



GWINNETT COUNTY
Department of Planning and Development
One Justice Square
446 West Crogan Street
Lawrenceville, GA 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

PRJ # _____

CDP # _____

MRN # _____

RELATED
CASES: _____

DEVELOPMENT REVIEW COMMENTS
SITE PLAN

Date for Review _____ Reviewed by _____

Project Name _____

PLEASE ADDRESS ALL MARKED ITEMS

PLAN STATUS

The changes required by this review:

- Walk Through
- Drop-Off, include a copy of these comments and one set of plans, **do not** drop off money. Bring to Suite 150- 1st floor One Justice any day of the week. Allow up to 5 days for re-review.
- Section Re-Review, include a copy of these comments and one set of plans, **do not** drop off money. Bring to Suite 150-1st floor One Justice any day of the week. Allow up to 10 days for re-review.

FYI if all comments are not addressed after the third review, a meeting will be required with County Staff, Designer and Owner/ Developer.

I. GENERAL INFORMATION

- [] 1. REVIEW INCOMPLETE:
- [] a. ____ Use shown is not permitted in this zoning district. _____

- [] b. ____ No approvals given until _____

- [] c. ____ No Certificate of Occupancy/Completion will be issued until _____
_____.
- [] d. ____ Provide a tree survey to show specimen trees and specimen tree stands on site. (B.L.T. 5.6, 5.6.1 and 5.6.4) Contact Development Inspections Section 678.518.6070 to schedule a preliminary site visit.
The tree survey must be provided to the Development Division prior to:
- submittal and acceptance of a development permit application.
 - the issuance of a development permit.
- [] e. ____ If there are specimen tree(s) and specimen tree stands on site, provide a specimen tree concept plan to the Development Division. See Specimen Tree Concept Plan Checklist for required elements at www.gwinnettcountry.com Go to Departments/ Planning and Development/ Forms/ Development Plan Review Checklist Forms/ Specimen Tree Concept Plan Checklist. Specimen Tree Concept Plan shall be reviewed and approved prior to:
- submittal and acceptance of a development permit application.
 - the issuance of a development permit.
- (B.L.T. 5.6.b)
- [] f. ____ If there are NO specimen tree(s) or specimen tree stands on site, verify with developer's certified arborist, landscape architect or urban forester and County's certified arborist or landscape architect at the preliminary site meeting (B.L.T. 5.6.a). And submit a letter from developer's certified arborist, landscape architect or urban forester verifying there are no specimen trees on site.
- [] g. ____ Provide this office with signed copy of the Rezoning Resolution and/or Special Use Permit. _____
- [] 2. ____ Site appears to be subdivided from a larger parcel. No approvals or permits given until site has satisfied applicable subdivision requirements. _____

- [] 3. _____ No Certificate of Occupancy will be issued prior to the submittal, review, and approval of a Final Plat to subdivide the property. _____
- [] 4. _____ Complete application form. (Green Route Sheet) _____
- [] 5. _____ Withdraw previously submitted/approved plans in writing. See Comments dated _____.
- [] 6. _____ Provide developer's name, address, and phone number. Include a contact person. {Development Regulations (D.R.) 10.6.5b} _____
- [] 7. _____ Provide the owner's name, address, and phone number. Include a contact person. (D.R. 10.6.5b) _____
- [] 8. _____ Provide designer's name, address, and phone number. Include a contact person. (D.R. 10.6.5c) _____
- [] 9. _____ Provide project name. (D.R. 10.6.5a) _____
- [] 10. _____ Provide location sketch. (D.R. 10.6.5g) _____
- [] 11. _____ Show district(s), Land Lot(s), Parcel(s). (D.R. 10.6.5) _____
- [] 12. _____ Provide tie point. (Distance to closest right-of-way intersection). _____ (D.R. 10.6.5i) _____
- [] 13. _____ Show scale.(D.R. 10.6.5d) _____
- [] 14. _____ Provide a complete certified closed boundary survey, to scale with north arrow. Provide date of survey. (D.R. 10.6.4a/ D.R. 10.6.5d) _____
- [] 15. _____ Contact the Mapping Division in the Tax Assessor's Department to combine all parcels into one parcel. _____
- [] 16. _____ Provide a current parcel number for the combined tracts. _____
- [] 17. _____ Show all existing structures, if any, and note their disposition. (D.R.10.6.5m) _____
- [] 18. _____ Show acreage of site. Include total acreage of the site and the acreage for the limits of disturbed area. (D.R. 10.6.5f) _____
- [] 19. _____ State zoning of site. Show & label zoning district lines if more than one zoning. (D.R. 10.6.5r) _____

