



GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street

Suite 150 1st Floor
Lawrenceville, GA 30046
(678) 518-6000
www.gwinnettcounty.com

PRJ # _____

CPL # _____

MRN # _____

RELATED CASES:

DEVELOPMENT REVIEW COMMENTS
CONCEPT 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. _____ Complete application form. (Yellow Route Sheet)_____
- [] 2. _____ Withdraw previously submitted/approved plans in writing. See Comments dated _____.
- [] 3. _____ No approvals or permits given until _____

- [] 4. _____ 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.
- [] 5. _____ 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)
- [] 6. _____ 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.
- [] 7. _____ Provide developer's/subdivider's name address, and phone number. Include a contact person (D.R. 10.1.3o)_____.
- [] 8. _____ Provide designer's name, address, and phone number. Include a contact person.(D.R. 10.1.3p)_____
- [] 9. _____ Provide location sketch. (Development Regulations. 10.1.3j)_____
- [] 10. _____ Show District(s), Land Lot(s), Parcel(s) (D.R.10.1.3n)_____
- [] 11. _____ Provide tie point. (Distance to closest right-of-way intersection). (D.R. 10.1.3g)_____

- [] 12. _____ Show scale, not to be less than 100 feet to one inch. (D.R. 10.1.1)_____
- [] 13. _____ Provide boundary lines of the overall property to include bearings and distances. Provide source boundary information. (D.R. 10.1.3g)_____
- [] 14. _____ Show north arrow._____
- [] 15. _____ State zoning. (D.R. 10.1.3m)_____
- [] 16. _____ Note rezoning, special use permit, waiver, modification number(s) type(s), date(s) of approval(s) and all conditions on plans _____
- [] 17. _____ Show compliance with conditions of _____

- [] 18. _____ Please utilize the attached project data form to include the required information, **in the outlined format**, on your plan.
- [] 19. _____ Show adjoining property information (subdivision name, lot numbers, block letters and zoning; or adjoining property owners and zoning). (D.R.10.1.3m)
- [] 20. _____ State total acreage of site, net and gross acres. (D.R. 10.1.3a)
- [] 21. _____ State site net and gross density.
- [] 22. _____ Show all property proposed for development under one ownership including all property within the same zoning district. (D.R.3.3.1a-d)_____
- [] 23. _____ Boundary does not correspond with tax maps; or creates a landlocked remnant. Discuss. (Zoning Resolution 5, Sec. 505, DR 3.4.2)_____
- [] 24. _____ Contact the Mapping Division in the Tax Assessors Office at (770) 822-7200 to file a Recombination Form to combine all parcels into one overall parcel. Show combined parcel number on plan. (D.R. 3.4.2)_____

- [] 25. _____ Note minimum dwelling size. To be _____ square ft./one story; _____ square ft./two story. (Z.R. XIII 1316.8h)
- [] 26. _____ Provide Department of Planning and Development approval statement. (D.R.10.1.3t)_____
- [] 27. _____ Provide signed owner's authorization statement. (D.R.10.1.3i)_____
- [] 28. _____ For non-residential and multi-family lots, state number of residential units/ gross square feet of floor area, number of stories. (D.R. 10.1.3r)
- [] 29. _____ Provide three (3) copies of corrected/approved plans to the Development Review Unit for approval of concept plan. (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.)_____
- [] 30. _____ Provide a compact disc as a PDF or TIF file with accompanying jewel case of corrected/ approved plans.

II. ROADS, RIGHT OF WAY, IMPROVEMENTS

- [] 1. ___ Show all adjoining right-of-way names, size from centerline, pavement widths from centerline, (designate if roadways are unpaved, private or prescriptive easements). (D.R.10.1.3c)_____

- [] 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 Mike McDaniel (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 the Gwinnett County Department of Transportation to set up an appointment at GCDOT Central Maintenance Facility for signature on route sheet. (678.639.8800).

- [] 5. FYI Street names must be approved prior to preliminary plat approval. Call (678)518-6000. (D.R.11.3.2a)_____.

- [] 6. ___ Adjacent road_____ is classified as a _____ per the Road Classification Plan. Provide _____ feet of right-of-way from centerline with improvements from centerline to the back of curb per Gwinnett/ Georgia DOT (See D.R. 6.3 Table 6A)._____.

