



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

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

PRJ _____

CPL _____

MRN _____

RELATED CASES:

DEVELOPMENT REVIEW COMMENTS
CONCEPT PLAN (CSO SUBDIVISION)

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.gwinnettcounty.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. (D.R. 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 (The Zoning Resolution was amended 8-25-2005. Conservation Subdivisions require approval of a Special Use Permit)._____.
- [] 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 gross and net acreage (minimum 10 contiguous acres). (Z.R. XIII, Section 1316.8a)_____
- [] 20. _____ Note Density (to be **gross and net** density as defined in the 1985 Zoning Resolution). Not to exceed: _____
 [] R-100 - 2.3 units/acre with 40% Conservation Space
 [] R-100 - 3.0 units/acre with 50% Conservation Space
 [] R-75 - 3.0 units/acre with 40% Conservation Space
(Z.R. XIII 1316.7).
- [] 21. _____ Show adjoining property information (subdivision name, lot numbers, block letters and zoning; or adjoining property owners and zoning). (D.R.10.1.3m)
- [] 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. (Z.R. 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. _____ Provide an Existing Features Site Analysis Plan & Environmental Site Assessment (Phase I) Report per Z.R. 1316.4._____
- [] 29. _____ Re-submit concept plan to Development Review analyst inclusive with Existing Features Site Analysis Plans and Environmental Site Assessment.
- [] 30. _____ 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.)_____
- [] 31. _____ 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 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 (770) 822-7523 _____ or _____ 7524. (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)
 [For CSO subdivisions Development Regulations were amended 8-25-2005 to require 50' right-of-way width with a 27' pavement width for a depth of 300 feet from the subdivision entrance (measured from exterior road r/w).]
 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. _____ Sidewalk curb ramps shall be required 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). Sidewalk to be minimum 6’ from back of curb_____.
- [] 4. _____ 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

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. ___ Front setback for side or rear entry garages may be reduced to 5'. Corner lots must have side entry garages located to the side abutting a lot. (Z.R.1316.8.E)

- [] 8. ___ Show ___ Building setback line along _____
_____ for lots_____.

- [] 9. ___ Note minimum lot size. To be _____

- [] 10. ___ Note minimum dwelling size to be _____ square feet one-story;
_____ square feet two-story. (Z.R. XIII, Section 1316.8H or SUP/Rezoning Conditions)_____.

- [] 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 an average lot width of at least 60'. Provide a table to include lot #, lot width, total and average (Z.R. 1316.8C).

- [] 13. ___ Lots _____ are within 50' of an RA-200, R-140, R-100 and R-75 (except modified or cluster subdivisions), and must be _____' in width. Lots must have _____' rear setback. (Z.R.1316.8.C)

- [] 14. _____ Lots to have a minimum 40' of road frontage. See lots: _____
_____ (Z.R.,1316.8.D)
- [] 15. _____ Cul-de-sac lots to have a minimum 20' of road frontage. See lots _____
_____ (Z.R.,1316.8.D)
- [] 16. _____ Block letters and lot numbers as shown are unacceptable. (D.R. 9.3) See _____
_____.
- [] 17. _____ Maximum height for dwelling is 35'. (Z.R. XIV, 1401)_____.
- [] 18. _____ 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) _____

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)

- [] 19. 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.
- [] 20. _____ Show typical lot layout plan. (Z.R., 1316.5.B)
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. _____

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. (B.L.T 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. _____ 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)
- [] 7. _____ 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." _____
- [] 8. _____ Show and label 50'(ft) Street Frontage Buffer. Replant as an effective visual screen if void of vegetation. (Z.R.1316.8F) Street Frontage Buffer may be counted towards conservation space. _____
- FYI Provide re-planting plan for review and approval by Director. To be approved prior to issuance of development permit.
- Remove the 5 ft structure setback line along the Street Frontage Buffer
- [] 9. _____ 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))_____
- [] 10. _____ 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)

- [] 11. _____ 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.)].