- [] 20. _____ State proposed use.(D.R. 10.6.5e) _____
- [] 21. _____ Applicant must provide written verification from Georgia Environmental Protection Division that a permit is not required for the proposed recycling center. _____
- [] 22. _____ Note subdivision name, lot number, and block letter containing this site. (D.R.10.6.5a) _____
- [] 23. _____ Show adjoining property information (subdivision name, lot numbers, block letters and zoning; and/or adjoining property owners and zoning). (D.R. 10.6.5p) _____
- [] 24. _____ Note rezoning and/or special use permit, number(s), type(s), date(s) of approval and all conditions on plans. (D.R. 10.6.5r) _____
- [] 25. _____ Show compliance with conditions of _____.
See Items:

 _____ _____
 _____ _____
- [] 26. _____ Note variance, wavier and/or modification number(s), type(s), date(s) of approval, **and all conditions** on plans. (D.R. 10.6.5r) _____
- [] 27. _____ Show compliance with conditions of _____
See items: _____

- [] 28. _____ Provide complete grading plan clearly showing existing and proposed contour lines at a minimum of 2' intervals. (D.R. 10.6.7b per Article 8) _____
- [] 29. _____ Show a 50' front building setback line off of rights-of-way. {Zoning Resolution (Z.R.) Article XIV, Section 1401} _____
- [] 30. _____ Relocate structures behind setback lines. _____
- [] 31. _____ Vacuum islands, telephone kiosks, air and water stands must be behind 50' front building setback line and 5' off the side and rear property line.
- [] 32. _____ Show closest distance from structure to side and rear property lines.

(Z.R. XIV, 1401) _____

- [] 33. _____ Show closest distance between buildings. Minimum distance to be per Fire & Building Codes. (D.R. 10.6.5h) _____
- [] 34. _____ Identify each building. Show same identification on building plans. (D.R. 10.6.5h) _____
- [] 35. _____ Show all roof overhangs, if any. If none, state such on plans.
- [] 36. _____ Show and provide access to all overhead doors. _____

- [] 37. _____ Show canopy with all dimensions, if any. If none, state such on plan. (Z.R., VII, 705) _____
- [] 38. _____ Show all building dimensions on site plans. Dimensions to match those shown on architectural plans. _____
- [] 39. _____ Indicate actual building height. Maximum allowable height is _____ (Z.R. VII, 705)
(See Z.R. 1006 amended 9-27-2005 for height allowances when underground parking is used)
- [] 40. _____ Note Density. (D.R. 10.6.5f) _____
- [] 41. _____ Provide total square footage and square footage breakdown by use. To match amount specified in architectural plans. (D.R. 10.6.5e) _____
- [] 42. _____ Show total number of seats in sanctuary, auditorium, or other place of assembly. _____
- [] 43. _____ Provide three (3) copies of corrected/approved plans to the Development Review Unit for issuance of a permit. (These sets are in addition to plans required by other departments. Refer to your comments or contact each department individually to determine number of copies required.) _____
- [] 44. _____ Provide a compact disc as a PDF or TIF file with accompanying jewel case of corrected/ approved plans.
- [] 45. _____ Provide an 11" x 17" reduction of the site plan only, for our records. (for retail centers) _____
- [] 46. _____ Provide Certificate of Development Plans approval statement (D.R. 10.6.6) _____

- [] 47. _____ Development permit fee \$ _____ (\$100.00/Project acre with a

minimum fee of \$100.00 or \$20.00 per unit for multi-family. Fees in excess of \$25,000.00 must be by cashier's/certified check or money order.(D.R. 12.3)

- [] 48. _____ NPDES General Permit fee \$_____ (\$40.00/disturbed acre).
- [] 49. _____ Provide evidence of payment of NPDES fees to the state. Proof in the form of a receipt, copy of the check, or copy of the form showing payment to the state.

II. ROADS IMPROVEMENTS, ENTRANCES, CONSTRUCTION DETAILS

- [] 1. _____ Show all adjoining right-of-way names, size from centerline, pavement widths from centerline, (designate if roadways are unpaved, private, or under construction). (D.R. 10.6.5n)_____
- [] 2. _____ 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 (770) 339-2310.
- [] 3. _____ Contact Lewis Cooksey of the Gwinnett County Department of Transportation to set up an appointment at GJAC for plan approval. Monday through Friday at (770.822.7484).
- [] 4. _____ Contact Betty Harper of Gwinnett County Department of Transportation to set up an appointment at GCDOT Central Maintenance Facility for signature of approval on route sheet. (678.639.8800)
- [] 5. _____ Adjacent road _____ is classified as a _____ per the Road Classification Plan. Provide _____ of right-of-way from centerline with _____ improvements from centerline to the back of curb across entire property frontage per Gwinnett/Georgia DOT. * (D.R. 6.3.1 Table 6A)_____
- [] 6. _____ Adjacent road _____ is classified as a _____ per the Road Classification Plan. Provide _____ of right-of-way from centerline with _____ improvements from centerline to the back of curb across entire property frontage per Gwinnett/Georgia DOT.* (D.R. 6.3.1 Table 6A)_____
- [] 7. _____ Provide 200' decel lane at project entrance(s) with 50' tapers beyond projected property lines or end of decel lane(s) as appropriate. (D.R. 6.3.3c)

