



**GWINNETT COUNTY**  
**Department of Planning & Development**  
**One Justice Square**  
**Suite 150 1<sup>st</sup> Floor**  
**446 West Crogan Street**  
**Lawrenceville, GA 30046**  
**(678) 518-6000**  
**www.gwinnettcountry.com**

PRJ \_\_\_\_\_

SDP \_\_\_\_\_

MRN \_\_\_\_\_

RELATED CASES:

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**DEVELOPMENT REVIEW COMMENTS**  
**PRELIMINARY PLAT (INCLUDES CSO)**

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- 1<sup>st</sup> 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 150-1<sup>st</sup> 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.**

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## I. GENERAL INFORMATION

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- [ ] 1.    \_\_\_ Complete application form. (Blue Route Sheet)\_\_\_\_\_
- [ ] 2.    \_\_\_ Withdraw previously submitted plans in writing. Comments dated \_\_\_\_\_.
- [ ] 3.    \_\_\_ No approvals given until approval of concept plan. If concept has been approved, provide date of approval and one copy of approved plan. If concept is to be withdrawn, do so in writing.\_\_\_\_\_
- [ ] 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)  
The tree survey must be provided to Contact Development Inspections Section 678.518.6070 to schedule a preliminary site visit. 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](http://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, 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.    \_\_\_ No approvals or permits given until \_\_\_\_\_.

8. \_\_\_\_\_ Label plan “Preliminary Plat”. Plat is to contain all lots, roads improvements, notes, easements, required statements, and all other pertinent information on a single sheet (unless a match line situation)(D.R.10.2.5.n)\_  
\_\_\_\_\_
9. \_\_\_\_\_ Provide developer's/subdivider's name, address, and phone number. Include a contact person. D.R.10.2.5.b)\_\_\_\_\_
10. \_\_\_\_\_ Provide designer's name, address, and phone number. Include a contact person.(D.R.10.2.5.c)\_\_\_\_\_
11. \_\_\_\_\_ List any previously assigned project names. (D.R.10.2.5h)\_\_\_\_\_
12. \_\_\_\_\_ Show unit number. (D.R.10.2.5o)\_\_\_\_\_
13. \_\_\_\_\_ Provide location sketch. (D.R.10.2.5g)\_\_\_\_\_
14. \_\_\_\_\_ Show district(s), Land Lot(s), Parcel(s) (D.R.10.2.5f)\_\_\_\_\_
15. \_\_\_\_\_ Provide tie point. (Distance to closest right-of-way intersection). (D.R.10.2.5.i)\_\_\_\_\_
16. \_\_\_\_\_ Show scale, not to be less than 100 feet to one inch.(D.R.10.2.5d)\_\_\_\_\_
17. \_\_\_\_\_ Provide a complete certified closed boundary survey to scale with north arrow. Provide date of survey. (D.R.10.2.5d)\_\_\_\_\_
18. \_\_\_\_\_ Identify and note disposition of all existing structures. (D.R.10.2.5m)\_\_\_\_\_
19. \_\_\_\_\_ Please utilize the attached project data form to include the required information, **in the outlined format**, on your plan.
20. \_\_\_\_\_ Please utilize the attached “Density Chart for Modified Development” to include the required information (see chart). Provide chart on plan.
21. \_\_\_\_\_ Show gross and net acreage. (Minimum 10 contiguous acres for CSO subdivisions, Z.R.1316.8)\_\_\_\_\_
22. \_\_\_\_\_ State zoning. (D.R.10.2.5p)\_\_\_\_\_
23. \_\_\_\_\_ Note Gross and Net Density on plan (Gross and Net Density as defined in the 1985 Zoning Resolution).\_\_\_\_\_
24. \_\_\_\_\_ For CSO subdivisions: Note gross and net density on plan  
 R-100 – 2.3 units per acre with 40% Conservation Space  
 R-100 – 3.0 units per acre with 50% Conservation Space

[ ] R-75 – 3.0 units per acre with 40% Conservation Space  
(ZR, XIII, Section 1316.7)\_\_\_\_\_

- [ ] 25. \_\_\_\_\_ Provide an Existing Features Site Analysis Plan and a Phase One Environmental Site Assessment Report (Z.R.1316.4). Submit plan with concept plan to analyst for re-review.\_\_\_\_\_
  
- [ ] 26. \_\_\_\_\_ Show adjoining property information (subdivision name, lot numbers, block letters and zoning; or adjoining property owners and zoning). (D.R.10.2.5q)  
\_\_\_\_\_
  
