



GWINNETT COUNTY
 Department of Planning and Development
 One Justice Square
 446 West Crogan Street
 Suite 150 1st Floor
 Lawrenceville, GA 30046
 Phone: 678.518.6000 Fax: 678.518.6240
 www.gwinnettcounty.com

PRJ # _____

MDP # _____

MRN # _____

RELATED
 CASES: _____

DEVELOPMENT REVIEW COMMENTS
MULTI-FAMILY/ TOWNHOMES

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.
- [] d. ____ Provide this office with signed copy of the Rezoning Resolution and/or Special Use Permit. _____
- [] e. ____ No review until submittal of concept plan. (required RZ-T and RTH districts)

- [] 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. (Purple 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. Submit copy of stamped recombination form.
- [] 16. _____ Show the 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. _____ Relocate structures behind setback lines. _____

[] 30. _____ Show closest distance from structure to side and rear property lines. (Z.R. XIV, 1401) _____

- [] 31. _____ Show closest distance between buildings. Minimum distance to be per Fire & Building Codes. (D.R. 10.6.5h) _____
- [] 32. _____ Identify each building. Show same identification on building plans. (D.R. 10.6.5h) _____
- [] 33. _____ Show all roof overhangs, if any. If none, state such on plans.
- [] 34. _____ Show canopy with all dimensions, if any. If none, state such on plan. (Z.R., VII, 705) _____
- [] 35. _____ Show all building dimensions on site plans. Dimensions to match those shown on architectural plans. _____
- [] 36. _____ Indicate actual building height. Maximum allowable height is _____ (Z.R. 1401, Minimum Yard and Height requirements)
- [] 37. _____ Please utilize the attached project data form to include the required information, **in the outlined format**, on your plan.
- [] 38. _____ Note Density. Show gross and net. (D.R. 10.6.5f) _____
- [] 39. _____ Provide total number of units and breakdown units by number of bedrooms. _____
- [] 40. _____ Provide total square footage and square footage breakdown by use. To match amount specified in architectural plans. (D.R. 10.6.5e) _____
- [] 41. _____ 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.) Also, provide five (5) copies of the site plan sheet only, including street names and addresses. _____
- [] 42. _____ Provide a compact disc as a PDF or TIF file with accompanying jewel case of corrected/ approved plans.
- [] 43. _____ Provide Certificate of Development Plans approval statement (D.R. 10.6.6) _____
- [] 44. _____ 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)

- [] 45. _____ NPDES General Permit fee \$_____ (\$40.00/disturbed acre).
- [] 46. _____ 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. Show & Label on plans, and provide detail. _____
- [] 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 issuance of a 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 is required in regard to building location based on the Southern Building Code requirements. See Building Plan Review, for signature on application form (Purple Route Sheet) indicating approval, prior to permit issuance. _____

- [] 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.) See comment number 9 below.
- [] 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 and provide 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 Gwinnett 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. _____ Provide sidewalks adjacent to both sides of interior streets or private driveways. (To be built according to Gwinnett County regulations).
- [] 9. _____ Provide Gwinnett County Standard Street Tree Detail and Utility detail in plan set & call-out detail on site plan. Revise right-of way dimension to match site plans.
 No. 403 and No.503

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:
- Townhomes, minimum 3/ D.U., maximum 6/ D.U.
 - Multi-family, minimum 1.5/ D.U., maximum 3/ D.U.
- D.U. = dwelling unit
- [] 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. _____ Show parking spaces drawn to scale with typical dimensions labeled. Minimum 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.) (DR10.6.5h and ZR Sec 1001.1) _____
- [] 6. _____ Show all interior driveways with dimensions. _____ (Z.R., 1001.2)
- [] 7. _____ Provide 24 feet (24') entry drive and interior driveways along front of building {12 feet (12') per travel lane} _____ (Z.R., 1001.2.c)
- [] 8. _____ Show one way arrows and provide details. _____
- [] 9. _____ Show typical paving section for parking areas and drives. To be 4" GAB, 2" E or F as a minimum. _____ (Z.R. 1001.3.a)
- [] 10. _____ Indicate percentage of pavement in front yard. (Z.R. 1001, 5.A)
- [] 11. _____ For RTH: Provide a minimum 4' wide grassed strip between driveways. (Z.R. 1001 5.C) _____
- [] 12. _____ For RTH: Provide 80% of required parking for overall development in front or rear of dwelling unit _____ (Z.R.1302B.,A.10)
- [] 13. _____ Note on plans: "Parking lots shall be maintained in good condition, free of potholes, weeds, dust, trash and debris." (Z.R. 1001.4)

- [] 14. _____ Multi-family residential developments exceeding 1,500 overall parking spaces shall provide at least 25% of their overall parking within a deck or underground parking structure. (Z.R. 1006) _____