[] 8. _____ Show all driveways and right-of-ways on the same side of the street and on the opposite side of the street adjacent to this project. Show the centerline to centerline offset. To be as per Article 9.7.5 of the Development Regulations. If none, note as such on plan. _____

* *Roadway improvements may be negotiated with GCDOT. Decel lanes are required at a minimum for minor collectors and/or major thoroughfares. Reduction in length of the decel lane must be approved by modification and the elimination of a decel lane must be approved by the Board of Commissioners through the Waiver process.*

[] 9. _____ Sight distance (vertical and/or horizontal) at the proposed driveway is not shown and/or insufficient information is given on plans to review for adequate sight distance. The engineer should certify, in writing, that adequate horizontal and vertical sight distance exists in accordance with the provisions contained in Section 9.7.4 of the Development Regulations. Sight distance may be certified by a signed and sealed statement on the plat or a certification, signed and sealed, on letterhead. Statement must be specific to the project. _____

[] 10. _____ Entrance(s) on _____ may be unacceptable as shown, _____.

[] 11. _____ Entrance(s) on _____ may be unacceptable as shown, _____.

[] 12. _____ Entrance(s) to be _____ wide at _____ radius returns and to intersect at 90 degrees. _____

[] 13. _____ Provide apron **and** curb detail for entrances. Apron composition to be 6" GAB, 6" concrete with #4 6 X 6 WWF or 6" GAB, 8" concrete without WWF. See Standard drawing #313. Concrete for apron to be minimum strength of 3000 psi at 28 days. _____

- [] 14. _____ Label on site plan and provide detail * in plan set for the following checked items:

Curb Type	Curb		Pavement Composition	Interior	Widening
	Interior	Widening			
Vertical			4" GAB, 2" asphalt topping		
6" x 24" x 10" (roll-back)			5" GAB, 2" B, 1" E or F (2 pass)		
6" x 24" x 12"			6" GAB, 2" E or F (1 pass)		
8" x 24" x 14"			7" GAB, 2" B, 1" E or F (2 pass)		
8" x 30" x 14"			8" GAB, 2" E or F (1 pass)		
Standard Detail # 401			8" GAB, 2" B, 1-1/2" E or F		
			10" GAB, 3" B, 1-1/2" E or F		
			10" GAB, 4" B, 1-1/2" E or F		
			10" GAB, 2-1/2" B, 2-1/2" asphaltic concrete base, 1-1/2" E or F		
			8" class "A" concrete, 1-1/2" E or F		
			5" class "A" concrete, 1-1/2" E or F		

* See Gwinnett County Standard Drawings and (D.R.10.2.7e, 6.9.1, and 6.11)

- [] 15. _____ Provide Gwinnett County Standard Intersection Detail in plan set & call-out detail on site plan:
 No.1 (305) No.2 (306) No.3 (307)
- [] 16. _____ Provide Gwinnett County Standard Driveway Detail in plan set & call-out detail on site plan:
 No.1 (308) No.2 (309) No.3 (310) No.4 (311)
- [] 17. _____ Provide 11' shoulders from back of curb with 1/2" per foot positive slope.
- [] 18. _____ Revise plan to show new/required right-of-way(s) and correct the building setback line(s). _____
- [] 19. _____ Discuss the process for dedication of right-of-way along _____ with the Land Acquisition Division of the Gwinnett County Department of Transportation (770-822-7400). Provide this office with a copy of the executed and recorded deed and required exhibit(s). _____
- [] 20. _____ A Development Agreement is/ may be required on this project for right-of-way dedication and/ or road improvements. Please complete the "Development Agreements in Lieu of Transportation Impact Fees" form (included with this comment packet) and give to a Development Review Analyst. Allow 3-5 days for the Development Agreement or Waiver document(s) to be prepared. _____

- [] 21. _____ Development Agreement documents must be signed and notarized prior to an issuance of development permit. Complete and return the four (4) original Development Agreements. Include all required attachments or Development Agreement will be returned to you. _____

- [] 22. _____ Add the following note to the plans: “A separate building permit shall be obtained for all retaining walls greater than 4 feet in height and all retaining walls used as a dam prior to construction of the walls.” _____

- [] 23. _____ Building Plan Review approval required in regard to building location based on the International Building Code requirements. See Building Plan Review to sign application form (Green Route Sheet) indicating approval prior to permit. _____