- [] 7. ___ Adjacent road _____ is classified as a _____ per the Road Classification Plan. Provide _____ feet of right-of-way from centerline with improvements from centerline to the back of curb per Gwinnett/ Georgia DOT. (See D.R. 6.3 Table 6A)._____.

- [] 8. ___ Provide 200' decel lane (26' from centerline to back of curb) at project entrance(s) with 50' tapers beyond projected property lines or end of decel lane(s) as appropriate. Remainder of frontage to be a minimum 12' from centerline to edge of pavement with an 11' shoulder. (D.R.6.3.4c or DR6.3.3c)_____

- [] 9. ___ Entrance should be relocated due to _____
_____. See _____.

- [] 10. ___ Provide a second entrance for developments exceeding 200 lots. Alternate improvements may be approved in lieu of a second entrance pursuant to Section

9.4 of the Development Regulations. _____

- [] 11. FYI Sight distance at the proposed street 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 9.6.7 of the Development Regulations prior to the issuance of any permits. _____
- [] 12. _____ Show right-of-way and pavement widths for proposed streets with centerline references. Note if streets are public or private. (D.R.6.3.1ab)
- 46' right-of-way width with 24' pavement width _____
- 44' right-of-way width with 22' pavement width _____
- 50' right-of-way width with 27' pavement width _____
- [] 13. _____ Show all right-of-ways on the same side of the street adjacent to this site on the opposite side of the street from this site. Show the centerline to centerline offset. If none are existing, note as such on plan. (D.R.6.4.9) _____.
- [] 14. _____ Show street intersection angle (Not to be less than 85 – 90 degrees). (D.R. 9.6.1) _____
- [] 15. _____ Provide paved access to a paved county road. (D.R. 6.3.6a1) _____
- [] 16. _____ Street design exceeds maximum cul-de-sac length (2000'). (D.R. 6.4.3) _____
- [] 17. _____ Street design exceeds maximum stub street length. Provide permanent cul-de-sac or alternate design. (D.R. 6.4.4d). See _____
- [] 18. _____ Provide stub street to _____
- [] 19. _____ Tie into existing stub street(s) _____ or contact Sam Glass in Development Services at (678) 518-6000 to apply for a waiver. (DR6.4.4b) _____.

III. SIDEWALKS

- [] 1. _____ Show 5' wide sidewalks along the frontage of _____. Show location. Details will be required with construction plans (D.R.6.13.2a-f)._____
- [] 2. _____ Provide and label required sidewalk curb ramps at intersections and where the sidewalk stops at the cul-de-sac (D.R.6.13.3). _____.
- [] 3. _____ Show 4' wide sidewalks along both sides of the internal streets throughout the subdivision (D.R.6.13.2a-b)._____.
- [] 4. _____ Show sidewalks for single family detached subdivisions at six feet (6') from back of curb along both sides of the internal streets to accommodate street trees and utilities. (B.L.T. 5.6.4)
- [] 5. _____ Note on plans that "developers shall install sidewalks on abutting external streets, "passive" recreation area lots, and open space lots, and shall install intersection radius curb ramps at new street intersections, and L-shaped mid-block ramps at cul-de-sac turnarounds, within 60 days of approval of the final plat". Details will be required with construction plans (Gwinnett County Standard Drawings sheets 317 & 318 and D.R.6.13.1a(1)).

IV. LOTS

- [] 1. _____ This project appears to meet or exceed the threshold established for a Development of Regional Impact with over 400 lots. Please refer to the attached Request for Review Form to determine the threshold established for your development type. Contact the Planning Division (678-518-6200) to submit the form for processing to the Atlanta Regional Commission. (Development Assistant Handbook Sec 5.2)_____
- [] 2. _____ Show total number of lots. (D.R.10.1.3b)_____
- [] 3. _____ Show and identify front setback lines. To be_____
- [] 4. _____ Show and identify rear setback lines. To be_____
- [] 5. _____ Identify rear setback lines on corner lots. _____
- [] 6. _____ Note side setbacks. To be _____

