

ARTICLE 10

PLAN AND PLAT SPECIFICATIONS

10.0 GENERAL

All plans shall be submitted for review as two sets of either blue line or black line prints. Only one copy of the Storm Water Management Report is required. Re-submitted revisions shall also be submitted as the original submittal. After final revisions are approved, three sets as described for initial submittal shall be submitted prior to release of the permit. If stamped, approved sets are desired in return, then more than three sets should be submitted. If approval signature is desired for future printing, the original sheet bearing the Certificate of Development Plans Approval should be submitted. In the case of a Final Plat, one Mylar copy must also be returned for City records after recording and notation of the plat book and page on the Plat.

As of March 21, 2005, all approved permit drawings (including a Concept Plan) shall also be submitted in digital format on CD or by email. The desired format is AutoCAD .dwg, however, universal .dxf format will also be acceptable if major plat integrity is maintained. An Adobe Acrobat .pdf of all drawings is also required. No other formats can be considered. This submittal is requested prior to March 21, 2005, but will become a requirement on that date.

10.1 CONCEPT PLAN SPECIFICATIONS

The following paragraphs outline the required elements of both the required and optional plans and plats mentioned throughout these Regulations, and especially in Articles 4 and 11.

10.1.1 The Concept Plan for a subdivision or site development shall be clearly and legibly drawn at a scale of not less than one-hundred feet (100') to one-inch (1"). Sheet size shall not exceed forty-eight inches (48") by thirty-six inches (36"), provided, however, a scale of two-hundred feet (200') to one inch (1") may be used to avoid sheets in excess of forty-eight inches (48") by thirty-six inches (36"). The Director of Planning and Development or his/her designee may approve other scales and sheet sizes as deemed appropriate.

10.1.2 The Concept Plan may be prepared as a freehand drawing to approximate scale of the proposed improvements, right-of-way, lot lines, etc., shown on a boundary survey or other property outline map of the property.

10.1.3 The Concept Plan shall contain the following:

- a. Approximate total acreage.
- b. Proposed total number of lots and minimum lot size.
- c. Size and location of adjoining existing streets or access drives and proposed right-of-way, roadways, and access drives.

- d. For multi-family and nonresidential site developments (not subdivisions), the approximate location and arrangement of buildings, parking areas, and other improvements including stormwater detention areas, and all required buffers.
- e. Topography with contour intervals no greater than ten feet (10').
- f. Proposed method of sewage disposal (expressed as a note).
- g. Boundary lines of the overall property showing bearings and distances along all lines and the bearings and distance to an existing street intersection or other recognized permanent landmark. The source of said boundary information shall be indicated.
- h. All contiguous property under the ownership or control of the developer, except those lands of a dissimilar zoning category specifically approved to be excluded by the Department. Areas not planned at the time of the submittal shall be shown as "Future Development".
- i. Authorization statement on Concept Plan to read as follows:

I hereby submit this Concept Plan as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Concept Plan, as required by the Development Regulations.

Signature of Authorized Agent/Owner Date
- j. Location sketch (vicinity map).
- k. Lakes, ponds, and floodplains and the source of floodplain data including the panel number of flood insurance rate maps.
- l. Required recreation areas, and other public areas to be dedicated to the public or held in common ownership by a homeowner association or other similar entity.
- m. Existing zoning of the property and adjoining properties.
- n. Land lot and district.
- o. Subdivider's name, local, and permanent (if different) address and phone number.
- p. Name of company or person who prepared plan, local and permanent River Tributary Protection Areas, if applicable to the property.
- q. General development data (in tabular form) for individual multi-family or nonresidential site developments, such as number of residential units, number of

gross square feet of nonresidential floor area by building, number of parking spaces, number of stories, etc.

- r. General development data (in tabular form) for single family developments, such as minimum lot size, floor area, and all relevant conditions of zoning.
- s. Signature block to read as follows:

This Concept Plan has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Snellville, Georgia.

Director of Planning and Development
City of Snellville

Date

- t. The Concept Plan shall be stamped and signed by a Professional Engineer, Registered Land Surveyor, or Landscape Architect (as appropriate).