- [] 24. _____ For all non-residential and multi-family developments: Building Plan Review approval required for Parking Lot Lighting Standards. Zoning Resolution, Section 1008, Amended 9-27-2005. Contact Building Plan Review, Electrical Unit for lighting plan approval. _____

- [] 25. _____ Contact Brent Hodges in the Department of Transportation to file the petition for street lighting, Provide evidence of payment of applicable fees, to the appropriate power company, for street light installation. Call (770) 822-7400 for further information. _____

III. SIDEWALKS

- [] 1. _____ Sidewalks are required along _____

Show location of sidewalk, call-out on plan and provide details. (D.R. 6.13.3)
See Gwinnett County Standard Drawings
 No. 318 for 5' sidewalk No. 317 for 4' sidewalk
- [] 2. _____ Note on plans: "Sidewalks shall be located 2 feet from the back of curb * and shall be constructed of concrete a minimum _____ in width and 4" thick. Sidewalks shall be constructed with a cross slope of .25 in./ft. Concrete shall be class "B" and have a strength of 2200 PSI at 28 days." (D.R. 6.13-1.c, or 6.13.2. a-f)
* 2' from back of curb **exception:** in conservation subdivisions and developments in which street trees are required sidewalks shall be located at least 6' from back of curb (B.O.C.)
- [] 3. _____ Note on plans: "Sidewalks shall be located at least 2 feet from back of curb *, bridges excepted. The area between the curb and the sidewalk shall consist of grass or landscaping. Where no curb exists or, if road improvements are proposed by the County, sidewalks, including appropriate drainage facilities, shall be constructed in a location acceptable to the Department of Transportation." (D.R. 6.13.2 b) _____
- [] 4. _____ If no curb and gutter exists on existing roadway, the sidewalks must be further setback from the edge of pavement. Consult with Department of Transportation for location and provide details _____
- [] 5. _____ Intersection radius curb ramps shall be provided at street intersections. Straight ramps may be provided at intersections of curbed driveways and at streets without sidewalks. Please note on plan. (D.R. 6.13.3) _____
- [] 6. _____ Show location of intersection radius curb ramps, call-out on plan, and provide details. (D.R. 6.13.3) and Gwinnet County Standard Drawings.
 No. 318 for 5' width ramp No. 317 for 4' width ramp
- [] 7. _____ Note on plan: "Sidewalks shall be installed on abutting streets (abutting side) prior to issuance of a Certificate of Occupancy" (D.R. 6.13.1.c). _____
- [] 8. _____ For nonresidential subdivision projects, note on plan: "Sidewalks shall be installed on new internal streets (both sides including cul-de-sac and "eyebrow" (turnarounds) and on abutting external streets (abutting side) within 60 days approval of final plat." (D.R. 6.13.1.b). _____

IV. PARKING, DRIVES

- [] 1. _____ Show factors used in determining the number of parking spaces as required by the Zoning Resolution. Number of spaces to be based on _____

Note: The Board of Commissioners approved Zoning Resolution parking requirement changes on 9-27-2005. Refer to: <gwinnettcountry.com>/ Departments/ Planning & Development/ Documents and Regulations/ Zoning Resolution/ Zoning Resolution Amendment 2005-004 (Parking) (PDF).

- [] 2. _____ State total number of parking spaces required and total number provided. Based on information submitted required number of parking spaces to be:
Minimum: _____
Maximum: _____

- [] 3. _____ Additional parking is/may be needed. _____

- [] 4. _____ Reduction in parking is/ may be needed. _____

- [] 5. _____ Parking lots containing 200 spaces or more shall incorporate pedestrian access corridors into the design. (Z.R.1001, 3.c, amended 9-27-2005) _____

- _____

 Provide 4 feet wide sidewalks with 2 feet grassed strips along primary driveways.
 Relocate Pedestrian Corridor; to connect parking areas directly with buildings and adjacent public streets.
 Provide detail for a pedestrian corridor crossing a driveway. (See Z.R.1001, 3.c.ii for detail specifications.)
 Relocate parking spaces closer to pedestrian corridor. (Parking spaces to be located 200 feet maximum from pedestrian corridor).

