stream Buffers
    1. Exempt practices
      1. Water and sewer line crossing within 25°
      2. Roadway drainage structures
      3. Drainage structures
    2. EPD stream buffer variance(s)



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

4. BMP Installation and Maintenance
  - a. Proper Installation
    1. Approved E&SC plan
    2. Field Manual for Erosion and Sediment Control in Georgia
  - b. Maintenance
    1. Clean out elevations
      1. 1/3 full for sediment basins
      2. 1/2 full for all other BMPs
    2. Maintain according to approved plan and Field Manual
5. Enforcement
  - a. Notice of Violation
    1. Timeline to comply
  - b. Stop Work Orders
    1. Immediate stop work orders will be given for:
      1. Stream buffer violations
      2. Excess sediments leaving site
      3. Working without permit or outside scope of existing permit
      4. Failure to comply with Notice of Violation timeline
  - c. Citations
6. Exchange Key Telephone Numbers/Dismiss



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

### TYPICAL PRE-CONSTRUCTION MEETING MEMO

DATE:

DEVELOPMENT:

RE: Pre-Construction Meeting

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The following is a list of requirements which the Jackson County Planning and Development Department will be enforcing.

1. The Planning and Development inspector, \_\_\_\_\_ must be notified 24 hours in advance of any grading, storm drain installation, sub-grade preparation, curb and gutter installation, base preparation, utility installation or paving. If a full workday delay occurs because of inclement weather, etc. or paving, another notification is required. Failure to contact and have inspections on mentioned construction items may result in delays and/or additional expenses to the contractor.
2. The owner shall provide in writing a list of names of people who shall be able to act with authority in communication with the inspectors on compliance items prior to start of construction.
3. Neither Jackson County nor the assigned inspector shall be held liable for any construction item that does not meet Jackson County specifications.
4. The owner/developer is responsible for providing a Project Supervisor/Manager. The Planning and Development inspector is solely responsible for construction compliance.
5. Proper installation of all sediment control measures and storm water detention facilities shall be installed prior to beginning grading. They shall be maintained until permanent vegetation is established. All silt fence will be GDOT approved material. Silt fence that is of a commercial grade will be taken out and replaced with GDOT material and all work will stop until silt fence is back in place.
6. All fill areas shall be filled with approved material in 6-inch lifts and compacted with a sheep foot roller. Additional measures may be needed in order to achieve the 100% compaction required. Undercutting may be required to remove undesired material.
7. Before utilities can be installed, all shoulders must be backfilled and graded to shape correctly.
8. The curb stakes and radius stakes shall be set and reviewed by the inspector in order to try to avoid any conflicts with road alignment, catch basin location, etc. This will be done prior to moving any equipment or personnel on to the site.
9. The developer is responsible for having the roadway proof rolled before each step begins, for example: sub-grade approval, proof roll, install curb and gutter, proof roll, installation of base, proof roll, apply asphalt.
10. AsBuilts, along with GIS coordinates will be required on all ponds before final plat approval.
11. Trenches located within all pavement areas will be inspected for compaction by a proof roll and/or probing. The inspector may require soil tests from a certified testing firm. Compaction in the roadway is to be 100% maximum dry density. The developer is responsible for all costs associated with soil tests.
12. Catch basins, junction boxes, all trenches and head walls are to be hand tamped in 6-inch lifts with acceptable clean fill dirt.



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

13. Curb and gutter will be backfilled immediately after proper curing time (48 hours in most cases), and before utility or base installation. Expansion joints and all control joints will be tooled or sawed cut  $\frac{1}{4}$  the thickness of the concrete, to be every 100 feet unless otherwise approved by the inspector.
14. Pneumatic roller will be required as a finish roll when paving all roadways.
15. Any deviation in the approved construction plans will require a plan re-submittal to the Planning and Development Department for their approval.
16. When a paving contractor has been determined, an informal meeting with the inspector, paving contractor, developer and/or engineer shall take place before paving begins.
17. Contractor will call the inspector when phase I of the erosion and sediment control plan has been installed.
18. All construction signs shall be placed at 500, 1000 and 1500 feet from construction entrance.
19. All buffer zones must be flagged and approved prior to start of construction.
20. All storm drain pipes within the manholes must be cut to no more 3-inches from the wall.
21. Your LDA must be posted within 50 feet of your construction entrance.
22. A water proof permit box must be at the entrance and contain all NPDES and approval permits from all jurisdictions, i.e.: GDOT, EPD and Corps of Engineers.
23. Bottoms of all storm drain manholes must be flush to the flow line of both inflow and outflow inverts.
24. Maintenance bond will include Roadway, Drainage, and erosion control prior to final plat approval

The above list is not totally inclusive and additional items may be required by the assigned inspector.



# DEPARTMENT OF PUBLIC DEVELOPMENT

## *Environmental Compliance*

**ATTENDANCE SIGN IN SHEET TO BE FILLED OUT AT ALL PRE-CONSTRUCTION MEETINGS**

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**I have attended the Pre-Construction meeting for the above referenced project and certify that I understand the requirements as placed by the Jackson County Development Department.**

**Name**

**Company**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**24-HOUR SOIL EROSION CERTIFICATION STATEMENT**

**67 Athens Street, Jefferson Georgia 30549**

**706-367-6335**

**[www.jacksoncountygov.com](http://www.jacksoncountygov.com)**



## DEPARTMENT OF PUBLIC DEVELOPMENT

### *Environmental Compliance*

**(To be signed at the pre-construction meeting)**

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion & Sediment Control Ordinance. I have provided a copy of my certification with regards to Jackson County requirements. I hereby acknowledge that Best Management Practices (BMP's) must be used to control soil erosion on my job site which includes at a minimum the following:

1. Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site: and,
2. Installation and regular maintenance of a stone (1.5" - 3.5") geotextial underlined construction exit (20' wide x 50" deep x 6" thick) to mini9muze the tracking of mud into the street; and,
3. Removal of mud from the street or adjacent property immediately following any such occurrence; and,
4. Maintenance and removal of mud from detention ponds and sediment basins; and,
5. Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetlands, etc. (i.e. "State Waters") except in locations as indicated on the approved Soil Erosion and Sediment Control Plan, as approved by variance from EPD; and,
6. Institute erosion control measures and practices as indicated on the approved Soil Erosion and Sediment Control Plan.

I hereby further acknowledge that County inspection staff may refuse to make inspections, may issue stop work orders, and may issue citations to appear in Environmental Court for failure to comply with erosion control requirements.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Names: \_\_\_\_\_ Title: \_\_\_\_\_

Professional Registration type and Number: \_\_\_\_\_