

CITY OF SNELLVILLE

PLANNING & DEVELOPMENT REVIEW COMMENTS RESIDENTIAL FINAL PLAT

Jason Thompson, City Planner ~ jthompson@snellville.org ~ 770-985-3518

Project Name _____

Review Date _____

PLEASE ADDRESS ALL ITEMS MARKED WITH AN "X"

...	Please contact reviewer	X=please address
...	Please resubmit plans	N/A=not applicable
...	Comments can be walked through	JL or JW= approved

I. GENERAL INFORMATION

- ... 1. ... Complete enclosed application form. (Blue Route Sheet). _____
- ... 2. ... Complete and return submittal form.
- ... 3. ... Withdraw previously submitted plans in writing. _____
Comments dated _____.
- ... 4. ... Layout differs from preliminary plat. Revise preliminary plat prior to any approvals. _____
- ... 5. ... Provide location sketch. _____
- ... 6. ... Show District(s), Land Lot(s), Parcel(s). _____
- ... 7. ... Provide individual tax parcel number for each lot (on each lot). _____
- ... 8. ... Provide unit/phase number. _____
- ... 9. ... Provide tie point. (Distance to closest right-of-way intersection). _____
- ... 10. ... Show scale (Graphic Scale and numeric scale), not to be less than 100 feet to one inch. _____
- ... 11. ... Provide a complete certified closed boundary survey to scale with north arrow. Provide date of survey. _____
- ... 12. ... Identify and note disposition of all existing structures. _____

- ... 13. ... State zoning. _____
- ... 14. ... Add date. _____
- ... 15. ... Add north arrow. _____
- ... 16. ... Indicate supplier of utilities and note that utilities will be located underground. _____
- ... 17. ... Note Density. Not to exceed _____.
- ... 18. ... Show adjoining property information (subdivision name, lot numbers, block letters, property owners and zoning; or adjoining property owners and zoning). _____
- ... 19. ... Boundary does not correspond with tax maps; or creates a landlocked remnant. _____
- ... 20. ... Note minimum dwelling size. To be _____.
- ... 21. ... Show rezoning, conditional use permit, variance, waiver, modification number(s), type(s), date(s) of approval and all conditions. _____
- ... 22. ... Show compliance with conditions of _____ See (items) _____
- ... 23. ... Provide owner's name. _____
- ... 24. ... Provide developer's/subdivider's name, address, phone number, and e-mail. _____
- ... 25. ... Provide designer's name, address, phone number, and e-mail. _____
- ... 26. ... Provide protective covenants with dates. _____
- ... 27. ... * Add the following note to your plans: "The City of Snellville **DOES NOT** enforce Protective Covenants. It is the responsibility of the homeowners to ensure compliance with the Protective Covenants." _____
- ... 28. ... Show pins set at all corners and note as such. Note pin size and type. _____
- ... 29. ... Provide street address for each lot. Street addresses must be approved prior to Final Plat Approval. (678-518-6200) _____
- ... 30. ... Provide signed "Owners Acknowledgment and Declaration." _____
- ... 31. ... Provide signed "Final Surveyor's Certificate." _____
- ... 32. ... Provide "Final Plat Approval" statement for Director of Planning and Planning Commission Chairman signature. _____

- ... 33. ... Reference the legal survey, including date. _____
Site appears to be subdivided from a larger parcel. No approvals or permits given until site has satisfied applicable subdivision requirements. _____
- ... 34. ... Contact the Mapping Division in the Gwinnett Co. Tax Assessor's Department to combine all parcels into one parcel. _____
- ... 35. ... Show City limits boundary. _____
- ... 36. ... Add notes: NOTE: (1)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. (2) NOTE: Stream Buffer Easements are to remain in a natural and undisturbed condition.
(3) NOTE: Structures are not allowed in drainage easements.
For Non-Single Family Subdivisions add the note: The City of Snellville does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right-of-way.
- ... 37. ... Submit a .dwg, or .pdf version of plat to jthompson@snellville.org _____

II. ROADS, RIGHT OF WAY, IMPROVEMENTS

- ... 1. ... Sidewalks required along existing road frontage, common space, or undeveloped recreational area must be in place prior to final plat approval. Call for inspection when complete. 770-985-3502. _____
- ... 2. ... Sidewalks are required along both sides of the internal streets. Note on plans that sidewalks will be constructed on a lot-by-lot basis. Sidewalks are to be 5' from the back of curb and shall be constructed of concrete a minimum of 4' in width and 4" thick. Concrete shall be Class "B" and have strength of 3000 PSI at 28 days. _____
- ... 3. ... 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 and provide note. _____
- ... 4. ... Show all street names. Street Names must be approved prior to Final Plat approval (678-518-6200). _____
- ... 5. ... Provided completed Deed for dedication of interior street rights-of-way. _____
- ... 6. ... Provide completed Deed for dedication of right-of-way along _____.
- ... 7. ... For all developments providing street access to a Minor Collector Street or Major Thoroughfare, deceleration lanes shall be provided.