- [] 6. _____ Provide at a minimum 25% of parking in a decked or underground parking structure. (Required for non-residential and/ or multi-family developments exceeding 1,500 parking spaces.) (Z.R. 1006, amended 9-27-2005) _____

- [] 7. _____ Show parking spaces drawn to scale with typical dimensions labeled. Space size to be 9' X 18'. (9' X 16-1/2' if 1-1/2' grassed overhang is shown. The 1-1/2' grassed overhang cannot encroach into the required landscape strip. (Z.R. 1001, 1.a., amended 9-27-2005)_____
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- [] 8. _____ Show all interior driveways with dimensions (Z.R. Section 1001.2., a-e, amended 9-27-2005):
- Interior driveways shall connect each parking space with a public- right-of-way. _____
 - Provide interparcel driveway connection with a copy of the cross-access easement. _____
 - Provide a future interparcel driveway stub with a copy of the cross-access easement. _____
 - Interior driveways to be 10 feet wide minimum, 11 feet wide maximum.
 - For multi-building, non-residential developments: the primary entrance drive and interior driveways along the front of the building shall be 24 feet in width (12 feet per travel lane).
 - Interior driveways providing access to loading/ unloading zones or loading docks for truck traffic or surrounding gasoline pump islands may be increased to 14 feet wide per travel lane. _____
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- [] 9. _____ Show one way arrows and provide details. _____
- [] 10. _____ Show potential location of drive thru window with adequate lane width, if proposed. Show dimensions. (Drive-up window, bank drive-through, or pick-up station require a separate 8 feet wide driveway and stacking lane (2 vehicles per lane minimum). Zoning Resolution, Section 1000 & 1001 was amended 9-27-2005. _____
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- [] 11. _____ Provide detail of parking lot composition. At minimum, 4" inch GAB, 2" inch asphalt topping or other approved surface of concrete, porous concrete, or porous asphalt or grassed paving system. {Z.R. 1001.3a, amended 9-27-2005} _____
- [] 12. _____ Provide detail of approved paving surface: concrete
 porous concrete porous asphalt grassed paving system
- [] 13. _____ Move grassed paving areas to perimeter edge of parking lot. {Z.R. 1001.3a, amended 9-27-2005} _____

- [] 14. _____ Provide detail of parking space striping. (painted stripe 3” minimum).
{Z.R. 1001.3b, amended 9-27-2005}_____
- [] 15. _____ Label the truck dock/loading and unloading area if one is proposed.
- [] 16. _____ If truck loading and unloading spaces are provided:
 Provide access from an internal driveway or alley.
 Locate in an area that does not cause interference with the free movement
of vehicles and pedestrians over a street, sidewalk, or through-alley.
(Z.R.1003, 1 & 2, amended 9-27-05)

- [] 17. _____ Provide note on plan: “Parking Lots shall be maintained in good condition,
free of potholes, weeds, dust, trash, and debris.” (per Z.R. 1001, 4)

V. LANDSCAPE AND BUFFER REQUIREMENTS

- [] 1. _____ Provide landscape/tree preservation/tree replacement/buffer plan. {Buffer, Landscape, Tree Ordinance, (B.L.T.) 6.3 – 6.3.5}_____
- [] 2. _____ Plan must be sealed by a landscape architect, urban forester or arborist. (B.L.T. 6.3.1)_____
- [] 3. _____ Show all existing and proposed utilities and easements on landscape plan. Screen back utility layers to ensure plan legibility._____
- (Trees are not allowed in sanitary sewer or storm water easements. Gwinnett County Policy).*
- [] 4. _____ Remove/ re-locate utility, and storm water easement (s) from: _____
- [] 5. _____ Provide a 10' landscape strip adjacent to all street right-of-way abutting the property. (B.L.T. 4.1.1)_____
- [] 6. _____ Provide one (1) tree and one (1) shrub for each 25 linear feet of strip length. Provide calculations. Trees may be grouped together. (B.L.T. 4.2.1)_____
- [] 7. _____ Provide a 5' landscape strip as required by zoning conditions adjacent to _____
- [] 8. _____ Provide one (1) tree and one (1) shrub for each 50 linear feet of strip length. Provide calculations. Trees may be grouped together. (B.L.T. 4.2.2)_____
- [] 9. _____ Provide one (1) tree for each seven (7) parking spaces. Every parking space must be within 60 feet of the trunk of a tree. Show 60 foot radius specifically for trees counted toward the parking lot requirement. Show radius from tree trunk. (B.L.T. 4.3.1a)_____
- [] 10. _____ Parking lot trees shall be from Appendix "A.2", Parking Lot & Tree Species List of the Buffer, Landscape and Tree Ordinance. (B.L.T. 4.3.1c)

- [] 11. _____ Planting areas or islands in parking lots shall be a minimum of 200 sq. ft for a canopy tree with an additional 80 sq. ft. for each additional tree. For understory trees, planting areas or islands shall be a minimum of 100 sq. ft. with 40 sq. ft. for each additional tree. All planting areas or islands must be at least 4 feet in width in any direction. Paved “islands” over 50 sq. ft. are not allowed and must be reconfigured to contain plantings. (B.L.T. 4.3.1)
 Indicate, on plan, square footage of each island. _____