10.2 SUBDIVISION DEVELOPMENT PLANS

10.2.1 An application for a development permit for a subdivision shall consist of the Preliminary Plat, a certified boundary survey, associated slope or construction easements (if any), and such other Development Plans as may be required by these Regulations.

10.2.2 The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the subdivider proposes to construct at one time as a single unit, provided that such portion conforms to the requirements of these rules and regulations. If no Concept Plan was approved on the property, the Development Plans shall include the entire property being developed within the same zoning category.

10.2.3 Scale

The Development Plans shall be clearly and legibly drawn at a scale of not less than one-hundred feet (100') to one inch (1") [1" equals 100']. Sheet size shall not exceed forty-eight inches (48") by thirty-six inches (36"). Plan and Profile sheets shall have a horizontal scale of no less than one-hundred feet (100') to one inch (1") [1" equals 100'] and a vertical scale of no less than ten feet (10') to one inch (1") [1" equals 10'].

10.2.4 Certified Boundary Survey

- a. The Preliminary Plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Preliminary Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an initial field closure accuracy of no less than 1 foot in 10,000 feet, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
- b. Each Preliminary Plat shall be drawn on, accompanied by, or referenced to a boundary survey which shall at least meet the requirements of 10.2.4,a above.

10.2.5 The Preliminary Plat shall contain the following:

- a. Proposed name of subdivision.
- b. Name, address, and telephone number of the owner of record, and of the subdivider (if not the owner).
- c. Name, address, and telephone number of each professional firm associated with the Development Plans (engineer, surveyor, landscape architect, etc.).
- d. Date of survey, north point, and graphic scale, source of vertical datum, date of plat drawing, and space for revision dates.
- e. Proposed use of the site, such as single-family detached residences, duplexes, townhouses, office park, industrial subdivision, etc. For residential, indicate total number of dwelling units within plat.
- f. Location (Land District and Land Lot), acreage, and density (if applicable).
- g. Location sketch locating the subdivision in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch (1") equal to two-thousand feet (2,000'). U.S. Geological Survey maps may be used as a reference guide for the location sketch.
- h. Name of former subdivision if any or all of the land in the Preliminary Plat has been previously subdivided, showing boundaries of same.
- i. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths in feet and hundredths of a foot, and bearings in degrees, minutes, and seconds. Bearing and distance to designated tie point.
- j. Directional flow arrows for street drainage and individual lot drainage when finished grading of lots is not shown.
- k. Contour lines based on sea level datum, or other datum acceptable to the Department. These shall be drawn at intervals of not more than two feet (2'). Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated.
- l. Natural features within the proposed subdivision, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The 100-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. For those lots containing floodplain, a Floodplain Lot Chart shall be provided showing the area (in square

feet) of each lot lying inside and outside of the floodplain as though the land disturbance activity were completed.

- m. Man-made and cultural features existing within and adjacent to the proposed subdivision including existing right-of-way measured from centerline, pavements widths, and names of existing and platted streets; all easements, city, and County jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated.
- n. Proposed layout including lot lines, lot numbers, and block letters; proposed street names, roadway and right-of-way lines; and, sites reserved through covenants, easement, dedication, or otherwise for public uses. Lots shall be numbered in numerical order and blocks lettered alphabetically. The minimum building setback line from all streets. Streets shall be dimensioned to show right-of-way and roadway widths, central angles, intersection radii, and cul-de-sac roadway and right-of-way radii. Centerline curve data shall be provided for all roadway curves [radius, length, amount of superelevation (if any), point of curvature (P.C.), point of tangency (P.T.), etc.] if not shown separately on construction drawings.
- o. Identify unit number, division, or stage of development, if any, as proposed by the subdivider.
- p. Existing zoning of the property. Rezoning and variance case numbers, dates of approval and conditions (as applicable). Note minimum lot size and minimum yard setback requirements, and other applicable zoning requirements. Show and dimension any required buffers, landscape strips, no-access easements, etc. Note any approved Waivers from these Regulations.
- q. All adjoining property owners, subdivision names, lot numbers and lot lines, block letters, and zoning.
- r. Location of all known existing or previously existing landfills. Statement that no cut trees, timber, stumps, debris, rocks, stones, junk, rubbish, garbage, or other waste material of any kind shall be buried in any right-of-way, under any proposed structure, and/or in any onsite/offsite pit.
- s. Proposed recreation area, if any; area of the site; area and percent of site within the 100-year floodplain; proposed disposition of the site (public ownership, homeowners association, etc.).
- t. Such additional information as may be reasonably required to permit an adequate evaluation of the subdivision.
- u. Plans must be stamped and signed by a Professional Engineer, Registered Land Surveyor or Landscape Architect (as appropriate).

