



**PLANNING AND ZONING DEPARTMENT  
ZONING ADMINISTRATOR (912) 756-3735**

**DEVELOPMENT  
APPLICATION PACKET**

Unified Development Ordinance

iZone | Interactive Zoning



Effective Date: June 6, 2017

A black rectangular box containing the text 'Unified Development Ordinance' in white. Below it, 'iZone | Interactive Zoning' is written in a smaller white font. Underneath that, there are five colored squares in a row: yellow, red, grey, green, and blue. At the bottom of the box, the text 'Effective Date: June 6, 2017' is written in white.

THE UDO IS AVAILABLE ONLINE: [www.richmondhill-ga.gov](http://www.richmondhill-ga.gov)

UPDATED 6-6-17

**DEVELOPMENT APPLICATION  
PACKET CHECKLIST**

In order to expedite the review process, use this checklist to make sure you have filled out the applicable forms and submitted the required documents.

**YES    N/A**

- Development Application
- Certification by Owner or Applicant
- UDO Review Checklist
- Site Development Plan/Final Plan (Include 2 copies and email PDF)
- Preliminary Plat/Final Plan (Include 2 copies and email PDF)
- Final Plat/Final Plan (Include 4 copies and email PDF)
- Landscape, Buffering and Tree Preservation Plan (Include 2 copies and email PDF)
- Building Elevations (Include 2 copies and email PDF)
- Stormwater Management Checklist
- Tree Removal Permit
- Tree Removal Mitigation Summary
- Appendix A Stormwater Facility Inspection & Maintenance Agreement
- Civil Drawing Review (Include 2 copies and email PDF)
- PUD:     Concept Plan     Final Plan        (Include 2 copies and email PDF)
- MU-1:    Concept Plan     Final Plan        (Include 2 copies and email PDF)
- MU-2:    Concept Plan     Final Plan        (Include 2 copies and email PDF)
- Check(s) payable to the City of Richmond Hill for application fee(s)

EMAIL PDF(S) TO: [rdykes@richmondhill-ga.gov](mailto:rdykes@richmondhill-ga.gov) and [astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**CITY OF RICHMOND HILL  
DEVELOPMENT APPLICATION**  
Zoning Administrator: Amanda Styer (912) 756-3735  
[astyer@richmondhill-ga.gov](mailto:astyer@richmondhill-ga.gov)

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ ACRES/LOTS \_\_\_\_\_ ZONE \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ TAX MAP/PARCEL \_\_\_\_\_

**PLEASE CHECK ALL APPLICABLE REQUESTS:**

- Site Development Plan Review/Final Plan PUD or Mixed Use (Commercial) \$100
- Building Elevations (Commercial, Apartments, Duplex, Townhomes) \$100
- Landscaping, Buffering and Tree Preservation \$100
- PUD Concept Plan \$500 + \$10 per acre
- MU-1 Mixed Use Concept Plan  MU-2 Mixed Use Concept Plan \$500 + \$10 per acre
- Preliminary Plat/Final Plan PUD or Mixed Use (Commercial & Residential Subdivision) \$150 + \$10 per lot
- Final Plat/Final Plan PUD or Mixed Use (Commercial & Residential Subdivision) \$150 + \$10 per lot
- Commercial & Multifamily Infrastructure Inspection \$500 + \$100 per acre  
(Due before final plat and/or building permit issuance after site plan approval)
- Single Family Residential & Townhome Infrastructure Inspection \$250 + \$10 per lot  
(Due before final plat will be issued)
- Commercial/Multifamily Civil Plan Review \$2500 + \$75 per acre
- Single Family Residential/Townhome Civil Plan Review \$2500 + \$10 per lot
- Infrastructure Warranty Inspection  $\frac{1}{2}$  of 1% of the warranty bond  
(Due before final plat and/or building permit issuance after site plan approval)

*COMPLETED APPLICATIONS SHALL BE TURNED IN 7 DAYS PRIOR TO THE NEXT SCHEDULED MEETING TO BE PLACED ON AGENDA FOR REVIEW. AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL REQUIRED DOCUMENTS AND FEES ARE RECEIVED BY THE PLANNING & ZONING DEPARTMENT.*

-----DO NOT FILL OUT BELOW THIS LINE/FOR STAFF USE ONLY-----

**ARCHITECTURAL REVIEW BOARD:**  N/A  Ford Overlay District  Gateway Overlay District

Agenda Date: \_\_\_\_\_ Approved:  Yes  w/conditions  No  Tabled

**PLANNING COMMISSION:**  N/A

Agenda Date: \_\_\_\_\_ Approved:  Yes  w/conditions  No  Tabled

**CITY COUNCIL:**  N/A

Agenda Date: \_\_\_\_\_ Approved:  Yes  w/conditions  No  Tabled

**STAFF APPROVAL:**  N/A  Yes  No Date: \_\_\_\_\_

Comments:

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**CERTIFICATION BY OWNER OR APPLICANT**

**I, the undersigned, do hereby certify under penalty of perjury that I am the owner of the lands described within the foregoing application, and that the agent/applicant stated below is authorized by this owner to apply for the request in this application.**