III. LOTS

- ... 1. ... Add lot and block chart. Show total number of lots. _____
- ... 2. ... Show block letter(s) and lot numbers. _____
- ... 3. ... Block letters and lot numbers as shown are unacceptable. See _____
- ... 4. ... Note ... side setbacks, ... rear, ... front, ... side on street corner.
- ... 5. ... Note minimum lot size. To be _____
- ... 6. ... Indicate area and setbacks of each lot on plat. _____
- ... 7. ... Lots to have _____ foot minimum width at the building line. See lots _____
- ... 8. ... Lots to have a minimum 25' of road frontage. See lots _____
- ... 9. ... Show all lot dimensions. _____
- ... 10. ... Show typical lot layout plan. The following marked items should be included in the typical lot layout plan:
 - ... Sidewalks
 - ... Sodded Front/Side Yards
 - ... 16' wide driveways w/20' length
 - ... Double Car Garage
 - ... Homes to have _____ brick, stone, stucco or stacked stone. _____
- ... 11. ... Provide _____ foot temporary construction buffer adjacent to _____.
- ... 12. ... Add note: "The _____ foot temporary construction Buffer referenced by Zoning Condition No. _____, and shown upon the applicable lots, shall remain in force and effect on each individual lot until a Certificate of Occupancy is issued for the dwelling upon the lot." _____
- ... 13. ... Show the 25 foot undisturbed stream buffer as required by the Soil Erosion and Sediment Control Ordinance. _____
- ... 14. ... Add House Location Plan Note. House Location Plan required for all corner lots and on the following lots:
 - Block _____ Lots _____
 - Block _____ Lots _____
 - Block _____ Lots _____
 - Block _____ Lots _____
- ... 15. ... Show 10' no access easement on double frontage lots. _____

- ... 16. ... Provide detail of 10' no access easement showing existing vegetation and enhancement as necessary. _____
- ... 17. ... Corner lots to have _____ feet additional width at the building line to accommodate both front yard setbacks. See lots _____

IV. UTILITIES, EASEMENTS, OTHER

- ... 1. ... Show flood plain, provide floodplain lot chart. Minimum _____ square feet of lot area required outside floodplain. If there is no floodplain, note as such and provide source of data. _____
- ... 2. ... Show sewer lines manholes and easements. _____
- ... 3. ... Show location and size of water lines and fire hydrants. _____
- ... 4. ... Show total acreage of recreational area and percentage in/out of floodplain. Provide information as to who will own and maintain recreational area. _____
- ... 5. ... Provide copy of recorded deed dedicating open space and/or recreational area to an established Homeowners Association or as conservation easement. Required open space and/or recreational area must be deeded to an established homeowners association prior to approval of final plat. _____
- ... 6. ... Provide an open space compensation chart to include the total amount of lot area reduced (in square feet), the total amount of open space required, and the total amount of open space provided. _____
- ... 7. ... A Certificate of Development Conformance must be completed, submitted, and approved prior to the approval of a Final Plat. Attach the executed right-of-way deed(s) to the Development Agreement or Waiver form as applicable. _____
- ... 8. ... FYI Please be advised that in order to keep our records current it has become standard procedure for the Development Review Unit 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. _____
- ... 9. ... FYI Please be advised that a Warranty Letter or Maintenance Bond to cover required landscaping must also be submitted with the Certificate of Development Conformance Package. _____

Fees:

- ... 10. ... One year's power for required street lights.

\$10.25/month times 12 months times _____ lights = \$ _____

... 11. ... Street signs and posts. _____ = \$ _____

TOTAL PAYABLE TO CITY OF SNELLVILLE = \$ _____

... 12. ... Decorative street lights.

\$400.00 times _____ lights

TOTAL PAYABLE TO WALTON EMC = \$ _____

... 13. ... 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.

... 14. ... 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.

... 15. ... 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.

IV. ADDITIONAL COMMENTS

... 1. ... _____

... 2. ... _____

... 3. ... _____

... 4. ... _____

... 5. ... _____

... 6. ... _____

... 7. ... _____

... 8. ... _____