10.2.6 Certificate of Development Plans Approval and Owner’s Acknowledgement

Each Preliminary Plat shall carry the following certificate printed or stamped thereon:

All requirements of the City of Snellville Development Regulations relative to the preparation and submission of a subdivision development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected City and Gwinnett County Departments as required under their respective and applicable regulations, approval is hereby granted, on this Preliminary Plat and all other development plans associated with this subdivision, subject to all further provisions of said Development and other City existing Regulations.

Director of Planning and Development
City of Snellville

Date

THIS CERTIFICATE EXPIRES TWELVE (12) MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

NOTE: The boundaries of the lots shown on this Plat have not been surveyed. This Plat is not for recording.

Owner’s Acknowledgement for Preliminary Plat

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and will dedicate to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown, and will transfer ownership of all public use areas in fee simple by deed, for the purposes therein expressed.

SUBDIVIDER _____ OWNER _____

DATE _____ DATE _____

10.2.7 The Preliminary Plat shall be accompanied by other Development Plans showing the following information when same is not shown on, or evident from the Preliminary Plat. The various plans may be combined where appropriate and clarity can be maintained.

- a. Erosion Control Plan prepared in accordance with the requirements of the Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
- b. Grading Plan prepared in accordance with the requirements of Article 8 of these Regulations if grading is proposed beyond the street right-of-way.

- c. Stormwater Drainage Construction Data:
- (1) Location and size of all proposed drainage structures, including detention ponds, catch basins, grates, headwalls, pipes and any extensions thereof, energy dissipators, improved channels, and all proposed drainage easements to be located outside street right-of-way lines.
 - (2) Profiles of all storm drainage pipes and slope of receiving channels. On storm drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. On all pipes the 100-year storm line hydraulic grade line will be shown from the outlet to the farthest upstream catch basin, grated inlet or yard inlet. On all outfall structures from detention ponds the hydraulic grade line will be shown for the 100-year storm.
 - (3) Profiles of all open channels and ditches including Mannings' 25-year storm normal depth and velocity. On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design storm frequency, runoff coefficient and velocity.
 - (4) Hydrological study used in determining size of structures, including map of all contributing drainage basins and acreage.
- d. If sanitary sewers are required by Water Pollution Control, Sanitary Sewer Plans, including the location and size of all proposed sewer lines, manholes, and any easements required therefore, together with sufficient dimensions to locate same on the ground.
- e. Construction Data for New Streets and Street Widening:
- (1) Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Typical roadway sections shall be provided for street widenings.
 - (2) Where sanitary or storm sewers are to be installed within a street, the grade; size, location, and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.
 - (3) Profiles covering roadways that are extensions of existing roadways shall include: elevations at fifty foot (50') intervals for such distance as may be adequate to provide continuity consistent with the standards required by the Regulations for street improvements, but no less than two-hundred feet (200').
 - (4) All elevations shall be coordinated and tied into U.S. Coast and Geodetic Survey or Department of Transportation bench marks where feasible, or into reference monuments established by the Federal Emergency Management Agency.
 - (5) Stub streets shall be profiled at least two-hundred feet (200') onto adjoining property (no tree cutting).
- f. Buffer and Landscape Plan, if any such areas exist within the subdivision, prepared in accordance with the specifications under this Article, the

requirements of Article 5 of these Regulations, and the requirements of the Zoning Ordinance.

- g. Tree Preservation/Replacement Plan (if required by the Zoning Ordinance).
- h. Floodplain Management Plans. If any floodplain areas are located on the property, such data as is required by the Floodplain Management Ordinance of these Regulations shall be submitted.

10.2.8 Encroachments

Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the Department.

