



**RICHMOND HILL**  
G E O R G I A

**PLANNING AND ZONING DEPARTMENT  
LAND DISTURBANCE ACTIVITY (LDA)  
APPLICATION PACKET**



**ZONING ADMINISTRATOR  
(912) 756-3735**

**ORDINANCES CAN BE VIEWED ONLINE AT [WWW.RICHMONDHILL-GA.GOV](http://WWW.RICHMONDHILL-GA.GOV)**

UPDATED 10/27/2022

## Land disturbance Activity Permit Checklist

To expedite the review process, use this checklist to ensure you have included the applicable forms:

- Application for Land Disturbing Permit
- Tree Protection Questionnaire
- Certificate of Applicant and Owner
- Check required for City fees

NPDES Forms and GASWCC Plan Review Checklists and  
Guidance Documents can be found online at <http://gaswccgeorgia.gov>

Before a land disturbance permit is issued by the City of Richmond Hill, a site development plan or a preliminary subdivision plat must be submitted and approved. In some cases, a letter of intent will suffice if site development plan or preliminary subdivision plat is not applicable.

Once we have received a completed application and all fees have been paid, we will issue a cover letter which you will need to send with your plans to be reviewed by the GASWCC.

PROJECT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# APPLICATION FOR LAND DISTURBING ACTIVITY PERMIT

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

APPLICANT ADDRESS \_\_\_\_\_

IS APPLICANT THE OWNER OF THE PROPERTY?  YES  NO (IF NO, FILL IN OWNER INFO BELOW)

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_

PROJECT NAME/DESCRIPTION \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

PLAN PREPARED BY (ENGINEER & FIRM) \_\_\_\_\_

TOTAL ACRES \_\_\_\_\_ DISTURBED ACRES \_\_\_\_\_

LOCAL FEE \$50.00 + \$3.00 PER DISTURBED ACRE = \$ \_\_\_\_\_

NPDES FEE FOR CITY \$40.00 PER DISTURBED ACRE = \$ \_\_\_\_\_

**TOTAL FEES TO CITY =** \$ \_\_\_\_\_  
TOTAL FEES

I, \_\_\_\_\_, hereby certify that I fully understand the provisions of the  
PRINT NAME

Richmond Hill Erosion, Sedimentation and Pollution Control Ordinance and program, and that I accept responsibility for carrying out the Erosion, Sedimentation and Pollution Control Plan for the above referenced project as approved by the City. I further grant the right-of-entry onto this property, as described above, to the designated personnel of the City of Richmond Hill for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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APPROVED BY:

CSWCD DATE \_\_\_\_\_ PLAN REVIEW # BR \_\_\_\_\_

LOCAL PROGRAM ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_  
NAME

**CITY OF RICHMOND HILL  
TREE PROTECTION QUESTIONNAIRE**

*Before a Land Disturbance Permit can be issued, the following shall be completed by a Civil Engineer, Landscape Architect or Arborist and returned to our office.*

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

**Project Location:** \_\_\_\_\_

**Protected Tree Classifications**

These regulations shall apply to two (2) categories of trees: Heritage Trees and Historic Trees.  
Heritage Trees and Historic Trees shall be collectively known as Protected Trees.

1. **Heritage Tree.** All trees meeting a minimum of 16 inches diameter at breast height (dbh) up to 28 inches dbh.
2. **Historic Tree.** A historic tree, due to its age and stature, is considered to have irreplaceable value and is defined as any tree 28 inches in dbh or greater.

**Heritage Trees**

1. Are there any Heritage Trees on this property?  YES  NO
2. Will any Heritage Trees be removed?  YES  NO
3. I have included a copy of my Tree Removal Application  YES  N/A

**Historic Trees**

1. Are there any Historic Trees on this property?  YES  NO
2. Will any Historic Trees be removed?  YES  NO
3. I have included a copy of my Tree Removal Application  YES  N/A

**Tree Preservation Standards**

All protected trees must be identified on the required tree survey/tree location map according to the provisions of these regulations. Protected trees, unless otherwise permitted by these regulations, shall not be removed or be caused to be removed. Approval to remove such trees shall be obtained from the planning director. If approval to remove protected trees is given, the removed trees shall be replaced according to the *Unified Development Ordinance, Article 15, Section 15.6*.  
Individuals failing to obtain a tree removal permit shall be cited as provided in this section.

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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



## 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

---

SIGNATURE

DATE

---

PRINT AGENT/APPLICANT NAME

PHONE

---

AGENT/APPLICANT EMAIL