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## Lee County Planning, Zoning & Engineering Department

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Director

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GIS Manager

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GIS Technician

### MEMORANDUM

TO: Civil Engineers & Plan Submitters

FROM: Lee County Planning, Zoning, & Engineering Department

DATE: August 14, 2025

RE: Updated GSWCC Plan Review Process- Transition to Region 5 Office

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Lee County is transitioning its erosion and sediment control plan reviews to the **Georgia Soil & Water Conservation Commission, Region 5 Office**. This change reflects an effort to streamline the review process and improve service delivery at the local level.

Beginning **August 14, 2025**, all qualifying plans submitted to Lee County for review will be evaluated by the Region 5 Office. **This will replace the current process where plans are reviewed by the Georgia Soil & Water Conservation Commission office in Athens.**

Once Region 5 begins reviewing plans for Lee County, that process will remain in place unless state-level changes occur that alter this authority. If at any time Lee County decides to return to Athens for reviews, that change will be communicated accordingly.

#### **The following procedures will apply to all erosion and sediment control plan submittals in Lee County:**

- Submit **7 sets of plans** to Lee County Planning and Zoning Department
- Include **return shipping box and mailing label if you do not intend to pick up from the office.**
- Complete and include the **Region 5 Plan Submittal Form** found on the Lee County Website
  - *This form replaces the online barcode form previously used by Athens.*
  - You may modify the attached form as needed, but all original fields must be included.

Plan reviews will take place on-site at Lee County Planning and Zoning Department, initially, to avoid relocating plans or documents unnecessarily.

If you have any questions about the updated process or submittal requirements, please contact Kara Hanson at [kara.hanson@lee.ga.us](mailto:kara.hanson@lee.ga.us).

We appreciate your cooperation as we implement this transition and work to ensure a smooth, efficient plan review process.