10.3 FINAL PLAT SPECIFICATIONS

10.3.1 The Final Plat shall be clearly and legibly drawn in black ink on Mylar or other permanent reproducible material. The scale of the Final Plat shall be one-hundred feet (100') to one inch (1") [1" equals 100'] or larger. Sheet size shall not exceed forty-eight inches (48") by thirty-six inches (36"). (Any sheet that is larger than seventeen inches (17") by twenty-two inches (22") must be photographically reduced to no more than seventeen inches (17") by twenty-two inches (22") in order to be recorded with the Clerk of the Superior Court.)

10.3.2 The Final Plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Final Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an initial field closure accuracy of no less than 1 foot in 10,000 feet, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

10.3.3 The Final Plat shall substantially conform to the Preliminary Plat and it may constitute only that portion of the approved Preliminary Plat which the subdivider proposes to record at any one time, provided that such portion conforms to the requirements of these Regulations, and said portion is not inconsistent with the public health, safety, or welfare. Any substantial deviation from the Preliminary Plat shall require revision and reapproval of the Preliminary Plat.

10.3.4 The Final Plat shall contain the following information:

- a. Name of the subdivision, unit number, Land District, and Land Lot number.
- b. Name, address, and telephone number of owner of record, and the subdivider (if not the owner).
- c. Name, address, and telephone number of each professional firm associated with the portion of the subdivision within the Final Plat (engineer, surveyor, landscape architect, etc.).
- d. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned.

- e. Location sketch of tract showing major surrounding features.
- f. Name of former subdivision, if any or all of the Final Plat has been previously recorded.
- g. Case number, date of approval and all provisions for any applicable rezoning, Special Use Permit, Variance or Waiver affecting the property.
- h. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the Zoning Ordinance or these Regulations.
- i. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown. The Plat shall have an initial field closure precision of 1 foot in no less than 10,000 feet.
- j. Municipal or County jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot lines traversing or adjoining the subdivision shall also be indicated.
- k. Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights-of-way.
- l. Street center lines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
- m. Lot lines with dimensions to the nearest one-tenth of a foot and bearings to the nearest second, and radii of rounded corners, as necessary to delimit each lot.
- n. Building setback lines along streets with dimensions.
- o. When lots are located on a curve or when side lot lines are at angles other than ninety degrees (90°), the lot width measured in accordance with the provisions of the Zoning Ordinance may be required to be shown, if deemed necessary by the Department for clarity.
- p. Lots numbered in numerical order and blocks lettered alphabetically.
- q. Location and size of all drainage pipe, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required.
- r. Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.

- s. A statement of private covenants if any, and they are brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows:

This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become a part of this plat, and which were recorded _____ and signed by the owner.
- t. Accurate location, material, and description of monuments and markers (all monuments shall be in place prior to approval of the Final Plat.) A minimum of two (2) permanent markers are required for horizontal and vertical reference. Additional markers may be required on larger developments.
- u. Certificates and statements specified in these Regulations, below.
- v. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Origin of the floodplain data shall be indicated.
- w. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.
- x. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the Department to be approved prior to issuance of a building permit.
- y. All other notes or notations as may be required by the Department.
- z. Plat must be stamped and signed by Registered Land Surveyor.

10.3.5 If any lands are shown on the Final Plat for dedication to a Property Owners Association in order to meet minimum park or open space requirements of these Regulations, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.

10.3.6 Each Final Plat shall bear the following certificates or statements printed or stamped thereon as follows:

- a. Final Surveyor's Certificate:

It is hereby certified that this plat is true and correct as to the property lines and all improvements shown thereon, and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist, and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in _____ feet and an angular error of _____ per angle point, and was adjusted using _____ rule. This plat has been calculated for closure and is found to be accurate within one foot in

_____ feet, and contains a total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.

By: _____
REGISTERED GEORGIA LAND SURVEYOR

REG NO _____ DATE OF EXPIRATION _____

b. Owners Acknowledgment and Declaration:

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and dedicated by this Acknowledgement and Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown.

SIGNATURE OF SUBDIVIDER DATE SIGNED

PRINTED OR TYPED NAME OF SUBDIVIDER

SIGNATURE OF OWNER DATE SIGNED

PRINTED OR TYPED NAME OF OWNER

c. Final Plat Approval:

The Planning Commission Chairman and the Director of Planning and Development of the City of Snellville, Georgia, or his/her designee certifies that this plat complies with the City of Snellville Zoning Ordinance, and the City of Snellville Development Regulations as amended, and that it has been approved by all other operational City and county departments, as appropriate. This plat is approved subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Snellville.