V. YARDS

- [] 1. _____ Provide a minimum of 3 and a maximum of 8 dwelling units in each row of townhouses for RTH zoning districts. _____ (Z.R.1302B.,A.13)
- [] 2. _____ Provide a minimum of 3 and a maximum of 4 units per building for villas in RTH zoning districts. _____ (Z.R.1302B.,A.13)
- [] 3. _____ Provide dimensions for each type of unit. _____(Z.R. 1302B.,A.6)
- Twenty two feet minimum width for double-car garage townhome.
 - Eighteen feet minimum width for single-car garage townhome.
 - Forty feet minimum width for villas.
- [] 4. _____ Show side/ rear setback lines. _____
- [] 5. _____ State front, side, rear setback requirements in general notes.
- [] 6. _____ Provide _____ feet for rear yard setback. (In R-ZT zoning districts when abutting a R-75 or less intense district, the rear yard shall be equal to the required buffer plus an additional five feet (5') but not less than 25 feet.) (Z.R. 1302C., B.6). _____
- [] 7. _____ Provide _____ feet for minimum lot width. See lots _____
- [] 8. _____ Provide _____ square feet for minimum lot area. See lots _____
- [] 9. _____ For RTH: Provide minimum 50 feet of external road frontage for overall development. (Z.R. 1302B., A.5)_____

- [] 10. ___ For RTH: Provide: 50' front yard minimum,
 40' side yard minimum, 40' rear yard minimum (Z.R.1302B., A.9)
- [] 11. ___ Provide the following details on typical unit layout:
 - ___ Describe garage, (single-car), (double-car) (Z.R. 1302B., A.10)
 - ___ Provide a note "All grassed areas shall be sodded" (Z.R. 1302B., A.11)
 - ___ Show sidewalks (Z.R. 1302B., A.12)
 - ___ Show 20' grassed or landscape strip between building.
(Z.R. 1302B. A.8)
 - ___ Note: "All utilities to be placed underground."

VI. 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 registered 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 ten feet (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 five feet (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. _____ For RTH: Provide a fifty feet (50') wide landscaped setback along all exterior street frontages. The landscaped setback may incorporate natural vegetation and shall include a decorative fence/ wall and entrance monument. The fence may be constructed as solid brick or stacked stone wall, or as a wrought iron-style fence with brick or stacked stone columns (max 30' O.C.). (Z.R. 1302B.16)

_____ Provide planting detail.

_____ Provide fence/ wall/ entrance monument detail.(Z.R. 1302B. A.16)

- [] 10. _____ For RTH: Provide a twenty feet (20') grassed or landscaped strip between all buildings and interior driveway/ streets (Z.R. 1302B. A.8)

- [] 11. _____ 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)_____

- [] 12. _____ Parking lot trees shall be from Appendix "A.2", Parking Lot & Tree Species List of the Buffer, Landscape and Tree Ordinance. In addition, planting is limited to no more than 33% of a single genus. Please provide calculations. (B.L.T. 4.3.1c)_____

- [] 13. _____ 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)_____

- [] 14. _____ 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)_____

- [] 15. _____ Provide a _____ foot natural, undisturbed buffer adjacent to _____

_____ {Per (Z.R. 606.7) or zoning conditions for this property}.

- [] 16. _____ Provide a _____ foot natural, undisturbed buffer adjacent to _____

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

 per zoning conditions _____.
 Buffer to be replanted with _____

 Show replanting details.
- [] 18. _____ Structures shall be a minimum of 5 feet from buffer. Please show the 5 foot
 structure setback from the required buffer. (Zoning 606.6) _____

- [] 19. _____ Remove _____
 from buffer. _____
- [] 20. _____ 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 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 calculations that show 33% of buffer is any one genus of tree (B.L.T. 3.2.3.c) _____
 - 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) _____
- [] 21. _____ Provide additional planting to screen this development from
 _____ residentially zoned
 property across the public street. (Z.R. 606.2.4) _____

- [] 22. _____ 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 or • (20) twenty 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.
- [] 23. _____ 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)
- [] 24. _____ 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.5.4.1b(1)}_____
- [] 25. _____ Show location and provide installation detail for orange/red plastic protective tree fencing adjoining all zoning buffers and tree save areas. Add note: “Fencing shall be installed prior to any land disturbance.” {B.L.T. 6.3.4h(1) and 5.4.1a-c} _____
- [] 26. _____ Show the dripline of existing trees, affected by construction, on plan. Locate protective tree fencing no closer than at the dripline of existing trees, minimum. (B.L.T. 5.4.1a)
- [] 27. _____ Clearly identify limits of land disturbance for tree protection calculations (additions only)._____
- [] 28. _____ 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) _____
- [] 29. _____ 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.” _____
- [] 30. _____ Note 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 purple route sheet just prior to permit issuance._____
- [] 31. _____ Provide quantity of specimen trees or tree stands 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. 5.6.4 a and b).