- [ ] 27. \_\_\_\_\_ Show all property proposed for development under one ownership including all property within the same zoning district. (D.R.3.3.1a-d)\_\_\_\_\_
  
- [ ] 28. \_\_\_\_\_ Boundary does not correspond with tax maps; or creates a landlocked remnant. Discuss. (Z.R., Section 505)\_\_\_\_\_
  
- [ ] 29. \_\_\_\_\_ Contact the Mapping Division in the Tax Assessors Department 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)\_\_\_\_\_
  
- [ ] 30. \_\_\_\_\_ Proposed subdivision name must be approved prior to approval of the Preliminary Plat. Call 678 -518-6010. Ask for Streets and Address Division. (D.R.11.3.2a)\_\_\_\_\_
  
- [ ] 31. \_\_\_\_\_ Provide Certificate of Development Plans Approval statement. (D.R.10.2.6)
  
- [ ] 32. \_\_\_\_\_ Note rezoning, special use permit, waiver, modification number(s) type(s), date(s) of approval(s) and all conditions on plan.  
\_\_\_\_\_  
(The Zoning Resolution was amended 8-25-2005. Conservation Subdivisions require approval of a Special Use Permit)
  
- [ ] 33. \_\_\_\_\_ Show compliance with conditions of \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- [ ] 34. \_\_\_\_\_ Provide two (2) 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.)
- [ ] 35. \_\_\_\_\_ Provide a compact disc as a PDF or TIF file with accompanying jewel case of corrected/ approved plans.
- [ ] 36. \_\_\_\_\_ Development Permit fee \_\_\_\_\_  
(\$20.00 per lot - Residential) (D.R.12.3)  
(\$100.00/Project Acre - Non-Residential with a minimum fee of \$100.00)
- [ ] 37. \_\_\_\_\_ NPDES General Permit fee \$\_\_\_\_\_ (\$40.00/disturbed acre)
- [ ] 38. \_\_\_\_\_ 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.
- [ ] 39. \_\_\_\_\_ 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)\_\_\_\_\_
- [ ] 40. FYI If a condition of zoning calls for specific architectural treatments, a note shall be placed on the final plat:  
**“Architectural elevations for all lots shall be submitted for Director’s approval prior to issuance of any building permits.”**
- Building permits will not be issued until the above, required architectural elevations are submitted and approved. We strongly suggest the architectural elevations are submitted BEFORE approval of final plat to allow for review time and approval.

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## II. ROADS, RIGHT OF WAY, IMPROVEMENTS

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- [ ] 1. \_\_\_\_\_ Show all adjoining right-of-way names, size from centerline, pavement widths from centerline,(designate if any roadways are unpaved, private, or prescriptive easements). (D.R.10.2.5n) \_\_\_\_\_
- [ ] 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 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. \_\_\_\_\_ Adjacent road \_\_\_\_\_ is classified as a \_\_\_\_\_ per the Road Classification Plan. Provide \_\_\_\_\_ of right-of-way from centerline with improvements from centerline to back of curb per Gwinnett / Georgia DOT. \_\_\_\_\_ (D.R. 6.3.1 Table 6-A)
- [ ] 6. \_\_\_\_\_ Adjacent road \_\_\_\_\_ is classified as a \_\_\_\_\_ per the Road Classification Plan. Provide \_\_\_\_\_ of right-of-way from centerline with improvements from centerline to back of curb per Gwinnett / Georgia DOT. \_\_\_\_\_ (D.R. 6.3.1 Table 6-A)
- [ ] 7. \_\_\_\_\_ Provide 200' deceleration lane at project entrance(s) with an additional 50' taper. Remainder of frontage to be a minimum 12' from centerline to edge of pavement with an 11' shoulder. (D.R.6.3.4c or D.R.6.3.3c) \_\_\_\_\_
- [ ] 8. \_\_\_\_\_ Entrance should be relocated due to \_\_\_\_\_
- [ ] 9. \_\_\_\_\_ Show all right of ways on the same side of the street adjacent to this site and on the opposite side of the street from this site. Show the centerline to centerline offset as per (D.R. 6.4.9). If none are existing, note as such on plan.