DATED THIS _____ DAY OF _____, 20 ____.

Planning Commission Chairman

Director, Department of Planning and Development

d. Health Department Certification (for Subdivisions Served by Septic Tanks):

The lots shown hereon have been reviewed by the Gwinnett County Department of Environmental Health and with the exception of lots _____ are approved for development. Each lot is to be reviewed by the Gwinnett County Department of Environmental Health and approved for septic tank installation prior to the issuance of a building permit.

DATED THIS _____ DAY OF _____, 20 ____.

BY: _____

TITLE: _____
GWINNETT COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH

Note: The above authorization only constitutes approval by the Gwinnett County Department of Environmental Health. Authorization for Development shall not be considered complete and final until the procedure set forth in Section 11.1.4 of these regulations has been complied with.

e. Public Notice - Drainage:

Every Single-Family Final Plat shall contain the following statement:

- i) NOTE: The City of Snellville assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.
- ii) NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition.
- iii) NOTE: Structures are not allowed in drainage easements.

Every Final Plat that is not a single-family subdivision shall contain the following statement:

- i) NOTE: The City of Snellville assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat. The City of Snellville does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.

- ii) NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition.
- iii) NOTE: Structures are not allowed in drainage easements.

f. House Location Plans (HLP):

On any Final Plat containing a lot for which a House Location Plan approval will first be required prior to issuance of a building permit, the following statement shall be included:

HLP - HOUSE LOCATION PLAN

A House Location Plan shall be required to be approved by the Department prior to issuance of a Building Permit on those lots labeled "HLP". A House Location Plan is a scale drawing submitted by the builder at the time of permit. It is not required that this plan be prepared by a land surveyor or professional engineer. The purpose of this plan is to ensure that the house is properly located on the lot. Please refer to the City of Snellville Development Regulations or contact the Snellville Department of Planning and Development for further information.

g. Residential Drainage Plan (RDP) or Study (RDS):

On any Final Plat containing a lot for which a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included, as applicable:

RDP - RESIDENTIAL DRAINAGE PLAN
RDS - RESIDENTIAL DRAINAGE STUDY

A Residential Drainage Plan or Residential Drainage Study must be approved by the Department of Planning and Development prior to issuance of a Building Permit on those lots labeled "RDP" or "RDS", respectively. Please refer to the City of Snellville Development Regulations and contact the Snellville Department of Planning and Development for further information.

10.4 HOUSE LOCATION PLAN (HLP)

(Please refer to section 9.2 of these Regulations for why an HLP may be required.)

10.4.1 House Location Plans shall be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required below. The Department may accept a House Location Plan drawn to the same scale as shown on the Final Plat where sufficient detail can be shown to support an adequate review and approval. The House Location Plan may be combined with a Residential Drainage Plan (RDP) if an RDP is required for the lot.

10.4.2 It is not the intent of the Department that the House Location Plan be prepared by a registered surveyor or engineer, but may be done by the individual proposing the improvements on the lot. It is the intent, however, to receive a drawing with sufficient readability and accuracy to ensure that the proposed improvements will be constructed on the lot in conformance with the

requirements of these Regulations, the Zoning Ordinance, or other regulations, as applicable.

10.4.3 House Location Plans shall show the following as applicable:

- a. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
- b. Location and names of all abutting streets or other rights-of-way.
- c. Minimum required front, side and rear building setback lines with dimensions, and notation of the existing zoning on the property.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
- e. All easements, public water, sewer or storm drainage facilities traversing or located on the property, septic tank, and septic tank drain field.
- f. Subdivision name, lot designation, land lot, and district.
- g. North arrow and scale.
- h. Limit of the 100-year floodplain and any applicable buffers or special building setback lines.
- i. All other applicable requirements of the Zoning Ordinance or conditions of zoning approval.
- j. Name, address, and telephone number of the owner and the person who prepared the HLP.

