



DEPARTMENT OF WATERSHED MANAGEMENT
PLANNING AND DEVELOPMENT
PROCESS
GUIDELINES AND
FORMS:
FREQUENTLY
ASKED QUESTIONS

LDP Review Process - City

1. Go to City for submittal of plans.
City will provide letter to customer requesting type of reviews to be conducted.
2. Sewer Capacity Evaluation must be submitted for review
sewercapacity@dekalbcountyga.gov
3. PERMITS CANNOT BE ISSUED WITHOUT SEWER CAPACITY APPROVAL FROM DEKALB DWM.
4. All are plans submitted through the e-Permitting Portal. [ePermitting | DeKalb County GA](#) (Letter from City requesting reviews must be included)
5. DWM Plans are assigned submittals from the e-Permitting Portal/Project Dox [ePermitting | DeKalb County GA](#) if you need assistance call 404-371-2155 option #3 or email to permitinfo@dekalbcountyga.gov.
6. DWM Staff Engineers once they have been assigned the projects, reviews the plans and provides redlined comments or approves (w/in 10 business days) all in the e-permitting Portal/ Project Dox [ePermitting | DeKalb County GA](#).
DWM staff calculates water/sewer access fees.
DWM checks for Sewer Capacity Approval.
7. Process continues until plans meet DWM Standards
8. All water and sewer access fees must be paid prior to DWM release of approved project.
Sewer Capacity approval required prior to DWM release of approved project.
Route sheet with DWM approvals given to customer to take to City. CITY PERMITS CANNOT BE ISSUED WITHOUT SIGNED APPROVAL STAMPED APPROVED PLANS FROM DWM P&D.
9. Permit issued by City.

To check status of dates of submittals, approvals/redlines, and returns: Email sewercapacity@dekalbcountyga.gov

LDP Review Process - Unincorporated DeKalb County

1. Developer submits LDP plans to Planning & Sustainability (P&S) at Land Development (LD) Window and roundtable meeting scheduled.
2. Sewer Capacity Evaluation must be submitted for review via email at sewercapacity@dekalbcountyga.gov
3. The Department of Watershed Management (DWM) retrieves submittal (3 copies required) from P&S through the e-permitting portal. [ePermitting | DeKalb County GA](#)
4. DWM staff reviews the LDP plans and redlines or approvals (w/in 10 business days) through [ePermitting | DeKalb County GA](#).
5. This process continues until the LDP Plan meets DWM standards.
6. DWM LDP Plan approved – Plans stamped approved – (1) set to customer, (1) records, (1) inspectors.
7. DWM returns customer set to LD. LD contacts customer.
Sewer Capacity approval required prior to DWM release of approved project.
8. Permit issued by P&S [ePermitting | DeKalb County GA](#).

To check the status of dates of submittals, approvals/redlines, and returns: email DWM-P&D sewercapacity@dekalbcountyga.gov or Planning & Sustainability 404-371-2155 Option #3.

If construction of a development approved by the County is not started within 120 days of the date of the DWM's approval, the developer must re-submit the plans and supporting documents to P&S for review and new approval.

Building (Commercial & Residential) Permit Review Process - City

1. Go to City for submittal of plans.
City will provide letter to customer requesting type of reviews to be conducted.
2. If Building is a new build, expansion or change of use, Sewer Capacity Evaluation must be submitted for analysis. Sewer Capacity Evaluation must be submitted for analysis at sewercapacity@dekalbcountyga.gov BUILDING PERMITS CANNOT BE ISSUED WITHOUT SEWER CAPACITY APPROVAL FROM DEKALB DWM.
3. (3) sets of Building Plans submitted to P&S @ Permit Tech
Windows or (Letter from City requesting reviews must be included [ePermitting | DeKalb County GA](#)
4. DWM retrieves submittal from P&S; [ePermitting | DeKalb County GA](#) .
5. DWM staff reviews the plans and redlines or approvals (w/in 10 business days).