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**PRINT OWNER NAME**

**PHONE**

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**EMAIL**

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**SIGNATURE**

**DATE**

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**PRINT AGENT/APPLICANT NAME**

**PHONE**

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**AGENT/APPLICANT EMAIL**

**UDO REVIEW CHECKLIST**  
Each Item Shall Be Checked **Y** or **N/A**

**Division II – Zoning Districts**

**N/A Article 9 Mixed Use Districts**

**Y N/A**

- Section 9.1 Purpose
- Section 9.2 Schedule of Uses
- Section 9.3 Area, Height and Placement Requirements
- Section 9.4 Additional Requirements
- Section 9.5 (C) 2 Concept Plan Requirements
- Section 9.5 (D) 1 Final Plan or Site Specific Plan
- Section 9.6 Development Review Criteria
- Section 9.7 Site Development Requirements

**N/A Article 10 Planned Unit Development District**

**Y N/A**

- Section 10.1 Purpose
- Section 10.2 Qualifying Conditions
- Section 10.3 Permitted Uses
- Section 10.4 Development Requirements
- Section 10.5 (B) 1 (a) Concept Plan
- Section 10.5 (B) 1 (b) Project Narrative
- Section 10.5 (C) 3 (a) Final Plan
- Section 10.5 (C) 3 (b) Project Narrative
- Section 10.8 Existing Planned Unit Developments
- Section 10.9 Site Development Requirements

**Division III – Site Development Requirements**

**N/A Article 12 General Provisions**

**Y N/A**

- Section 12.3 Lots
- Section 12.4 Setbacks
- Section 12.5 Structures

**N/A Article 14 Parking and Loading**

- Section 14.1 Purpose
- Section 14.2 General Requirements
- Section 14.3 Required Off-Street Parking Spaces
- Section 14.4 Off-Street Parking and Facility Design
- Section 14.5 Access Management
- Section 14.6 Traffic Impact Analysis
- Section 14.7 Off-Street Loading Requirement
- Section 14.8 Sidewalks and Non-motorized Pathways

**N/A Article 15 Landscaping and Tree Protection**

- Section 15.1 Intent
- Section 15.2 (E) Required Submissions
- Section 15.2 (F) Landscape Plan Requirements
- Section 15.3 Specific Landscaping Standards
- Section 15.4 General Landscape Regulations
- Section 15.6 Tree Preservation

**N/A Article 17 Site Development Plan**

- Section 17.1 Purpose
- Section 17.5 Development Plan Requirements
- Section 17.6 Review Standards

**Division IV – Subdivision of Land**

**N/A Article 22 Subdivision – Design Requirements**

**Y N/A**

- Section 22.2 Streets
- Section 22.3 Easements
- Section 22.4 Blocks
- Section 22.5 Lots
- Section 22.6 Building Lines
- Section 22.7 Public Site and Open Spaces
- Section 22.8 Sidewalks and Crosswalks
- Section 22.9 Storm Sewers and Drainage
- Section 22.10 Utilities
- Section 22.11 Street Lighting
- Section 22.12 Fire Hydrants
- Section 22.13 Area Subject to Flooding
- Section 22.15 Subdivision Name and Entrance
- Section 22.16 Building Details for Townhomes

**N/A Article 23 Subdivision – Plat Specifications**

- Section 23.2 Preliminary Plat
- Section 23.3 Construction Plans
- Section 23.4 Final Plat

**Y**    **N/A**   **Compliance with the City Engineering Design Standards (EDS)**

*This checklist is not intended to be all encompassing. The applicant is responsible for making sure the proposed development meets or exceeds the requirements found in the City of Richmond Hill Unified Development Ordinance (UDO) and the Engineering Design Standards (EDS). The applicant is also responsible for making sure the proposed development meets or exceeds all state and federal requirements.*

*The UDO and EDS can be found at [www.richmondhill-ga.gov](http://www.richmondhill-ga.gov)*

## APPENDIX X

### Stormwater Management Site Development Plan Review Checklist

Yes	No	Waiver*	Section	Requirements
				Record of a pre-application concept meeting held
				Hydrologic Analysis (include narrative, pre and post development basin delineation maps, curve number and time of concentration calculations for SCS method)
				Hydraulic Analysis (include narrative, tailwater condition, stage/storage table and curve, system model diagram, hydrographs for appropriate design storms, and provide outfall control structure analysis)
				Stormwater Runoff Reduction Analysis (include CSS spreadsheet)
				Stormwater Quality Protection
				Aquatic Resources Protection (include calculations of 1-yr storm event extended detention, buffer width designation, & provide energy dissipation)
				Overbank Flood Protection (include 25-yr storm event calculations)
				Extreme Flood Protection (include 100-yr storm event calculations)
				Impervious Area Calculation on Cover Sheet
				Conveyance System Sizing Calculations (include pipes, culverts, swales, and channels)
				Downstream Analysis
				Soils Map
				Stormwater Management System Inspection and Maintenance Plan Agreement
				Soils Erosion, Sedimentation, & Pollution Control Plans
				Stormwater Management Plans (including Design Plan Layout, Drainage Details & Profiles)
				Copy of Wetlands Jurisdictional Determination and Impact Permits
				Compensatory Mitigation for Flood Elevation Impacts
				No Rise Certification Letter for Flood Elevations
				Dedication of Drainage Easements on Plans
				Copy of NRCS Permit Approval
				Geotechnical Report, if applicable
				Certification Letter stating that the proposed development will not adversely impact adjacent property owners, as well as upstream and downstream properties