- [] 12. _____ Specify treatment of the remaining ground area- ground shall be sodded, seeded or hydro seeded with grass, and/or planted with ground cover species and/or provided with other landscaping material, or any combination thereof. (B.L.T.4.3.1f) _____
- [] 13. _____ Provide a _____ foot natural, undisturbed buffer adjacent to _____

 {Per (Z.R. 606.7) or zoning conditions for this property}.
- [] 14. _____ Provide a _____ foot natural, undisturbed buffer adjacent to _____

 {Per (Z.R. 606.7) or zoning conditions for this property}.
- [] 15. _____ Structures shall be a minimum of 5 feet from buffer. Please show & label the 5 foot structure setback from the required buffer. {Z.R. 606.6} _____

- [] 16. _____ Remove _____
 from buffer. _____
- [] 17. _____ Provide details of buffer showing existing tree line and replanting where sparsely vegetated. Buffer planting must meet the requirements of the Buffer, Landscape and Tree Ordinance for screening. (B.L.T. 3.2.2 & 3.2.3)
 • Provide calculations that show 33% of buffer is any one genus of tree (B.L.T. 3.2.3.c) _____
 • Provide a combination of deciduous and evergreen native or adaptable trees; and a mixture of large evergreen and deciduous shrubs. (B.L.T. 3.2.3. a, b) _____
 • Provide shrubs a minimum of 3 feet in height at time of planting. (B.L.T. 3.2.3.b) _____
 • Species and variety of shrub to be a minimum 10’ in height at maturity. (B.L.T. 3.2.3.b) _____

- [] 18. _____ Provide additional planting to screen this development from _____ residentially zoned property across the public street. (Z.R. 606.2.4)_____
- [] 19. _____ Show compliance with the Buffer, Landscape and Tree Ordinance of Gwinnett County with complete tree density calculations for saved and/or newly planted trees - Sixteen (16) units per acre. Zoning buffer areas and trees in the zoning buffer to be excluded from calculations. Trees used for density credit must be from tree list found in Appendix A of the Buffer, Landscape and Tree Ordinance. (B.L.T. 5.3)
 * Leyland Cypress and Crepe Myrtles are not allowed to be counted toward meeting site density requirements (B.L.T. 3.2.3.e and Appendix 'A' Tree Species List A.3 note a.)
 * Specimen tree(s) located in a buffer are allowed partial credit towards tree density units (B.L.T. 5.3.2.c) Provide calculations if applicable.
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- [] 20. _____ Provide note on plans: "Topping trees is not allowed. Trees removed or having their tops cut after compliance with this Ordinance shall be replaced with the equivalent inches of removed trees." (B.L.T. 4.3.1.h)
- [] 21. _____ Add note: "All buffers and tree save areas are to be clearly identified with protective fencing prior to commencement of any land disturbance."
 {B.L.T. 5.4.1.b(1)}_____
- [] 22. _____ Show location and provide installation detail for orange/red plastic protective tree fencing adjoining all zoning buffers and tree save areas. Fencing shall be installed prior to any land disturbance. (B.L.T. 5.4.1, a – c)_____
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- [] 23. _____ Show the dripline of existing trees on plan. Locate protective tree fencing no closer than at the dripline of existing trees, minimum. (B.L.T. 5.4.1a)

- [] 24. _____ Clearly identify limits of land disturbance for tree protection calculations (additions only)._____
- [] 25. _____ Provide complete plant list giving quantities, botanical names, common names, sizes and conditions, tree density units (as applicable), and spacing. {B.L.T. 6.2.3h} _____
- [] 26. _____ Note on plans: "Deciduous trees shall be at least 2 inches in diameter and evergreen trees shall be at least 6 feet in height at time of planting." _____
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- [] 27. _____ Note, on plan, the total number of non-buffer trees planted. Note the total number of trees planted within buffers. Note the total number of trees

preserved outside of the required buffers. Also, Complete the information on the bottom of the green route sheet just prior to permit issuance. _____