- [ ] 10. \_\_\_\_\_ Show right-of-way and pavement widths for proposed streets with centerline references. Note if streets are public or private. (D.R.6.3.1a.b.)  
 [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 \_\_\_\_\_
- [ ] 11. \_\_\_\_\_ Sight distance at the proposed street is not shown and/or insufficient information is given on the 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 (D.R. 9.6.7). 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. \_\_\_\_\_
- [ ] 12. \_\_\_\_\_ Minimum right-of-way radius at intersection to be 9 ft. for interior streets, and 20 ft. at the project entrance(s). Must be shown on final plat. (See D.R.9.6.5 Table 9.E) \_\_\_\_\_
- [ ] 13. \_\_\_\_\_ Minimum roadway radius at intersection to be 20 ft. for interior streets, and 40 ft. at the project entrance(s). Must be shown on Final Plat. \_\_\_\_\_
- [ ] 14. \_\_\_\_\_ Show street intersection angle. (Not to be less than 85 - 90 degrees). (D.R.9.6.1) \_\_\_\_\_
- [ ] 15. \_\_\_\_\_ Street design exceeds maximum cul-de-sac length (2000').(D.R.6.4.3) \_\_\_\_\_
- [ ] 16. \_\_\_\_\_ Street design exceeds maximum stub street length. Provide permanent cul-de-sac or alternate design. \_\_\_\_\_ (D.R.6.4.4d) \_\_\_\_\_
- [ ] 17. \_\_\_\_\_ Provide stub street to \_\_\_\_\_ (D.R.6.4.4a).
- [ ] 18. \_\_\_\_\_ Tie into existing stub street. See \_\_\_\_\_  
 Or contact Mike Jenness in Development Services at (678) 518-6000 to apply for a waiver. (D.R.6.4.4b) \_\_\_\_\_

- [ ] 19. \_\_\_\_\_ Proposed street names must be approved prior to approval of the Preliminary Plat. (Model home permit cannot be issued until street name is approved). Call 678 -518-6010, Ask for Streets and Address Division. (D.R.11.3.2a).
- [ ] 20. \_\_\_\_\_ Show a temporary cul-de-sac at the end of \_\_\_\_\_  
\_\_\_\_\_ Provide detail. (D.R.6.4.4.d)
- [ ] 21. \_\_\_\_\_ Show "eyebrow" cul-de-sac dimensions. As shown does not comply. (See DRA2005-001 amendment to Article 6 of Development Regulations; right of way and pavement widths, August 23, 2005)\_\_\_\_\_
- [ ] 22. \_\_\_\_\_ For CSO subdivision elbow cul-de-sac only, right-of-way radii to be at least 50 ft. Pavement radii to be at least 40 ft. to back of curb. \_\_\_\_\_
- [ ] 23. \_\_\_\_\_ Show cul-de-sac right of way and pavement radii, and cul-de-sac slope.
- Maximum slope is 6%.
  - Right-of-way radii to be at least 45'.
  - Pavement radii to be at least 40' to back of curb.
  - Show alley widths. (See DRA2005-001 amendment to D.R. 6.3.1)
  - If alley is to be dedicated, provide 15' right-of-way and 12' pavement back of curb to back of curb if asphalt, and 10' if concrete (with or without curb).\_\_\_\_\_
- [ ] 24. \_\_\_\_\_ Provide plan and profiles of all roads including intersections. Scale not to be less than 100' to one inch horizontal and 10' to one inch vertical.\_\_\_\_\_
- [ ] 25. \_\_\_\_\_ Show all grades and vertical curves. (Minimum acceptable grade for roads is 1.5%) (D.R.9.5.1a-d)\_\_\_\_\_
- [ ] 26. \_\_\_\_\_ Vertical curves to be per (D.R.9.5.2., Table 9-B). See \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- [ ] 27. \_\_\_\_\_ Provide a leveling not exceeding 2% for a distance not less than 50 feet. (D.R.9.6.4b)\_\_\_\_\_
- [ ] 28. \_\_\_\_\_ Provide all horizontal and vertical alignment data.(D.R.9.6.3-4)\_\_\_\_\_
- [ ] 29. \_\_\_\_\_ Add note: "12% to 15% street grades require an "As Graded" survey before the installation of the curb." (D.R.9.5.1 Table 9-A)
- [ ] 30. \_\_\_\_\_ Vertical alignment at intersection of \_\_\_\_\_

\_\_\_\_\_ appears inadequate. Provide \_\_\_\_\_  
 \_\_\_\_\_ (D.R.9.6.4)

- [ ] 31. \_\_\_\_\_ Label on site plan and provide detail in plan set for the following checked items: (D.R.10.2.7e, 6.9.1, and 6.11)

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

- [ ] 32. \_\_\_\_\_ Show typical road section detail with all dimensions and composition. Pavement section width to be \_\_\_\_\_ from centerline to back of curb (B.O.C.) for entrance street; and \_\_\_\_\_ from center line to B.O.C. for interior streets. \_\_\_\_\_

