

CITY OF SNELLVILLE

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DEVELOPMENT REVIEW COMMENTS **EXEMPTION PLAT**

Project Name: _____

Review Date: _____ Review By: _____

PLEASE ADDRESS ALL MARKED ITEMS

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

I. **GENERAL INFORMATION**

1. ___/___/___ Project Submittal Form and Blue Route Sheet.
2. ___/___/___ Provide owner's/subdivider's name, address, and phone number.
3. ___/___/___ Provide Surveyor's name, address, and phone number.
4. ___/___/___ Provide a complete closed boundary survey, closure information, date of survey, scale, and north arrow.
5. ___/___/___ Show acreage (total and per lot).
6. ___/___/___ Show District(s), Land Lot(s), and Parcel(s).
7. ___/___/___ Show and label adjoining property owners, subdivision name, lot, block, number, unit number and state zoning.
8. ___/___/___ Show all easements, utility easements, water lines, hydrants, sewer lines, etc. Obtain Gwinnett County Department of Water Resources signature of approval on route sheet.
9. ___/___/___ Obtain tax parcel number(s) for each lot and signature on route sheet from Gwinnett County Tax Mapping prior to approval of Streets and Addressing (#9 below).

- 10. ___/___/___ Label tax parcel number for each lot on plat.
- 11. ___/___/___ Provide street addresses for each lot. Street addresses must be approved prior to Exemption Plat approval. Contact Gwinnett County Streets and Addressing Division (678.518.6010). Obtain signature of approval on route sheet.
- 12. ___/___/___ Label street address for each lot on plat.
- 13. ___/___/___ State Zoning.
- 14. ___/___/___ Provide surveyor's seal with signature and certification on plat (DR 10.3.6).

**II.
ROADS**

- 1. ___/___/___ Adjacent road is _____, and is classified as a _____ per the Gwinnett County Road Classification Plan. Provide a _____ foot right-of-way from centerline with _____ improvements from the centerline to the back of curb across entire property frontage per Gwinnett/Georgia D.O.T.
- 2. ___/___/___ Label dimensions of existing right-of-way and pavement widths from centerline.
- 3. ___/___/___ Contact Gwinnett County D.O.T. for signature of approval on route sheet.
- 4. ___/___/___ Provide completed Deed for dedication of Right-of-Way along _____.
- 5. ___/___/___ Provide 8-1/2" x 11" reduction for all Deed of Dedications.

**III.
LOTS**

- 1. ___/___/___ Minimum lot size to be _____. Indicate lot area of each lot on plat. Minimum lot width to be _____. Road frontage to be _____. Front setback lines to be _____.
- 2. ___/___/___ Show pins set at all corners and note pin type and size.
- 3. ___/___/___ Show lot lines with dimensions and bearings.
- 4. ___/___/___ Add note to Plat: "The lots shown hereon may not be resubdivided except through

the Subdivision process as provided by The City of Snellville Development Regulations in effect at that time”.

5. ___/___/___ Provide signed Gwinnett County “Health Department Certification” statement on plat for subdivisions served by septic systems. Obtain signature of approval from Gwinnett County Department of Environmental Health on route sheet. (DR 10.3.6)
6. ___/___/___ Provide signed “Owners Acknowledgement and Declaration” statement. (DR 10.3.6)
7. ___/___/___ Add “Department of Planning and Development” statement on plat (DR 10.3.6)
8. ___/___/___ Provide “Public Drainage Statement” on plat (DR 10.3.6)
9. ___/___/___ Show and label stream buffers and impervious surface setback (Stream Buffer Protection Ordinance (Ord. 2005-10) (Chapter 26, Article IX).
10. ___/___/___ Show floodplain, provide floodplain lot chart. If there is no floodplain, note such and provide source of data.
11. ___/___/___ Show rezoning, conditional use permit, variance, waiver, modification, number(s), type(s), date(s) of approval and all conditions.
12. ___/___/___ Show compliance with conditions of _____:

13. ___/___/___ If subdividing property in a subdivision, provide a letter of authorization of approval for project from current subdivision Homeowner’s Association.
14. ___/___/___ According to our gravesite inventory, your proposed development is in the _____ vicinity of a City of Snellville and Gwinnett County gravesite or historical area. Please provide information on plans to preserve this area as required by Georgia Law.

**IV.
MISCELLANEOUS**

1. ___/___/___ Provide this office with one (1) original mylar for signature. After Development Review approves the exemption plat, take original signed plat to Gwinnett County Deeds and Records in the Gwinnett Justice and Administration Center to record. After recording, make one (1) mylar copy (original size) and fifteen (15) bond copies (original size) of the recorded plat, and return original, signed and recorded mylar and

bond copies to the Planning Department.

2. ___/___/___ 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.
3. ___/___/___ Exemption plat review fee \$50.00 (per review).