PROJECT NAME _________________________________________________________________

REVIEW DATE #1  _________________________________________________________________

REVIEW DATE #2  _________________________________________________________________

REVIEW DATE #3 _________________________________________________________________

X  =  Please address
N/A  =  Not applicable
√  =  Approved

I. GENERAL INFORMATION

PLEASE PROVIDE ENGINEERS AND OWNERS EMAIL TO REVIEWER.

REVIEW #

  1   2   3

1. ___/___/___ REVIEW INCOMPLETE:
   Use shown is not permitted in this zoning district.
   No approvals given until
   No Certificate of Occupancy/Completion will be issued until

2. ___/___/___ State proposed use.

3. ___/___/___ Complete application form. (Blue Route Sheet) Complete and return submittal form.

4. ___/___/___ Note subdivision name, project name, site address lot number and block letter containing this site.

5. ___/___/___ Provide location vicinity map.

6. ___/___/___ Add/modify land lot, district, parcel.
7. ___/___ /___ Add date, graphic scale, numeric scale, north arrow.
8. ___/___ /___ State zoning of site. Show zoning district lines if more than one zoning.
9. ___/___ /___ Show adjoining property information (subdivision name, lot numbers, block letters, and/or adjoining property owners and zoning).
10. ___/___ /___ Note rezoning and/or conditional use permit, number(s), type(s), date(s) of approval and all conditions on plans.
11. ___/___ /___ Note variance, waiver and/or modification number(s), type(s), date(s) of approval and all conditions on plans.
12. ___/___ /___ Show a front, side, rear building setback line off of proposed right-of-ways. Show all setbacks.
13. ___/___ /___ Relocate structures behind setback lines.
14. ___/___ /___ Show closest distance from structure to side and rear property lines.
15. ___/___ /___ Show closest distance between buildings. Minimum distance to be per Fire & Building Codes.
16. ___/___ /___ Identify each building. Show same identification on building plans.
17. ___/___ /___ Show all roof overhangs, if any. If there are none, please note.
18. ___/___ /___ Show and provide access to all overhead doors. If there are none, please note.
19. ___/___ /___ Show canopy with all dimensions, if any. If there are none, please note.
20. ___/___ /___ Show building dimensions on site plans. They are to match dimensions shown on architectural plans.
21. ___/___ /___ Show all easements on site plan. Show all easements which are to be abandoned.
22. ___/___ /___ Indicate building height. Maximum allowable height is _____.
23. ___/___ /___ Provide total number of units, density, and breakdown units by number of bedrooms (multi-family).
24. ___/___ /___ Provide 8’ tall opaque dumpster enclosure (3 sides) and concrete pad. Enclosure must be constructed out of same materials as proposed buildings. Front opening must be at least 12’ wide for container fit. Show detail.
25. ___/___ /___ Provide total square footage and square footage breakdown by use. Totals shall match amount specified in architectural plans.
26. ___/___ /___ Show total number of seats in sanctuary, auditorium, or other place of assembly.
27. ___/___ /___ Add a Certificate of Development Plans approval statement to the plans.

28. ___/___ /___ Show total acreage of the site and the acreage for the limits of disturbed area.

29. ___/___ /___ Show all existing structures, if any, and note their disposition. If there are none, please note.

30. ___/___ /___ Provide a current parcel number for the combined or subdivided tracts.

31. ___/___ /___ Provide a complete certified closed boundary survey, to scale with north arrow. Provide date of survey.

32. ___/___ /___ Contact the Mapping Division in the Gwinnett Co. Tax Assessor's Department to combine all parcels into one parcel.

33. ___/___ /___ Withdraw previously submitted/approved plans in writing.

34. ___/___ /___ Provide developer's name, address, and phone number. Include a contact person.

35. ___/___ /___ Provide the owner's name, address, and phone number. Include a contact person.

36. ___/___ /___ Add/sign Owner’s Certification. Place on plans.

37. ___/___ /___ Provide designer's name, address, and phone number. Include contact person.