DWM staff emails Backflow Compliance Group for backflow device compliance for existing building.
DWM staff calculates water/sewer access fees.
DWM checks for Sewer Capacity Approval.
6. DWM contacts customers for pickup @
P&S. DWM returns plans to P&S for pickup.
Process continues until plans meet DWM standards.
7. All water and sewer access fees must be paid prior to DWM release of approved project.
Sewer Capacity approval required prior to DWM release of approved project.
Route sheet with DWM approvals given to customer to take to City. BUILDING PERMITS CANNOT BE ISSUED WITHOUT SIGNED APPROVAL ROUTE SHEET FROM DWM P&D.
8. Permit issued by City.

To check the status of dates of submittals, approvals/redlines, and returns: email:
sewercapacity@dekalbcountyga.gov.

Note: Water meters cannot be purchased without sewer capacity approval. The installation time for water meters is approx. 10-12 weeks.

Residential Conversion from Septic System to County Sanitary Sewer System

1. The customer should first call the Department of Watershed Management to ensure that sewage is available in their area. Customer must complete Water/Sewer Line Map Request form by contacting DWM_GIS@DeKalbcountyga.gov.
2. Once location is confirmed, Customer must submit Sewer Capacity Evaluation Request to sewercapacity@dekalbcountyga.gov for analysis of capacity availability.
3. Once the capacity is confirmed, contact the DWM Planning & Development @ sewercapacity@dekalbcountyga.gov or in person at the One Stop Shop, 178 Sams Street, Decatur, GA 30030. The proposed location/material for the sewer connection must be approved and a plan stamped with DeKalb County DWM approval.
4. Once approval has been obtained, come to the Planning & Sustainability Department to pay the Sewer Access fee at the One Stop Shop located at 178 Sams Street, Decatur, GA 30030.
A Sewer Access Fee of \$1811.93 is required to be paid.
5. At this point, the customer must hire a licensed plumber to install the line that connects into DeKalb County's Sanitary Sewer System. The plumber must obtain a Plumbing Permit. ***Plumber MUST contact Water/Sewer Inspector prior to commencement of any work.***
6. After completion of the sanitary sewer connection and termination of the septic system usage, the customer MUST notify the DeKalb County Health Department at 404-294-3700. Customers must follow Health Dept. Guidelines for the abandonment of the existing septic tank.

FORMS AND CHECKLIST



2022 SEWER CAPACITY EVALUATION

Department of Watershed Management

Email request to: sewercapacity@dekalbcountyga.gov

Project Name:	
DeKalb County AP # (if applicable):	Type of Development:
Project Address:	Land Lot & Parcel ID:
Estimated Month Flow Begins: (mm/yyyy)	Replacing existing sewer customer? Yes ☐ No ☐ If yes, see calculations notes.
Total Peak Flow Requesting (gpd):	Sewershed:
Average Daily Flow Requesting (gpd):	Intended Tie-in Manhole ID: See Additional Resources

<u>Developer/ Owner Information</u>	
Company Name:	Address:
Contact Name:	City, State, Zip Code:
Phone Number	Email Address:

<u>Engineer Information (if applicable)</u>	
Company Name:	Address:
Contact Name:	City, State, Zip Code:
Phone Number	Email Address:

Please include the following items in your submittal package if applicable:
☐ Proposed Peak and Average Daily Flow Calculation based on attached guidelines (See Appendix - A)
☐ Detailed information about building use type(s) and unit counts for both proposed and existing uses, if applicable
☐ Requested flows greater than 500 GPD average daily flow should be sealed by a Professional Engineer
☐ If a new physical connection to the sewer is being proposed Geographical Information System (GIS) map clearly showing the proposed site(s) surrounding areas, and utilities. (See Page 3 for map request form)
☐ Proposed utility or site plan, if available
☐ Essential Services & Community Enhancement screener (optional - See Appendix B)

Name:	Date:
Signed:	Seal: (if signed by Professional Engineer)

Fill out all **highlighted** fields, sign form (electronically or scanned) and email to: sewercapacity@dekalbcountyga.gov