- [] 7. _____ Show _____ Building setback line along _____
_____ for lots _____.
- [] 8. _____ Note minimum lot width. To be _____
- [] 9. _____ Note minimum lot size. To be _____
- [] 10. _____ Corner lots to have an additional _____ feet of lot width at the building setback line (D.R. 9.2.3).
- [] 11. _____ Lot lines are to be radial (10° to street. If not radial, indicate degree of variation. If greater than 10° apply for a Modification. See lots _____
_____ (D.R.9.2.2)
- [] 12. _____ Lots to have a minimum 40' of road frontage. See lots: _____
_____ (Z.R.,1316.8.D)
- [] 13. _____ Cul-de-sac lots to have a minimum 20' of road frontage. See lots _____
_____ (Z.R.,1316.8.D)
- [] 14. _____ Cul-de-sac lots to have _____ feet at the building setback line (Z.R. 1301.8)
- [] 15. _____ Block letters and lot numbers as shown are unacceptable. (D.R. 9.3) See _____
_____.
- [] 16. _____ Maximum height for dwelling is 35'. (Z.R. XIV, 1401)_____.
- [] 17. _____ Show 10' no access easement on double frontage lots. (D.R.5.5.2)
- [] 18. _____ 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. (Zoning Resolution, Article XIV-A, Section 1400 A.6) See chart included with this packet _____
- [] 19. _____ Provide calculations for modified subdivision open space for this unit and cumulative chart including all previous. Show total open space provided, amount/percentage above floodplain, and amount in powerline easement(s). Required recreation area or detention pond(s) may not be credited toward open space total. See chart included with this packet. All calculations to be per 1985 Zoning Resolution Sec. 1400A. _____
- [] 20. _____ Add a note to plans: "Open Space must be deeded to and maintained by a qualified homeowners association." (D.R. 10.1.3L) This deed must be filed prior to the approval of a Final Subdivision Plat. _____

- [] 21. _____ Show typical lot layout plan. (D.R. 10.1.3S)
 The following marked items should be included in the typical lot layout plan:
 _____ Sidewalks
 _____ Street Pavement and right-of-way width
 _____ Dwelling Size _____sq. ft. one-story, _____sq. ft. two-story
 1,600 One-story, 1,800 Two-story _____
 1,800 One-story, 2,000 Two-story _____
 2,200 One-story, 2,200 Two-story _____
 _____ All grassed areas to be sodded
 _____ Front and Side yards to be sodded
 _____ Lot width
 _____ Building setback lines
 _____ Off-street parking and Double Car Garage
 _____ Street Trees, 3" caliper per B.L.T. 5.2.4.b
 _____ Preserve or Replant 2 trees per lot per B.L.T. 5.2.4.a
 _____ Underground utilities
 _____ Architectural treatments. Provide note on plat, verbatim, per zoning case _____
- [] 22. _____ For multi-family and nonresidential site developments show location and arrangement of buildings, parking areas, stormwater detention areas. (D.R. 10.1.3.d) _____

V. LANDSCAPE & BUFFERS

- [] 1. _____ Per Zoning Condition(s) _____ provide _____ foot landscaped strip _____ adjacent _____ to _____.
- [] 2. _____ Provide _____ foot natural, undisturbed buffer adjacent to _____ as per _____. (See Zoning conditions for this property or Z.R., XIII 1316.8F)
- [] 3. _____ Remove _____ from the buffer. (Buffer, Landscape and Tree Ordinance 3.2.2a) _____
- [] 4. _____ Provide a five foot (5') structure setback from the buffer. (Z.R., VI, 606.6) _____
- [] 5. _____ Provide details of buffer showing existing tree line and replanting where sparsely vegetated. (B.L.T 3.2.2-3) _____

- [] 6. _____ Show and label a Street Frontage Buffer for R-100 modified and R-60 zoning districts.
- [] 7. _____ Remove five foot (5') structure setback from Street Frontage Buffer.
- [] 8. FYI The landscape plan for the Street Frontage Buffer shall be submitted, reviewed and approved by staff landscape architect prior to issuance of a development permit (B.L.T. 3.4.a).