10.4.4 If a lot is located in the Chattahoochee River Corridor, a Certificate of Occupancy shall not be issued for the structure or other improvements until conformance to the provisions or other requirements of the House Location Plan have been field verified by a survey prepared by the builder's surveyor and submitted to the Department of Planning & Development.

10.5 RESIDENTIAL DRAINAGE PLAN (RDP) OR STUDY (RDS)

(Please refer to Section 9.2 of these Regulations for why a RDP may be required.)

10.5.1 Residential Drainage Plans shall be drawn to scale on a certified boundary survey of the lot prepared by a Registered Land Surveyor, having an initial field error of closure not exceeding one foot in 5,000 feet. The Residential Drainage Plan may be combined with a House Location Plan (HLP) if an HLP is required for the lot. The requirements contained herein shall also apply to lots which formerly required SPED (Site Plan - Engineering Division) approval prior to issuance of a building permit.

10.5.2 Residential Drainage Plans shall show the following as applicable:

- a. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
- b. Location and names of all abutting streets or other rights-of-way.
- c. The outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines as required to locate the major improvements on the lot.
- d. All easements, public water or sewer facilities traversing or located on the property, and septic tank drain field.
- e. Subdivision name, lot designation, land lot, and district.
- f. North arrow and scale.
- g. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet, and shall be based on a field survey. Proposed grading of the lot shall be shown along with the finished floor elevation of the lowest habitable floor of the house.
- h. Storm water features, including swales, pipes, storm water detention and other structures, all drainage (D.E.) easements, and directions of flow.
- i. Floodplain features, including the limits of the flood hazard area, 100-year flood high water elevation, origin of the floodplain data, and any proposed modifications to the floodplain limits.
- j. Sedimentation and erosion control measures to be taken or placed on the lot during construction.
- k. Names, address, and telephone number of the owner and person who prepared the RDP.
- l. Seal, registration number, and date of expiration of the Professional Engineer or Landscape Architect who prepared the drainage improvements or modifications shown on the RDP.

10.5.3 A Residential Drainage Study (RDS) shall be conducted by the developer's or builder's design professional prior to issuance of a Certificate of Occupancy on those lots so noted on the Final Plat. The requirements for an RDS contained herein shall also apply to lots that formerly required SSED (Site Study - Engineering Division) approval prior to issuance of a building permit.

The grading and construction of the lot shall be field verified by the developer's or builder's design professional as being in conformance with grading plans and storm water management studies approved for the subdivision prior to issuance of a Certificate of Occupancy.

- 10.5.4 A Certificate of Occupancy shall not be issued for the structure until a written certification has been received from the developer's or builder's design professional stating that the provisions or improvements required by the Residential Drainage Plan or as a result of the Residential Drainage Study have been field verified.
- 10.5.5. If a RDP or RDS is required because a stream or floodplain is on or adjacent to the lot, the notation on the development plans and plat should be "RDP-E" or "RDS-E" as appropriate.

10.6 SITE DEVELOPMENT PLANS

- 10.6.1 An application for a development permit for a multi-family or nonresidential site shall consist of the Site Plan, a certified boundary survey or Final Plat reference, associated slope or construction easements (if any), and such other Development Plans as may be required by these Regulations.
- 10.6.2 The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the developer proposed to construct at one time as a single unit, provided that such portion conforms to the requirements of these rules and regulations and all setbacks, maximum density, and other zoning restrictions. If no Concept Plan was approved on the property, the Development Plans shall include the entire property being developed having the same zoning category.

10.6.3 Scale

The Development Plans shall be clearly and legibly drawn at an engineering scale convenient to illustrate the details of the project. Sheet size shall not exceed forty-eight inches (48") by thirty-six inches (36"). Plan and Profile sheets, if any, shall have a horizontal scale of no less than one-hundred feet (100') to one inch (1") [1" equals 100'] and a vertical scale of no less than ten feet (10') to one inch (1") [1" equals 10'].

10.6.4 Project Boundary Data

- a. The Site Plan shall be based on the boundaries of a lot as recorded on a Final Subdivision Plat or on a certified boundary survey delineating the entirety of the property contained within the project, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an initial field closure accuracy of no less than 1 foot in 10,000 feet, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
- b. Each Site Plan shall be drawn on, accompanied by, or referenced to a boundary survey which shall at least meet the requirements of 10.6.4, a. above.