38. ___/___ /___ Add State of Georgia Professional Engineer Stamp, signature, and date.

39. ___/___ /___ Development is located in Corridor Overlay District or Town Center Overlay District.

40. ___/___ /___ Reference the legal survey, including date.

41. ___/___ /___ Outside storage to be located out of required front yard and to be screened by solid fence. Provide details of fence.

42. ___/___ /___ Complete and return the attached Solid Waste Disposal Management Plan Affidavit prior to issuance of a permit. If applicable, complete the Notification of Permit By Rule Operations form, mail to the Department of Natural Resources, Environmental Protection Division and provide a copy of said application to this Department.

43. ___/___ /___ Provide four (4) sets of corrected/approved plans to the Planning and Development Department for issuance of a permit. (These sets are to be made after the Certificate of Development Plans has been signed on the original. One set must contain original seal and signatures (P.E., LS, LA, etc).

44. ___/___ /___ This project appears to meet or exceed the threshold established for a Development of Regional Impact. Please refer to the attached Request for Review Form to determine the threshold established for your development type. Contact the Planning Division to submit the form for processing to the Atlanta Regional Commission.

45. ___/___ /___ Multi-tenant commercial shopping center or strip center, a covered arcade/structural canopy (min. of 5’ wide) shall be provided along the front façade of the building. Show
canopy and overhang detail.

46. ___ / ___ / ___ Add note: “Building will comply with Architectural design standards of Article 7.7 of the Snellville Zoning Ordinance.”

47. ___ / ___ / ___ Please show detailed construction activity schedule, including vegetation and mulching timeline.

48. ___ / ___ / ___ Please submit a .dwg or .pdf digital file of all approved plans to the Planning Office.

49. ___ / ___ / ___ Installation of a fence is required around the detention facilities. Please reference Article 8.2.7 of the Development Regulations for requirements.

II. PARKING, DRIVES

1. ___ / ___ / ___ Show factors used in determining the number of parking spaces as required by the Zoning Ordinance. Numbers of spaces are to be based on.

2. ___ / ___ / ___ State total number of parking spaces required and total number provided. Based on information submitted required number of parking spaces to be.

3. ___ / ___ / ___ Additional or less parking is/may be needed.

4. ___ / ___ / ___ Show parking spaces drawn to scale with typical dimensions labeled. Space size to be 9' X 19', (9' X 17' if for compact car spaces [Max. 20%]). Label each compact space with painted text or individual signs. Show detail.

5. ___ / ___ / ___ Show all interior driveways with dimensions (one 12’, two way 24’). Show one way arrows and provide details.

6. ___ / ___ / ___ Provide loading and unloading space(s). Size = Label the loading and unloading area.

7. ___ / ___ / ___ Show potential location of drive thru window with adequate lane width, if proposed. Show dimensions. (A min. 10’ drive and stacking of 6 vehicles required.) If there are none, please note.

8. ___ / ___ / ___ Sidewalks are required along the frontage of ______________. Show location and provide detail. Sidewalks shall be located 4’ from the back of curb and shall be constructed of concrete a minimum of 6’ in width and 4” thick. Concrete shall be class "B" and have a strength of 3000 PSI at 28 days.

9. ___ / ___ / ___ Provide Handicap ramps at sidewalk intersections. Sidewalks shall continue across intervening driveway including any control or expansion joints. Hatched or stamped pattern concrete sidewalk shall be used. Show detail.

10. ___ / ___ / ___ Adjacent road ___________ is classified as a __________ per __________ the Road Classification Plan. Provide ____ of right-of-way from centerline with improvements from centerline to back of curb per Gwinnett/Georgia DOT.

11. ___ / ___ / ___ Provide a minimum of eleven (11) feet of Right-of-Way from back of curb.
12. ___/___ /___ This development requires deceleration lanes along __________ See Snellville Development regulations section 6.3.3 for information.

13. ___/___ /___ Provide striped (yellow) pedestrian paths (min. 4’ wide) from main entrance of building(s) and/or each tenant to general parking.