Additional Resources:

Water & sewer map request (manhole ID): dwm_gis@dekalbcountyga.gov

Watershed GIS requests: dwm_gis@dekalbcountyga.gov

Capacity Assurance Program: [Capacity Assurance Program | DeKalb County, GA](#)

Watershed Planning Docs: [Watershed Management | DeKalb County, GA](#)

Appendix – B (REVISED 01/01/2020)

Table 1: Sanitary Flow Contributions from Site Specific Sources

CONTRIBUTOR	UNIT	DESIGN AVG DAILY FLOW (GPD)
Barber Shop	Per station	20
Carwash (Automatic)	Per Unit	166
Carwash (Self Service)	Per Bay	100
Church (NOT including food or day schools)	Per 1,000 sf	30
Coffee Shop/Deli/Fast Food	Per 1,000 sf	450
Coin Laundromats	Per Washing Machine	400
Commercial Laundromats	Per Washing Machine	640
Daycare	Per 1,000 sf	150
Dentist	Per dental chair	120
Full-Service Restaurant/Bar/Caterer	Per 1,000 sf	550
Gym/Dance Studio (w/o shower)	Per 1,000 sf	65
Gym/Dance Studio (w/showers)	Per person	20
Hair Salon	Per Shampoo Bowl/Chair	150
Hospitals	Per bed	200
Motel/Hotel	Per room	100
Nail Salon	Per pedicure chair	50
Nursing Home/Assisted Living	Per bed	125
Offices	Per 1,000 sf	110
Police/Fire Station	Per 1,000 sf	100
Residence (Single family/Apts/Condo,etc)	Per residence	185
Retail/Shopping Center/Mercantile	Per 1,000 sf	100
School	Per student	16
School - w/ gymnasium	Per student	20
Service Station/Convenience Store	Per 1,000 sf	100
Theater/Museum/Auditorium/Amusement	Per 1,000 sf	65
Warehouse/Industrial	Per 1,000 sf	25

GPD = gallons per day

NOTE: Design peak flow rates shall be calculated by multiplying the total design average daily flow rate determined per the table above by a peaking factor of **2.5**

Fill out SCER application, show calculations, scan your application and submit via email: sewercapacity@dekalbcountyga.gov.



Sewercapacity@dekalbcountyga.gov
DeKalbCountyga.gov

Watershed Management
178 Sams Street.
Decatur, GA 30030

Watershed Utility Review Checklist

AP # _____

Project Name _____

Project Address _____

Reviewed # _____ **Date** _____

Refer to the Design Criteria section in the DCDWM Design Standards for all water and sewer infrastructure placement specifications at www.dekalbcountyga.gov

- **SEWER CAPACITY AVAILABILITY LETTER REQUIRED:** Fill out Sewer Capacity Evaluation Request application, show calculation, submit via email sewercapacity@dekalbcountyga.gov
- Provide project description regarding water and sewer infrastructure.
- Provide all DeKalb County water and sewer details associated with the project.

Water

Show size, material and location of existing and proposed water mains.

Show the location of all proposed water meters and label meter size along with the appropriate backflow prevention device per DWM Design Specifications.

Show and label all proposed and existing easements. Proposed easements shall be a minimum of 20'; wider may be required.

Show size and length of bore and casing.

Show, label and station fire hydrants, valves and fittings.

Label pipe size and type for each section of line.

Sewer

Show and label size, material, location and flow direction of all existing and proposed sewer mains.

Show, label and number all proposed manholes including rim and invert elevations, and station numbers.

Show stub locations for each lot. Clean out must be located on ROW property boundary or Easement boundary.

Show and label all proposed and existing easements. Proposed easements shall be a minimum of 20'; wider may be required.

Show angle deflection at manholes.

Gravity sewer line material shall be PVC (SDR26) or DIP (Class 350).

Add material list, including length, type, size and number of manholes for proposed infrastructure 8" or larger.