- [] 12. _____ 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. (D.R. 10.1.3e)

- [] 2. _____ Show all easements, size, and type. (D.R.8.9.3)_____

- [] 3. _____ Note on plans: All utilities to be located underground. (ZR1316.8.1)

- [] 4. _____ Note source of water._____

- [] 5. _____ Note subdivision to be connected to public sanitary sewer system. (Z.R.1316.2)

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, and 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)_____
- [] 4. _____ List Impervious Surface of Recreation Area in your Conservation Space Calculations. (ZR 1316.6C3)_____

VIII. CONSERVATION SPACE

- [] 1. _____ Provide _____ acreage of permanently protected Conservation space. Conservation Space calculations shall include the total amount of Conservation Space provided, minus total acreage within electrical transmission line and gas pipeline easements, minus sanitary sewer easements, minus pump stations, minus any impervious surfaces within an improved recreation area, minus 50% of any proposed permanent lakes, and minus any land to be dedicated or transferred to public or private agency equals the credible amount of conservation space provided. (Z.R.1316.6A - C)
 - The % of conservation space required is _____% (Z.R.1316.7.A.B)_____
- [] 2. _____ Provide the Conservation Space Data in chart format on plans. Use the chart included with this packet. (Z.R. 1316.6.c.1-5)_____.
- [] 3. _____ Storm Drainage systems are allowed in Primary Conservation Areas, but shall not be counted towards Conservation Space. (See Z.R. Primary Conservation Areas Definition)_____.
- [] 4. _____ Designate Areas as “Primary” and “Secondary Conservation Space”. Differentiate between the two by shading or hatching on the plan. See Z.R. Section 1316.6.B for what is included in each.
- [] 5. _____ Provide locations for any proposed Secondary Conservation areas or other areas constructed for community gathering or visual enjoyment. “Pocket Parks” and “Neighborhood Greens” should have a minimum area of .33 acres, and shall not exceed twenty percent (20%) of the total open space area. Provide calculations. (Zoning Resolution, Article XIII, Section 1316.6B)_____
- [] 6. _____ Note on Plans: “Conservation space shall be owned in fee-simple by a mandatory property owner’s association or other entity approved in advance by the B.O.C.” (DR 5.9.2b)_____.
- [] 7. _____ Provide CSO District Street Right-of-Way detail and Utility Location Detail (Gwinnett County Standard Details 403 and 503.)_____

- [] 8. FYI Final Plat must contain the following covenant: See ZR 1316.6.G Option 1 or Option 2.

**IX. EXISTING FEATURES SITE ANALYSIS PLAN
(Section 1316.4, Gwinnett County Zoning Resolution)**

- [] 1. _____ Provide an existing site analysis plan for review. The plan shall include at least the following information (Z.R. 1316.4): _____

- [] 2. _____ Show all perennial and intermittent streams, FEMA designed 100-year Flood Hazard Zones, and Wetlands on plan. Indicate source of data. (Z.R. 1316.4B1)
_____.
- [] 3. _____ Show all tree lines, native woodlands, and tree resource areas. Identify tree resource areas by type either hardwoods or pines and old or new growth. Show limits of all meadows, open fields, peaks or rock outcroppings, and prime agricultural land. (Z.R. 1316.4B2) _____.
- [] 4. _____ Provide topographic information with contours at intervals no greater than 4 feet. Delineate areas with steep slopes (25% or greater) Label and show slopes 40% or greater.
- [] 5. _____ Identify significant historical, cultural, and archeological features on the property, including cemeteries and burial grounds as detailed in the Environmental Site Assessment (Phase One) report. If necessary, provide details of archeological findings and information for protection of areas. (Z.R. 1316.4B5)
- [] 6. _____ Show location of Conservation Space, Open Space or Common Areas, already platted or under development, in subdivisions that abut this property. (Z.R. 1316.4B7)_____.
- [] 7. _____ Identify significant wildlife habitats and scenic vistas as listed by the Gwinnett County Comprehensive Plan. (Z.R. 1316.B6)
- [] 8. _____ Show location of existing easements and structures. If none, state as such on plan. _____
- [] 9. _____ Identify protected plant species as listed by Georgia Department of Natural Resources. Must be certified by a registered landscape architect, forester, arborist, biologist, botanist or horticulturist. (Z.R. 1316.4.B8)_____
- [] 10. _____ Include certification that no timber harvesting activity has occurred in the previous 24 months prior to the approval of a rezoning application or the

approval of a concept plan. (Z.R. 1316.4.B9) _____.

[] 12. _____ Designate Areas as “Primary” and “Secondary Conservation Spaces” (Z.R. 1316.6B)_____.

[] 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.

X. OPEN SPACE AND GREENWAY MASTER PLAN COMMENTS

[] 1. _____ Note on plans: “Conservation Space to be deeded to and maintained by a qualified Homeowners Association.”_____

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