Note: If a Street Frontage Buffer is required in addition to a no access easement the no-access easement shall be included within the Street Frontage Buffer and shall be landscaped as part of and in accordance with the Street Frontage Buffer Requirements (B.L.T. 3.4.a)

- [] 9. _____ Show 10' no access easement on double frontage lots. (D.R.5.5.2 & B.L.T. 4.4.1.a or b or c) _____
- [] 10. FYI Provide details of 10' no access easement showing existing vegetation and enhancements as necessary per section (D.R.5.5.2 & B.L.T. 4.4.1.a, b, c) Choose options a, b, or c. Details will be required at development plan phase.
- [] 11. _____ Provide screening detail for Dumpster Rear Entrance Utility and Maintenance structure (Z.R. 606.3)
- [] 12. _____ Provide a _____ foot temporary construction buffer adjacent to _____

 (B.L.T 3.3.1. Where required by condition of zoning, special use or variance approval)
- [] 13. _____ 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."
- [] 14. _____ Add note: "Street trees shall be canopy trees, 3" in diameter at time of planting. Trees shall be planted in the right -of-way, 3' from back of curb at a quantity of 1 tree per 50 linear feet of street (both sides)." {B.L.T 5.2.4b(1)}
- [] 15. _____ 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)
- [] 16. _____ Provide CSO District Street Right-of-Way detail (Gwinnett County Standard Details 403.) Revise right-of way dimension to match concept plans.

- [] 17. _____ Show stream buffers [Stream Buffer Protection Ordinance 2005-001] (measured from bank of stream, TYP)
- 50 ft undisturbed buffer and a 75 ft impervious surface setback buffer
 - 100 ft undisturbed buffer and a 150 ft impervious surface setback buffer
 - 15 ft undisturbed stream buffer and a 35 ft impervious surface setback buffer for all tributaries of the Chattahoochee River
 - 150 ft impervious surface setback buffer along Chattahoochee River [Metropolitan River Protection Act (M.R.P.A.)].
- [] 18. _____ Provide note on plan: Site is located in
- Alcovy River Watershed Big Haynes Creek Watershed
 - Chattahoochee River Corridor (D.R. 10.1.3p)

VI. UTILITIES, EASEMENTS, OTHER

- [] 1. _____ Show topo at minimum 10' intervals; indicate source and date. (DR 10.1.3e)_____
- [] 2. _____ Show flood plain, provide flood plain lot chart. Minimum _____ square feet of lot area required outside floodplain. If there is no floodplain, note as such and provide source of data.(DR 10.1.3k and Z.R. 1312.2b)_____
- [] 3. _____ Provide 50% of lot above the base flood elevation (Z.R. 131202c). See lots:_____
- [] 4. _____ Show all easements, size, and type. _____
- [] 5. _____ Note source of water. (DR 7.2)_____
- [] 6. _____ Note method of sewage disposal. (DR 10.1.3f)_____
- [] 7. _____ Provide CSO District Utility Location Detail Gwinnett County Standard Drawing #503. Revise right-of way dimensions to match concept plans.
- [] 8. _____ Provide note on plan: "All new utility lines shall be located underground". (B.L.T. 5.2.4.b)_____
- [] 9. **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. _____

- [] 10. _____ According to our 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 department.
- [] 11. _____ 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)
- [] 12. _____ Site is located in the Big Haynes Creek/Alcovy River Watershed. Show _____ ft minimum stream buffer. Show Zoning Regulations Article XIII, Section 1314.2 (1-5) notes on plan.
- _____
- [] 13. _____ This project is located within the boundaries of the Chattahoochee River Corridor and Chattahoochee River Tributary Protection Areas.
- _____
- (DR 10.1.3q)

VII. RECREATION AREA

- [] 1. _____ Show recreational area and percentage in/out of floodplain. Provide total acreage required and total provided. Acreage required if developed is _____. If undeveloped is _____. (D.R. 5.9.1)_____
- [] 2. _____ Note on plans if recreational area is to be developed or to remain undeveloped. Undeveloped recreation area must be suitable for development at a later date with a pool, tennis court, parking and have adequate access. (D.R. 5.9.1a1)
- ☐ Provide a conceptual layout to verify amenities will fit in designated area.
- [] 3. _____ Provide information as to who will own and maintain the recreation area. (D.R. 5.9.1b)_____

VIII. OPEN SPACE AND GREENWAY MASTER PLAN COMMENTS

- [] 1. _____ Refer to Community Services Comment Sheet for any Greenway,