Manhole spacing:

Maximum distance between manholes for mains under 24": 400 feet

Maximum distance between manholes for mains 24" to 36": 500 feet

Maximum distance between manholes for mains over 36": 800 feet

Manholes shall be a minimum of 4 feet from the curb line at edge of pavement when located within the public right-of-way.

Show the size and location of all bore and jack pits.

Sewer Profiles

Show all lines and manholes per site plan beginning at existing system.

Show pipe length, slope, pipe size, and pipe type for each section of line.

Show manhole numbers, stations numbers, rim elevations, inverts in and out elevations.

Show outside drops at manholes. (Maximum allowed inside drop is 24")

Show existing and proposed grades on profiles.

Show horizontal and vertical scales.

Show all utility crossings.

Minimum depth of cover over a sanitary sewer main line shall be 4 feet of cover in unpaved areas and 7 feet of within road ROW. Depth less than this shall be DIP.

Maintain a minimum 0.20' elevation drop across manhole.

Notes

All design and construction for water, sewer, lift stations and backflow prevention shall comply with DeKalb County Department of Watershed Management Design Standards Latest Edition. Actual field conditions may dictate more stringent requirements if deemed necessary by the construction inspector.

Manholes located outside of the right-of-way shall be centered within the sanitary sewer easement.

Vaults shall have only one (1) line entering and leaving the structure.

Potable water mains shall maintain a clearance of ten (10') feet horizontal and eighteen (18") inch vertical from all non-potable pipelines.

Backflow preventer device is required to be installed on all non-domestic water service connections lines, including commercial, fire line, and irrigation services.

Water connections to facilities with high hazard potential require the installation of Reduced Pressure Zone Principle (RPZ) assemblies.

The developer shall provide sanitary sewer as-built drawings. All easements dedicated to DeKalb County shall be recorded in the DeKalb County Superior courthouse.

F.O.G. Compliance (Grease Trap) review and approval required.

Projects involving the construction of townhomes and/or condominiums are required to have individual meters for each unit.

Field changes during construction must be submitted for review and approved by the DeKalb County Department of Watershed Management **BEFORE** changes are implemented.

Projects located within the Cities; the developer shall provide a maintenance bond to DeKalb County Watershed Management prior to approval of As-Built Plans.

The contractor must jet clean and CCTV sanitary sewer line after all tie-in connections are made to the existing sewer tie-in locations. Tracer wire should be installed for all PVC pipes.

Contractor to notify the DWM Water and Sewer Construction Inspector at least 72 hours prior to commencing construction activities at DWMInspect@dekalbcountyga.gov

Water and sewer access fees need to be paid under the following circumstances:

- o New Construction, Re-Development, Additions, Change of Use, etc.
- o These fees are to be paid at 178 Sams Street, Decatur, GA 30030. In the One Stop Shop.

For Industrial site, notify DWM IPP at IPP@dekalbcountyga.gov

Projects entering a State of Georgia controlled right-of-way will require a GDOT permit. Refer to GDOT checklist for requirements

Additional Comments:

PLEASE ADDRESS ALL ITEMS WITH AN “X” IN THE E-PERMITTING PORTAL/ PROJECT DOX.

Water and Sewer Access Fees:

Water Access Fees: Water access fees are charged for all **new developments**. If a property has an account with DWM, the water access fee is not charged.

A flat fee of **\$2,000** is charged for a customer requesting to access DeKalb County Water system.

Sewer Access Fees: Sewer access fees are charged based on the usage. All new developments, additions, and “change in use” are charged sewer access fee. When use change occurs, credit will be given to the previous use.

