



LAND DISTURBANCE PERMIT STANDARD OPERATING PROCEDURE

GSQUAD

The branches of GSQUAD are comprised of the Planning Commission, City Engineer's Office, and the Building Department. All three of these branches will be coordinating their current work efforts to enforce regulations related to state KPDES permits "Discharge from a Municipal Separate Storm Sewer System into Waters of the Commonwealth" (KYG20) and "General Permit for Stormwater Discharges Associated with Construction Activities" (KYR10), since the City of Georgetown is a Phase II Community. The three branches and respective point person at each location are listed below:

PLANNING COMMISSION

ATTN: Staff Engineer
230 East Main Street
Georgetown, KY 40324
P – 502.867.3701
F – 502.867.3725

CITY ENGINEER

ATTN: Eric Larson
235 W. Yusen Dr
Georgetown, KY
P – 502.867.2000
F – 502.863.7813

BUILDING INSPECTION

DEPARTMENT
ATTN: Jim Burgess
100 North Court Street
Georgetown, KY
P – 502.863.9802
F – 502.863.4169

Coordination within GSQUAD

The Land Disturbance Permit (LDP) application may be submitted at any GSQUAD office. However, review and approval of the application will be based on the type of project. Listed below is how the LDP applications will be distributed based on the project type.

- Planning Commission
 - Will handle land disturbance activities related to development plans and subdivision plans (Tier II LDPs)
 - If related to a building permit, LDP goes to Building Inspection
 - All other LDPs will be sent to the City Engineer
- Building Inspection
 - Will handle anything that require a building permit (majority of Tier I LDPs)
 - If related to development/subdivision plans, LDP goes to Planning Commission
 - If no building permit or not related to development/subdivision plans, LDP goes to City Engineer
- City Engineer
 - Will handle Tier I and Tier II LDPs that do not fall into the categories currently handled by Planning Commission or Building Inspection
 - If related to a building permit, LDP goes to Building Inspection
 - If related to development/subdivision plans, LDP goes to Planning Commission

Upon Receipt of LDP (for GSQUAD internal use only)

- Verify application is complete
- Determine the type of project
- If project is applicable for you to review, tell the applicant what office to make the check out to and collect the fee
 - Planning Commission – "Georgetown-Scott County Planning Commission"
 - City Engineer – "City of Georgetown"
 - Building Inspection – "Georgetown-Scott County Building Inspection"
- If project is not applicable for you to review, tell the applicant who will be reviewing the application, what office to make the check out to, and that you can send the application to the correct reviewer via internal mail
- Send application, associated materials, and check to correct GSQUAD reviewer via internal mail