- [] 28. _____ Provide quantity of specimen trees saved on Tree Preservation/ Tree Replacement Plan. Locate and label these trees or tree stands, provide their diameters, genus and species on plan (B.L.T. 5.6).
- [] 29. _____ Provide quantity of specimen trees removed on Tree Preservation/ Tree Replacement Plan. Provide calculation for “replacement” value (B.L.T. 5.6.5).
- [] 30. _____ Obtain Director’s approval for removal of specimen tree(s) (B.L.T. 5.6.5). For Director Approval requirements see B.L.T. Ordinance, Section 5.6.5.
- [] 31. _____ Provide calculations on Tree Preservation/ Tree Replacement Plan to show no more than 33% of the trees for the overall site are from any one genus (B.L.T. 4.3.1.j and 5.3.2.e).
- [] 32. _____ Provide Tree Canopy Calculations on Tree Preservation/ Tree Replacement Plan. Include buffer trees, landscape strip trees, parking lot trees, and any tree(s) preserved or replaced on site (B.L.T. 5.2.2.a and 5.3.3).
- [] 33. _____ Provide calculations for critical root zone on Tree Preservation/ Tree Replacement Plan for each specimen tree (B.L.T. 5.4.1 and 5.6.2.a)
- [] 34. _____ Provide calculations for critical root zone if specimen tree is in a buffer. To determine the percentage of critical root zone outside the buffer see B.L.T. 5.3.2.c.
- [] 35. _____ Remove grading, utility lines and/ or easements from the critical root zone or dripline of the specimen tree (B.L.T. 5.6.2.b)
- [] 36. _____ Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan (B.L.T. 5.6.2.d)
- [] 37. _____ Remove parking, construction material, storage, bury pit, concrete or gravel wash out from critical root zone or dripline of the specimen tree (B.L.T. 5.6.2.d)
- [] 38. _____ Provide note on plan: “Thinning is allowed and may include manual removal of non-specimen trees within the critical root zone or dripline of the specimen tree in the landscape installation phase of development only. Thinning includes manual removal (NO motorized/ wheeled or track vehicles allowed within the critical root zone of the specimen tree).” (B.L.T. 5.6.2.d)

- [] 39. _____ Provide note on plan: “Non-vegetative material to be removed manually”.
{B.L.T. 5.6.2.d (3)}
- [] 40. _____ Provide note on plan: “A Commercial Applicator License and a Pesticide Contractor License are required by the contractor if the use of herbicides are necessary for noxious plant material removal ” {B.L.T. 5.6.2.d (2)}.
- [] 41. _____ Show tree protection fence at critical root zone or dripline whichever is greater for specimen trees on: grading plan, utility plan, and tree preservation/ tree replacement plan (B.L.T. 5.4.1 and 5.6.3.c)
- [] 42. _____ Show tree protection fence detail (1 of 3 options) for specimen trees on Tree Preservation/ Tree Replacement Plan. (B.L.T. 5.6.3.e)
- [] 43. _____ Show Type “C” silt fence along the outer uphill edge of tree protection zones for specimen trees on Erosion Control and Sedimentation plan. (B.L.T. 5.6.3.g)

- [] 44. _____ Show the following items as they relate to specimen trees on development plan(s) where checked (B.L.T.5.6.4.1)

Item to be shown on plan	Erosion Control and Sedimentation Plan	Grading Plan	Site Plan	Tree Preservation / Tree Replacement Plan
Specimen tree	x	x	x	x
Limits of land disturbance	x	x	x	x
Existing contours	x	x		
Proposed contours	x	x		
Cut and fill		x		
Clearing and trenching		x		
Tree protection fence	x	x		x
Silt fencing detail	x			
Areas of construction staging for parking, material storage, water storage tanks, concrete wash out, debris burn		x		
Tree Protection Measures such as transplanting specifications tree wells, aeration systems, and staking specifications				x
Procedures and schedules of tree protection measures for installation and inspection by contractor				x

- [] 45. _____ Provide detail for tree protection fence signage in English and Spanish on Tree Preservation/ Tree Replacement Plan (B.L.T. 5.6.3.f).

- "Stay Out", "No Entrada",
 "Tree Save", "Salve un Arbol"

- [] 46. x **Planner to verify that tree protection fence is up around specimen trees prior to permit issuance (B.L.T. 5.6.d, 5.6.3.b and 5.6.4.d).**

- [] 47. FYI : Please be advised that a one year warranty letter or maintenance bond to cover required landscaping must also be submitted with the Certificate of Development Conformance Package. (B.L.T.7.2)_____

- [] 48. FYI : Compliance with the approved plan is required within 30 days of permit expiration.(B.L.T.7.4.2)_____

- [] 49. FYI: Permanent structure and trees not allowed in sanitary sewer easements, in accordance with current Gwinnett County Policy.
- [] 50. _____ Show stream buffers [Stream Buffer Protection Ordinance 2005-001] (measured from bank of stream, typical)
- 50 ft undisturbed buffer and a 75 ft impervious surface setback buffer
 - 100 ft undisturbed buffer and a 150 ft impervious surface setback buffer
 - 35 ft undisturbed stream buffer and a 75 ft impervious surface setback buffer for all tributaries of the Chattahoochee River
 - 50 ft undisturbed buffer area and a 150 ft impervious surface setback buffer along Chattahoochee River
[Metropolitan River Protection Act (M.R.P.A.)]
- [] 51. _____ Site is located in the _____ corridor. Additional review will be required. _____
- [] 52. _____ Site to meet requirements of the Chattahoochee River Protection Act. _____

