

CITY OF SNELLVILLE
www.snellville.org

PLANNING & DEVELOPMENT REVIEW COMMENTS
PRELIMINARY PLAT

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Project Name _____

Review Date _____

PLEASE ADDRESS ALL MARKED ITEMS AND ANY APPLICABLE UNMARKED ITEMS.

...	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 application form. (Blue Route Sheet) _____
- ... 2. ... Complete and return submittal form. _____
- ... 3. ... Withdraw previously submitted plans in writing. Comments dated. _____
- ... 4. ... Label preliminary plat. Plat is to contain all lots, roads improvements, notes, easements, required statements, and all other pertinent information on a single sheet (unless a match line situation). _____
- ... 5. ... Provide developer's/subdivider's name, address, and phone number. Include a contact person. _____
- ... 6. ... Provide designer's name, address, and phone number. Include a contact person. _____
- ... 7. ... Show unit/phase number. _____
- ... 8. ... Provide a complete certified closed boundary survey to scale with north arrow. Provide date of survey. _____
- ... 9. ... Identify and note disposition of all existing structures. _____
- ... 10. ... Provide location sketch. _____
- ... 11. ... Show District(s), Land Lot(s), Parcel(s). _____

- ... 12. ... Provide tie point. (Distance to closest right-of-way intersection). _____
- ... 13. ... Show scale, not to be less than 100 feet to one inch. _____
- ... 14. ... State zoning. _____
- ... 15. ... Note Density. Not to exceed. _____
- ... 16. ... Show adjoining property information (subdivision name, lot numbers, block letters and zoning; or adjoining property owners and zoning.) _____
- ... 17. ... Boundary does not correspond with tax maps; or creates a landlocked remnant. Discuss. _____
- ... 18. ... Note minimum dwelling size. To be. _____
- ... 19. ... Show rezoning, conditional use permit, variance, waiver, modification number(s), type(s), date(s) of approval and all conditions. _____
- ... 20. ... Show acreage. _____
- ... 21. ... Show compliance with conditions of _____
See (items). _____

II. LOTS

- ... 1. ... Show typical lot layout plan. _____
The following marked items should be included in the typical lot layout plan:
 - ... Sodded Front/Side Yards
 - ... 16' wide driveways w/20' length
 - ... Double Car Garage
 - ... Homes to have brick, stone, stucco or stacked stone
 - ... Preserve or Replant _____ trees within the _____ yard area.
 - ... Sidewalks
 - ... Sidewalks shall continue across intervening driveway including any control or expansion joints. Hatched or stamped pattern concrete sidewalk shall be used. _____ Show detail. _____
- ... 2. ... Indicate individual lot size on plan and parcels. _____
Lots to have _____ foot minimum width at the building line. See lots _____
- ... 3. ... Corner lots to have _____ feet additional width at the building line to accommodate for both front yard setbacks. See lots. _____

- ... 4. ... Provide _____ foot temporary construction buffer adjacent to _____
- ... 5. ... 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." _____
- ... 6. ... Show and note on plat: "No land disturbance outside of area of streets, drainage, and utilities." _____
- ... 7. ... Show all property proposed for development under one ownership including all property within the same zoning district. _____
- ... 8. ... Boundary does not correspond with tax maps; or creates a landlocked remnant. Discuss. _____
- ... 9. ... Contact the Mapping Division in the Tax Assessors Dept. at 770-822-7233 to file a Recombination Form to combine all parcels into one overall parcel. _____
- ... 10. ... Development Permit fee _____ (\$50.00/lot)
- ... 11. ... Proposed street names must be approved prior to approval of the Preliminary Plat. (Call 770-822-7523 or 7524).
- ... 12. ... A Georgia DOT permit is/may be required. Provide a copy of the approved plan or a letter stating that a permit is not required. Contact Mike McDaniel at 770-339-2310. _____
- ... 13. ... Contact Ed Pierce of the Gwinnett County Department of Transportation at 770-822-7400 for signature on route sheet. _____
- ... 14. ... 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.
- ... 15. ... Provide a minimum of eleven (11) feet of Right of Way from back of curb. _____
- ... 16. ... Provide stub street to. _____
- ... 17. ... Curb and gutter shall be provided on all streets. _____
- ... 18. ... Tie into existing stub street. See. _____
- ... 19. ... Show a temporary cul-de-sac at the end of. _____ Provide detail. _____

- ... 20. ... Eyebrow cul-de-sac (half cul-de-sacs) are prohibited. _____ Please revise. _____
- ... 21. ... Show recreational area and percentage in/out of floodplain. Provide total acreage required and total provided. If recreational area is to be improved or detention pond is to be constructed within recreational area, it may not be deeded to City of Snellville, and must be deeded to, and maintained by a qualified homeowners association prior to Final Plat approval. _____
- ... 22. ... Note on plans: "Recreation area to be deeded to and maintained by a mandatory Homeowner's Association." "Open Space area to be deeded to and maintained by a qualified Homeowners Association." _____
- ... 23. ... Provide _____ of subdivision as open space. _____ Open space shall be contiguous with a minimum width of 40 feet. _____ Remove or modify exclusions per section 95.A of the Zoning Ordinance or _____ 5.8.1 of the Development Regulations. _____
- ... 24. ... 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.
- ... 25. ... Provide construction easement agreement from _____ for work in. _____
- ... 26. ... Provide signed engineer's seal. _____
- ... 27. ... 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 Committee. _____
- ... 28. ... Add the following Notes on Plat: "Notify City of Snellville Inspector 24 hours before beginning of every phase of construction (770-985-3515)." "Approval Of These Plan Does Not Constitute Approval By The City of Snellville Of Any Land Disturbing Activities Within Wetland Areas. It Is The Responsibility Of The Property Owner To Contact The Appropriate Regulatory Agency For Approval Of Any Wetland Area Disturbance." _____
- ... 29. ... Complete and return the attached Solid Waste Disposal Management Plan and Erosion Control 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 the unit. _____
- ... 30. ... Provide sidewalk detail. Note: Sidewalks shall be installed in front of detention ponds, recreation areas, and open/green space prior to approval of final plat. _____

- ... 31. ... Provide Handicap ramps at sidewalk intersections. _____
- ... 32. ... Provide five (5) 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). _____
- ... 33. ... Contact this department to schedule a meeting with the City Arborist, City Engineer, and Planning Director to discuss comments. _____
- ... 34. ... FYI Please reference Section 9.7.5 of the Snellville Development Regulations for information on driveway separation.
- ... 35. ... FYI Performance Bonds will be figured upon written request prior to submittal of final plat. Contact the City Engineer for Bond Information. _____
- ... 36. ... FYI An executed Development Agreement or Development Agreement Waiver form is required prior to the issuance of a permit. Attach the executed right-of-way deed(s) to the Development Agreement or Waiver form as applicable. Contact the Planning & Development Department at (770) 985-3514 for additional information. _____
- ... 37. ... FYI A Certificate of Development Conformance must be completed, submitted, and approved prior to the approval of a Final Plat. _____
- ... 38. ... 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. _____
- ... 39. ... FYI Deceleration Lane(s) are/may be required for project. Please reference the Snellville Development Regulations, section 6.3.3
- ... 40. ... Please show detailed construction activity schedule, including vegetation and mulching timeline
- ... 41. ... Please submit a .dwg or .pdf digital file of all approved plans to the Planning Office.

III. ADDITIONAL COMMENTS

- ... 1. ... _____
- ... 2. ... _____
- ... 3. ... _____

...

4. ...