10.6.5 The Site Plan shall contain the following (on one or more sheets):

- a. Proposed name of development. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown.

- b. Name, address, and telephone number of the owner of record, and of the developer (if not the owner).
- c. Name, address, and telephone number of each professional firm associated with the Development Plans (engineer, landscape architect, surveyor, etc.).
- d. Date of survey, north point, and graphic scale, source of datum, date of plan drawing, and space for revision dates.
- e. Proposed use of the site, including gross square footage for each different use type or building.
- f. Location (Land District and Land Lot), acreage or area in square feet, and density (if applicable).
- g. Location sketch locating the development in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch (1") equal to two-thousand feet (2,000') [1" equals 2,000']. U.S. Geological Survey maps may be used as a reference guide for the location sketch.
- h. Size and location of all buildings, building setback lines, minimum yard lines, and distances between buildings and from buildings to property lines; location of outdoor storage areas; parking and loading areas, driveways, curb cuts and designated fire lanes. Each building shall be identified with a number or letter.
- i. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths to the nearest one-hundredth of a foot and bearings to the nearest second. Bearing and distance to designated tie point.
- j. Directional flow arrows for street drainage.
- k. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two feet (2') and shall include the entire site and all abutting public streets. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated.
- l. Natural features within the proposed development, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all water courses leaving the tract, the direction of flow shall be indicated. The 100-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. The acreage or area in square feet within the floodplain shall be indicated.
- m. Man-made and cultural features existing within and adjacent to the proposed development including existing right-of-way measured from centerline, pavement widths, and names of jurisdiction lines; existing structures on the site and their disposition, and other significant information. Location and

- dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be indicated.
- n. Proposed street names, roadway and right-of-way lines and widths and sites reserved through covenants, easement, dedication or otherwise for public uses.
 - o. Identify unit number, division or stage of development, if any, as proposed by the developer.
 - p. Show all adjoining property owners, subdivision names, lot numbers, lot lines and block letters, and zoning.
 - q. Show the location and number of parking spaces according to the size of the building on the plans. Show factors used in determining number of spaces as required in the Zoning Ordinance. Handicapped parking spaces must be shown as required by the Georgia Handicap law.
 - r. Zoning district rezoning case number, date of approval and conditions (as applicable). Variances obtained on the property should be shown with the case number, date of approval and conditions (if applicable). Note any approved Waivers from these Regulations.
 - s. If buffers or other landscaping or screening treatments are required, show the location, size, and type (natural or planted) on the plans conforming to the Tree Preservation/Replacement Plan or Buffer and Landscape Plan, as applicable.
 - t. Location, height, and size of all freestanding signs to be erected on the site, and indication whether lighted or unlighted.
 - u. Location of all known existing or previously existing landfills. Statement that no cut trees, timber, stumps, debris, rocks, stones, junk, rubbish, garbage, or other waste material of any kind shall be buried in any right-of-way, under any proposed structure, and/or in any onsite/offsite pit.
 - v. Such additional information as may be reasonably required to permit an adequate evaluation of the project.
 - w. Plans must be stamped and signed by a Professional Engineer, Registered Land Surveyor or Landscape Architect (as appropriate).

10.6.6 Certificate of Development Plans Approval and Owner's Acknowledgement

Each Site Plan shall carry the following certificate printed or stamped thereon:

All requirements of the City of Snellville Regulations relative to the preparation and submission of a development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected City and County Departments as required under their respective and applicable regulations, approval is hereby granted of this Site Plan and all other development plans associated

with this project subject to all further provisions of said Development and other City Regulations.

Director of Planning and Development
City of Snellville

Date

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED

Owner’s Acknowledgement and Declaration:

(STATE OF GEORGIA)
(COUNTY OF GWINNETT)

The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and dedicated by this Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown, and transfers ownership of all public use areas in fee simple by deed, for the purposes therein expressed.

SUBDIVIDER _____ OWNER _____

DATE _____ DATE _____

10.6.7 The Site Plan shall be accompanied by other Development Plans showing the following information when same is not shown on, or evident from the Site Plan. The various plans may be combined where appropriate and clarity can be maintained.