14. ___/___ /___ Provide striped/paved pedestrian paths (min. 4’ wide) from sidewalks to buildings. From building(s) to building(s).

15. ___/___ /___ For developments in excess of 100 spaces, pedestrian walkways (minimum of 4’ width) shall be provided. Where walkways cross internal driveway, pedestrian walkways shall include raised walkways to slow traffic and provide safe access. Provide detail. No parking spaces shall be farther than 150 feet from a pedestrian walkway.

16. ___/___ /___ FYI Development permit fee $ __________
   $150.00/Project acre or fraction thereof with a minimum fee of $150.00. This fee is to be paid at the time of issuance of development permit only.

17. ___/___ /___ FYI A Certificate of Development Conformance must be completed, submitted, and approved prior to the issuance of a Certificate of Occupancy.

18. ___/___ /___ FYI Please be advised that in order to keep our records current it has become standard procedure for the Planning and Development Department to purge files regularly. If there is no action toward addressing the Review Comments within the 6 month period following the initial review of this submittal, this review file will be discarded by the Department of Planning and Development.

19. ___/___ /___ FYI A Land Disturbance Fee required by the EPD of Georgia will need to be paid before any site disturbance is allowed. The fee is $80.00 per acre, with half paid to the city and half to the EPD. More information on this fee and the forms themselves can be found on the Snellville Website (snellville.org) under Planning and Development/Dev. Permit Process/LDA Fee Permit Submittal Form.

20. ___/___ /___ FYI An Erosion Control Bond is required to be posted prior to a site development permit being issued. The bond amount is $3000.00 per acre with a minimum of $3000.00. For more information and the bond form, go to snellville.org /Planning and Development/Dev. Permit Process/Erosion and Sediment Control Bond Form.

21. ___/___ /___ FYI Specifications for all lights and street furniture, along with .pdf files of all certifications and approval blocks to be put on plans will be sent along with this checklist for insertion on appropriate plans.

COPY THE FOLLOWING MARKED NOTES ONTO THE DRAWINGS

1. ___/___ /___ Notify City of Snellville Inspections 24 hours before beginning of every phase of construction. (770-985-3513).
2. ___/___/___ No Certificate of Occupancy will be issued until all site improvements have been completed.

3. ___/___/___ No outside storage proposed. This includes supplies, equipment, vehicles, products, etc.

4. ___/___/___ Signs, location, number, and size are not approved under this building permit. A separate sign and building permit is required for each sign.

5. ___/___/___ All construction to comply with City of Snellville (& Gwinnett Co. if applicable) Standards.

6. ___/___/___ No Certificate of Occupancy/Completion will be issued until conditions of zoning, or Variances are completed.

**LIGHTING ORDINANCE – DEVELOPMENT REGS 6.5.6**

1. ___/___/___ Submit site lighting plan in accordance with Section 6.5.6 (2) (b)(2) of the Development Regulations. Include all exterior building lights. If none are to be installed, note as such.

2. ___/___/___ Details of all fixtures must be shown.

3. ___/___/___ Site lighting plan does not conform to Section 6.5.6 of the Development Regulations.

4. ___/___/___ Illumination levels are not in conformance with Lighting Standards.

5. ___/___/___ Add note: “Any lighting fixture shall be a cutoff down-directional luminary whose source is completely concealed with an opaque housing.”

6. ___/___/___ Add note: “No free-standing fixture shall exceed 420 watts. Wall pack lighting shall not exceed 250 watts.”

7. ___/___/___ Add note: “The maximum mounting height for free-standing fixtures is 28-feet, including a 3-foot base.”

8. ___/___/___ Add statement with owner's signature: “The owner shall submit plans and comply with Section 6.5.6 of the City of Snellville Development Regulations prior to the installation of any future exterior lighting.”

9. ___/___/___ Location of light poles conflicts with proposed trees.

10. ___/___/___ Sidewalk lights needed. See Corridor Overlay District regulations.

**IV. ADDITIONAL COMMENTS**

1.