Residential

Development Type	Fee	Fee Calculation
Single-Family Residential	\$1,811.93/house	_____ houses X \$1811.93 = _____
Mobile Home Park	\$1698.68/space	_____ spaces X \$1698.68 = _____
Hotel/Motel	\$566.23/ Room	_____ rooms X \$566.23 = _____
Apartments & Condominiums	\$1,811.93/unit	_____ units X \$1811.93 = _____
Nursing Home	\$707.78/bed PLUS \$141.56/ employee	_____ beds X \$707.78 = _____ PLUS _____ employees X \$141.56 = _____

Non-Residential

Development Type	Fee	Fee Calculation
Auditorium, Assembly Hall/Convention Center	\$56.62/ person	_____ persons X \$56.62 = _____
Barber Shop/ Beauty Shop	\$305.76/ chair	_____ chairs X \$305.76 = _____ PLUS _____ chair w/sink X \$1885.54 = _____
	\$1885.54/ chair with sink	
Bar/Tavern	\$283.11/ seat PLUS \$141.56/ employee	_____ seats X \$283.11 = _____ PLUS _____ employees X \$141.56 = _____
Bowling Alley	\$707.78/ lane PLUS \$141.56/ employee	_____ lanes X \$707.78 = _____ PLUS _____ employees X \$141.56 = _____

Non-Residential (cont.)

Development Type	Fee	Fee Calculation
<i>Car Wash (Self Service w/ wand)</i>	\$2355.51/ bay	_____ bays X \$2355.51 = _____
Car Wash (Automatic)	\$23555.08/ unit	_____ units X \$23555.08 = _____
Church	\$141.56/ seat	_____ seats X \$141.56 = _____
Convenience Store	\$566.23/ 1000 SF	(_____ SF X \$566.23)/1000 = _____

FOR DAYCARE CALCULATIONS: CONTACT W/S ENGINEER @ 404-371-4918

Coin Laundries	\$1,189.08/ machine	_____ machines X \$1189.08 = _____
Garage	\$566.23/ 1000 SF	(_____ SF X \$566.23)/1000 = _____
Hospital	\$1132.46/ bed	_____ beds X \$1132.46 = _____
Office	\$990.90/ 1000 SF	(_____ SF X \$990.90)/1000 = _____
Office/Warehouse	\$990.90/ 1000 SF (office) PLUS \$141.56/ 1000 SF (warehouse)	(_____ SF X \$990.90)/1000 = _____ PLUS (_____ SF X \$141.56)/1000 = _____
Restaurant (Full Service)	\$254.80/seat PLUS \$141.56/empl PLUS \$56.62/seat (if garbage disposal)	_____ seats X \$254.80 = _____ PLUS _____ employees X \$141.56 = _____ PLUS _____ seats X \$56.62 = _____
Restaurant (Fast Food)	\$126.84/seat PLUS \$141.56/empl	_____ seats X \$126.84 = _____ PLUS _____ employees X \$141.56 = _____
Restaurant (Deli)	\$126.84/seat	_____ seats X \$126.84 = _____
Restaurant (Sandwich Shop)	\$90.60/seat	_____ seats X \$90.60 = _____

Non-Residential (cont.)

Development Type	Fee	Fee Calculation
Retail	\$566.23/ 1000 SF	(_____SF X \$566.23)/1000 = _____
Schools (if cafeteria) (if garbage disposal) (if gymnasium)	\$67.95/student PLUS \$22.65/student PLUS \$5.66/student PLUS \$22.65/student	_____students X \$67.95 = _____ PLUS _____students X \$22.65 = _____ PLUS _____students X \$5.66 = _____ PLUS _____students X \$22.65 = _____
Service Station	\$141.56/ empl	_____ employees X \$141.56 = _____
Theater (Regular)	\$28.31/seat	_____ seats X \$28.31 = _____
Theater (Drive-In)	\$45.30/ car space	_____ car space X \$45.30 = _____
Veterinarian	\$990.90/ 1000 SF	(_____SF X \$990.90)/1000 = _____
Warehouse	\$141.56/ 1000 SF	(_____SF X \$141.56)/1000 = _____
Manufacturing		Call (404) 371-4918

If you have questions, please contact the Water/Sewer Engineer at sewercapacity@dekalbcountyga.gov.

**THESE FEES MUST BE CALCULATED AND PAID IN FULL TO
DEKALB COUNTY BEFORE A PERMIT IS ISSUED.**