- a. Erosion Control Plan prepared in accordance with the requirements of the Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
- b. Grading plan, prepared in accordance with the requirements of Article 8 of these Regulations.
- c. Storm Water Drainage Construction Data:
 - (1) Location and size of all proposed drainage improvements, and all proposed drainage easements to be located outside street right-of-way lines.
 - (2) Profiles of all storm drainage pipes and slope of receiving channels. Hydraulic grade line for the 100-year storm is to be shown on all pipes and detention basin outfalls. On storm drainage profiles a pipe chart will be shown which will include pipe numbers, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. Profiles of all open channels and ditches shall be shown including the design flow normal

- depth and velocity. On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity for the required design flow.
- (3) Acreage of drainage areas and Hydrological study used in determining size of structures, including map of all contributing drainage basins and acreages.
- d. Sewage Disposal Plans, as follows:
- (1) Sanitary Sewer Plans, including the profiles and other information as may be required by Gwinnett County Water Pollution Control.
 - (2) For projects proposed to be served by on-site sewage disposal systems, location and extent of septic tank, drain field and attendant structures, and other information required by the Gwinnett County Department of Environmental Health.
- e. Street Widening and Construction Data:
- (1) Centerline profiles and typical roadway sections of all proposed streets, as well as plans and profiles for all proposed major thoroughfares. Profiles (and plans, where required) shall be drawn on standard plan and profile sheet with plan section showing street layout, pavement and right-of-way width, curvature, and required drainage facilities. Typical roadway sections shall be provided for street widenings.
 - (2) Where sanitary or storm sewers are to be installed within a street, the grade, size, location and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.
 - (3) Profiles covering roadways that are extensions of existing roadways shall include; elevations at fifty foot (50') intervals for such distance as may be adequate to provide continuity consistent with the standards required by these Regulations for street improvements, but no less than two-hundred feet (200').
 - (4) All elevations shall be coordinated and sited into U.S. Coast and Geodetic Survey or Department of Transportation bench marks where feasible or into reference monuments established by the Federal Emergency Management Agency.
- f. Buffer and Landscape Plan, if any such areas exist within the site, prepared in accordance with the specifications contained in this Article, and the requirements of Article 5 of these Regulations, and the requirements of the Zoning Ordinance (Articles X and XX).
- g. Tree Preservation/Replacement Plan (if required by the Zoning Ordinance Article XXI).
- h. Floodplain Management Plans; if any floodplain areas are located on the property. Such data as is required by the Floodplain Management Ordinance shall be submitted.

- i. Private Water System Plans, if any, indicating proposed water main size and location, with fire hydrants, on the site. The distance and direction to all other fire hydrants within five-hundred feet (500') of the site or buildings along existing streets or other access drives shall also be indicated.
- j. Street striping plan, showing striping in accordance with the Manual on Uniform Traffic Control devices, for any street newly constructed to four (4) or more lanes, and all newly constructed or widened major thoroughfares.

10.6.8 Encroachments

Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the Department.

10.6.9 Public Notice – Drainage

Every Site Plan shall contain the following statement:

- a. NOTE: The City of Snellville assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way or for the extensions of culverts beyond the point shown on the approved and recorded plan. The City of Snellville does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.
- b. NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition.
- c. NOTE: Structures are not allowed in drainage easements.

10.7 TREE PRESERVATION/REPLACEMENT PLAN SPECIFICATIONS

10.7.1 A Tree Preservation/Replacement Plan shall be required only under the circumstances described in the Zoning Ordinance (Article XXI).

10.7.2 Tree Preservation/Replacement Plans shall be prepared in accordance with the specifications contained in the Tree Preservation Ordinance. At the developer's option, the plan may be combined with other plans such as a general landscaping plan for the project.

10.8 BUFFER AND LANDSCAPE PLAN SPECIFICATIONS

10.8.1 A Buffer and Landscape Plan shall be required as described in the Zoning Ordinance (Articles X and XX).

10.8.2 The Buffer and Landscape Plans shall be prepared in accordance with the specifications contained in the Zoning Ordinance. At the developer's option, the plan may be combined with other plans such as a general landscaping plan for the project.