- [] 32. _____ Provide quantity of specimen trees removed on Tree Preservation/ Tree Replacement Plan. Provide calculation for “replacement” value (B.L.T. 5.6.5)
- [] 33. _____ 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.
- [] 34. _____ 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)
- [] 35. _____ 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)
- [] 36. _____ 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)
- [] 37. _____ 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.
- [] 38. _____ 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)
- [] 39. _____ Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan. (B.L.T. 5.6.2.d)
- [] 40. _____ 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)
- [] 41. _____ 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)
- [] 42. _____ Provide note on plan: “Non-vegetative material to be removed manually”. {B.L.T. 5.6.2.d (3)}
- [] 43. _____ 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)}.

- [] 44. _____ 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)
- [] 45. _____ 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)
- [] 46. _____ 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)
- [] 47. _____ 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				x

inspection by contractor				
--------------------------	--	--	--	--

- [] 48. _____ 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”

- [] 49. 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)**

- [] 50. 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)_____

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

- [] 52. FYI: Permanent structures and trees are not allowed in sanitary sewer easements, in accordance with current Gwinnett County Policy._____

- [] 53. _____ 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.)]

- [] 54. _____ Site is located in the _____ corridor. Additional review will be required. _____

- [] 55. _____ Site to meet requirements of the Chattahoochee River Protection Act._____

- [] 56. _____ 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.” _____

- [] 57. _____ 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.”

VIII. 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. _____

IX. RECREATION

- [] 1. _____ Provide 6% of gross land area for recreational use in developments over 10 acres. (D.R. 5.9.1) _____
- [] 2. _____ Provide calculations for recreation area.
_____ Amount required: _____
_____ Amount provided: _____
- [] 3. _____ Show amount of floodplain in recreation area. Not over 60% of area to be in floodplain. (D.R. 5.9.1) _____
- [] 4. _____ Note on plans: “Recreation area to be held in the ownership of the owner of the project.”
- [] 5. _____ Note on plans as to who will maintain the recreation area.
- [] 6. _____ Show fence enclosure around pool. Provide details of fence and self-closing/self-latching gate (commercial pools). May be incorporated into architectural plans. _____

X. UTILITIES, EASEMENTS, OTHER

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

- [] 2. ___ Note on plans water and sewer/ waste provider.

- [] 3. ___ Provide easement agreement for
 ___ off site work
 ___ common use of driveways
 ___ work in power/gas easement.

- [] 4. ___ Relocate **proposed** utilities and easements shown in buffer. (B.L.T. 3.2.5.a)

- [] 5. ___ 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) _____

- [] 6. ___ Provide a note “All utilities to be placed underground.” (Z.R. 1302B., A.15)

- [] 7. ___ Provide utility detail on plan: Standard dwg #501
 Standard dwg #503 (for use when using street trees)

- [] 8. ___ Show location of dumpster, if any. (D.R. 10.6.5h)_____

- [] 9. ___ Show and provide detail of dumpster screening. Dumpster must be screened
on all four (4) sides. (Z.R., VI. 606.3) _____

- [] 10. ___ Dumpster to be located behind front setback and 5' from side and rear property
lines (Z.R. VI., 600) _____

- [] 11. ___ Dumpster to be located minimum 5' from any buffer. (Z.R. VI. 606.6)

- [] 12. ___ Outside storage to be located out of required front yard and to be fenced.

- [] 13. _____ Provide a wrought iron or chain link fence no less than four feet in height around entire perimeter of property. Fence height in front building setback to be a maximum of four feet in height. Fence in rear and side setback to be a maximum of eight feet in height. Note fence heights on plan. (Fence material other than wrought iron or chain link to be reviewed and approved by the Director of Planning & Development.) (Property Maintenance Ordinance Section 14-301)

- [] 14. _____ 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. _____

- [] 15. _____ 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, Section 5.2) _____

- [] 16. 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. _____

- [] 17. 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. _____

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

- [] 19. 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. _____

- [] 20. _____ Complete and return the attached Solid Waste Disposal Management Plan Affidavit prior to issuance of a permit. The form is attached to this 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. 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. _____

XI. 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. _____ 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._____
- [] 4. _____ All buffers and tree save areas shall be clearly identified by fencing prior to commencement of any land disturbance._____
- [] 5. _____ Signs, location, number, and size are not approved under this building permit. A separate permit is required for each sign. (GC Sign Ordinance Section 86-102)_____
- [] 6. _____ All construction to comply with Gwinnett County Standards._____
- [] 7. _____ No Billboards are permitted._____
- [] 8. _____ No outside storage proposed. This includes supplies, equipment, vehicles, products, etc._____