**\*Specific reasons for consideration must be submitted in writing for each waiver.**

The above checklist shall be used for the completeness review of the stormwater management site development plan review. The checklist must be completed in its entirety and waivers attached as necessary. An incomplete checklist will deem the application incomplete. No further processing of the application shall occur until the checklist is completed and all items on the checklist are submitted. The applicant is encouraged to refer to Stormwater Ordinance for Stormwater Management Site Development Plan Review submittal procedure. This checklist must be completed by the engineer proposing the development. By signing below, the engineer acknowledges that they have fully reviewed the following City of Richmond Hill ordinances and guidelines:

- Article 18 – Stormwater Management of the City of Richmond Hill Unified Development Ordinance (UDO)
- Article 19 – Floodplain Management of the City of Richmond Hill Unified Development Ordinance (UDO)
- Article 7 - Drainage of the City of Richmond Hill Engineering Design Standards (EDS)
- Stormwater User Fee Credit Manual for the City of Richmond Hill Stormwater Utility

Engineer Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Engineer Firm: \_\_\_\_\_ Date: \_\_\_\_\_







# Appendix A: Stormwater Facility Inspection & Maintenance Agreement

This AGREEMENT, made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between (Insert Full Name of Owner) \_\_\_\_\_ his/her successors and assigns, including but not limited to any homeowners association, commercial developer, holder of any portion of the below described property, and/or similar (hereinafter called the "Landowner"), and the City of Richmond Hill, Georgia; hereinafter called the "City". WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Bryan County Tax Map/Parcel Identification Number) \_\_\_\_\_ and recorded by deed in the land records of Bryan County, Georgia, Deed Book \_\_\_\_\_ Page \_\_\_\_\_, hereinafter called the "Property".

WHEREAS, the Landowner is proceeding to develop the property and/or build upon the property; and WHEREAS, the Stormwater Management and Operations and Maintenance (O&M) Plan; hereinafter called "the Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater runoff for the property; and WHEREAS, the City and the Landowner, its successors and assigns, agree that the health, safety, and welfare of the residents of Richmond Hill, Georgia, require that stormwater management facilities be constructed and maintained on the Property and in accordance with the Plan; and

WHEREAS, the City requires that private stormwater management facilities as shown within the Plan be constructed and adequately maintained by the Landowner, its successors and assigns.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The private stormwater management facilities shall be constructed and/or upgraded as well as maintained by the Landowner, its successors and assigns, in accordance with the specifications identified in the Plan.
2. The Landowner, its successors and assigns, shall adequately maintain the private stormwater management facilities and perform the work necessary to keep those facilities in good working order at all times, as described in the Plan. This includes all private stormwater ponds, outfall pipes, channels or other conveyances built to convey stormwater, as well as all outfall structures, improvements, and vegetation provided to control the quantity and quality of the stormwater runoff. Adequate maintenance is herein defined as good working condition so that these facilities are performing their approved design functions.
3. The Landowner, its successors and assigns, shall inspect the private stormwater management facility and submit an inspection report annually to the City Manager (or his designee). The purpose of the inspection is to ensure safe and proper functioning of the stipulated facilities. The inspection shall cover all applicable private stormwater management facilities, including but not limited to, conveyance measures, berms, outlet structures, pond areas, etc. Deficiencies shall be noted in the inspection report along with a schedule for repair. The inspection procedures, frequency and report shall follow the procedures established and approved in the Plan.
4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the private stormwater management facilities whenever the City deems necessary and with reasonable notice having been given to the Landowner. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the private stormwater management facilities in good working condition acceptable to the City, the City may issue citations to the Landowner for resulting, continuing ordinance violations (as set forth in the Richmond Hill Code of Ordinances), until such time as the issues are satisfactorily resolved. Additionally, the City may enter upon the Property and implement the necessary measures to correct deficiencies identified in the inspection report and to recover the costs of such repairs from the Landowner, its successors and assigns through the appropriate means. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the private stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this AGREEMENT be construed to impose any such obligation on the City.
6. Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the private stormwater management facilities (including sediment removal) is outlined on the approved plan, the schedule will be followed.
7. In the event the City, pursuant to this AGREEMENT, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.
8. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to hold the City harmless from any liability in the event the private stormwater management facilities fail to operate properly.
9. This AGREEMENT shall be recorded among the land records of Bryan County, Georgia, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

## CERTIFICATION

### OWNER:

WITNESS the following signatures and seals:

### RICHMOND HILL, GEORGIA:

The foregoing AGREEMENT was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_  
Company/Corporation/Partnership Name (Seal)

By: \_\_\_\_\_

By: \_\_\_\_\_

(Type Name and Title)

NOTARY PUBLIC

(Type Name and Title)

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

My Commission Expires: \_\_\_\_\_