



SANDY SPRINGS™
GEORGIA

RETAINING WALL PERMIT CHECKLIST

Retaining Wall Permit Number: _____ Submittal Date: _____
Assigned by Staff

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

MINIMUM SUBMITTAL REQUIREMENTS:

- Completed Retaining Wall Permit Application and non-refundable review fee of \$80.00.
- Submit (3) sets of plans.
Plan must bear Professional Seal, signed and dated, of a Professional Engineer, Registered Land Surveyor or Landscape Architect having registration in the State of Georgia. The date on the Seal should be equivalent to the last revised date on the Plan.
- Completed Residential Erosion & Sedimentation Control and Tree Protection Agreement.
- Completed Indemnification Agreements, as applicable.

PLEASE CHECK ALL THAT APPLY:

- Commercial Residential
- Home Owner's Association approval required
- Concrete Timber X-tie Block Geo-Grid
- Height less than 4 feet (at any point along length).
- Height 4 to 6 feet (at any point along length).
- Height above 6 feet (at any point along length).
- Heights of all retaining walls with spot elevations along wall at top and bottom. Assumed elevations will not be accepted. Elevations must be field verified.
 - Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.
 - For wall heights 6 feet and over, plans must bear a State of Georgia Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION/INDEMNIFICATION FOR RETAINING WALLS.

FYI (See Development Code Sec. 9.4.3 – Retaining Walls)

- No height limitations for foundation walls, provided that the max. height allowed is not exceeded.
- Maximum Exposed Wall Height = 6 feet for RE-, RD-, and RU- Zoning Districts.
- Maximum Exposed Wall Height = 8 feet for all other Zoning Districts.
- Minimum Separation between Walls = 4 feet.

COMPLETE THE FOLLOWING SITE INFORMATION:

- How many walls are proposed for the site? _____
- Please list the walls (by name or location as noted on the plan), with maximum height, length, material (type of construction), and minimum distance to the nearest property line.

_____	_____	_____	_____
Wall Name/Location	Max. Height	Length	Material
_____	_____	_____	_____
Wall Name/Location	Max. Height	Length	Material
_____	_____	_____	_____
Wall Name/Location	Max. Height	Length	Material
_____	_____	_____	_____
Wall Name/Location	Max. Height	Length	Material

- How many walls require indemnification agreements? _____
- Label TOW/BOW elevations of wall at all ends, turns, and at the highest anticipated wall height location.
- Show all state waters, flood plain, buffers, setbacks, landscape strips, and easements on the plan.
- Show location and protection limits of any specimen trees and dimension to proposed wall(s).
- Provide cross-section through all walls located proximate to the property line. Show relationship of wall to property line including elevation and distance and add the following note to the plan:
ALL WALLS AND FENCES MUST BE A MINIMUM OF 3 FEET OFF OF THE RIGHT-OF-WAY.
- Describe/show how stormwater will be conveyed proximate to the wall.
- Walls installed along all property lines shall be constructed with a finished side toward the neighboring property.