- [] 53. _____ Provide note on plans: “Approval of these plans does not constitute approval by Gwinnett County 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 disturbance.” _____

- [] 54. _____ Add the following note to your plans: “Per Article 8. Section 8.2.6.b of the Development Regulations, it is the responsibility of the property owner to maintain any detention facility constructed on their property and to ensure the facility is free of obstruction, silt, or debris.” _____

VI. OPEN SPACE AND GREENWAY MASTER PLAN COMMENTS

- [] 1. _____ Refer to Community Services Comment Sheet for any Greenway, Trail, Trailhead, and/or Bikepath required for this site. _____

VII. UTILITIES, EASEMENTS, OTHER

- [] 1. _____ Show location of all existing and proposed utilities and easements

- [] 2. _____ Provide easement agreement for
_____ off site work
_____ common use of driveways
_____ work in power/gas easement.
- [] 3. _____ Relocate **proposed** utilities and easements shown in buffer. (B.L.T. 3.2.5.a)

- [] 4. _____ Provide supplemental plantings per (B.L.T. 3.2.3.b) outside of the required buffer due to the **existing** easement located inside the required buffer. (See B.L.T. 3.2.2.d) _____
- [] 5. _____ Show location of dumpster, if any. (D.R. 10.6.5h) _____
- [] 6. _____ Show and provide detail of dumpster screening. Dumpster must be screened on all four (4) sides. (Z.R., VI. 606.3) _____

- [] 7. _____ Dumpster to be located in the rear yard and 5' from side and rear property lines (Z.R. VI., 600) _____
- [] 8. _____ Dumpster to be located minimum 5' from any buffer. (Z.R. VI. 606.6)
- [] 9. _____ Outside storage to be located out of required front yard and to be fenced.

- [] 10. _____ Show fence enclosure around pool. Details of fence and self-closing/self-latching gate (commercial pools). May be incorporated into architectural plans. _____

- [] 11. _____ According to out gravesite inventory, your proposed development is in the vicinity of a Gwinnett County gravesite or historical area. Please provide information on plans to preserve this area as required by Georgia Law. If you have questions in regard to the law governing protection of a cemetery or burial ground, please feel free to contact this office. _____

- [] 12. _____ 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. (Development Assistance Handbook, Sec 5.1) _____

- [] 13. 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.

- [] 14. FYI Please be advised that, in accordance with the tree protection requirements and landscaping requirements, required trees and shrubs must be planted or a bond must be posted with Development Inspections prior to the approval of the final plat or the acceptance of a Certificate of Development Conformance or the issuance of a Certificate of Occupancy.

- [] 15. FYI A Certificate of Development Conformance must be completed, submitted, and approved prior to the issuance of a Certificate of Occupancy.

- [] 16. 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.

- [] 17. _____ 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 unit. The form is included with this comment packet. It is also available online at www.gwinnettcounty.com , go to Departments/ Planning and Development/ Forms/ Affidavits/ Erosion & Sediment Control (Developers) and Solid Waste Management Affidavit.

VIII. N.P.D.E.S.

- [] 1. _____ Provide a certification stating that the plan preparer or his or her designee has visited the site prior to the creation of the plan.
- [] 2. _____ Provide the following note on plans “I certify under penalty of law that this plan was prepared after a site visit to the locations described herein by myself or my authorized agent, under my direct supervision.”. Provide signature and printed name.
- [] 3. _____ Attach NPDES Level II State Certification number to plans.

COPY THE FOLLOWING MARKED NOTES ONTO THE DRAWINGS

- [] 1. _____ Notify Gwinnett County Inspections 24 hours before beginning of every phase of construction (678-518-6070)._____
- [] 2. _____ No Certificate of Occupancy will be issued until all site improvements have been completed._____
- [] 3. _____ No drive-up windows are to be installed._____
- [] 4. _____ High intensity lighting facilities shall be so arranged that the source of any light is concealed from public view and from adjacent residential property and does not interfere with traffic._____
- [] 5. _____ All buffers and tree save areas shall be clearly identified by protective tree fencing prior to commencement of any land disturbance._____

- [] 6. _____ No outside storage proposed. This includes supplies, equipment, vehicles, products, etc._____
- [] 7. _____ Signs, location, number, and size are not approved under this building permit. A separate permit is required for each sign._____

- [] 8. _____ All construction to comply with Gwinnett County Standards._____

- [] 9. _____ No Billboards are permitted._____
- [] 10. _____ If no curb and gutter exists on existing roadway, the sidewalks must be further setback from the edge of pavement. Location to be approved by Department of Transportation.

IX. ADDITIONAL COMMENTS

[] 1. _____

[] 2. _____

[] 3. _____

[] 4. _____

[] 5. _____

[] 6. _____

[] 7. _____
