

## **General Pre-Construction Meeting Request Guidelines: ACC Transportation and Public Works Department**

In order to schedule a pre-construction meeting and receive an LDA permit:

**You must have plans completely approved through the plans review process.**

Meetings are held each Wednesday at the TPW Office on Dougherty Street. The submission deadline is ACC's end-of-business the previous Wednesday. All submissions are addressed on a first-submitted-first-served basis assuming the submission is complete. The GSWCC (1A OR 1B Blue Card) certified 24-hour contact for the project site MUST be present at the pre-construction meeting in order to receive an LDP.

**Submissions should be in a packet form including ALL of the following in order to be scheduled for the next available pre-construction meeting date.**

**1. Transportation and Public Works Multi-Use Permit Application**

**2. Copy of the NOI filed through EPD (when 1 acre or more disturbed)**

(receipt of application is acceptable; ground cannot be broken until the EPD required 14 days from the receipted date of submission has fully elapsed)

**3. Copy of Stormwater Maintenance Agreement recorded (Clerk of Courts) on public record (when permanent BMPs are constructed)**

**4. Payment of Permitting Fees**

(fees vary based on specific project, request fee breakdown)

**5. 5 hard sets of Approved Plans**

**As a reminder, ALL required submissions must be received by our office by our end-of-business on Wednesday to be scheduled for the following Wednesday (assuming remaining meeting-slot availability).**

**Once a complete packet is received, a meeting will be scheduled with you in the next available time-slot unless a later meeting date has been requested.**