- [ ] 33. \_\_\_\_\_ Provide minimum  11 1/2' ,  11' shoulders from back of curb to right of way line with 1/2" per foot positive slope (D.R.9.5.4a.1) \_\_\_\_\_

- [ ] 34. \_\_\_\_\_ Provide the following checked detail(s) in plan set:  
 "Conservation Subdivision Overlay (CSO) District Streets" detail #403  
 "Utility Placement in Right of Way for CSO District Streets" detail #503

- [ ] 35. \_\_\_\_\_ Provide note on plans: "Underground utilities are required in single family detached residential subdivisions when planting street trees." (B.L.T. 5.2.4.b)

**Note: The Buffer, Landscape and Tree Ordinance was revised and changes were adopted 12.11.07 to require street trees AND 2 trees/ lot AND 16 TDU/acre in single family detached residential lots and subdivisions (B.L.T. 5.2.4). The street tree requirement mandates sidewalks to be six feet (6') from back of curb.**

- [ ] 36. \_\_\_\_\_ Clearly indicate on plan curb type to be used and indicate transition locations between curb types.(D.R.6.11.1-4) \_\_\_\_\_

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### III. SIDEWALKS

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- [ ] 1. \_\_\_\_\_ Show sidewalks along the frontage of \_\_\_\_\_  
Show location and provide details. Note on plans: Sidewalks are to be at least 2' from the back of curb and shall be constructed of concrete a minimum of 5' in width and 4" thick with a cross slope of .25" per foot. Concrete shall be Class "B" and have a strength of 2200 PSI at 28 days D.R.6.13.2 a-f).
- [ ] 2. \_\_\_\_\_ Sidewalks along \_\_\_\_\_ shall be located at least six feet (6') from back of curb, bridges excepted. The area between the curb and the sidewalk shall consist of street trees, grass, and or landscaping (B.L.T.5.2.4).
- [ ] 3. \_\_\_\_\_ 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 Department of Transportation (D.R. 6.13.2.b)
- [ ] 4. \_\_\_\_\_ Please note on plans: Sidewalks are required along both sides of the internal streets. Sidewalks shall be six feet (6)' from the back of curb and shall be constructed of concrete a minimum of four feet (4') in width and four inches (4") thick with a cross slope of .25 per foot. Concrete shall be Class "B" and have a strength of 2200 PSI at 28 days (D.R.6.13.2.a-f).\_\_\_\_\_
- [ ] 5. \_\_\_\_\_ Please note on plan: "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 (D.R.6.13.1.a.c(1). Show location and G.C. standard details # 317 & 318.
- [ ] 6. \_\_\_\_\_ Please note on plan, sidewalks on "active" recreation area lots shall be installed prior to issuance of a Certificate of Occupancy or shall be installed by the developer prior to release of the subdivision maintenance surety, whichever is earlier (D.R.6.13.1.a (1)). \_\_\_\_\_
- [ ] 7. \_\_\_\_\_ Please note on plan, developers shall install sidewalks on any vacant lots remaining between developed lots prior to release of the subdivision maintenance surety (D.R.6.13.1.a (2)).\_\_\_\_\_

- [ ] 8. \_\_\_\_\_ Please note on plan, for nonresidential subdivision projects, 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 of approval of the Final Plat. Show location and details (D.R.6.13.1b)

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#### IV. LOTS

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- [ ] 1. \_\_\_\_\_ Add lot and block chart, Show total number of lots.(D.R.10.2.5n)\_\_\_\_\_
- [ ] 2. \_\_\_\_\_ Show block letter(s) and lot numbers.(D.R.10.2.5n) \_\_\_\_\_
- [ ] 3. \_\_\_\_\_ Block letters and lot numbers as shown are unacceptable. See \_\_\_\_\_.
- [ ] 4. \_\_\_\_\_ Show and identify front setback lines. To be \_\_\_\_\_
- [ ] 5. \_\_\_\_\_ Show and identify rear setback lines. To be \_\_\_\_\_
- [ ] 6. \_\_\_\_\_ Identify rear setback lines on corner lots. \_\_\_\_\_
- [ ] 7. \_\_\_\_\_ Note side setbacks. To be \_\_\_\_\_
- [ ] 8. \_\_\_\_\_ In CSO subdivision, 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)\_\_\_\_\_
- [ ] 9. \_\_\_\_\_ Show \_\_\_\_\_ Building setback line along \_\_\_\_\_  
\_\_\_\_\_ for lots \_\_\_\_\_.
- [ ] 10. \_\_\_\_\_ Note minimum lot size. To be \_\_\_\_\_
- [ ] 11. \_\_\_\_\_ Note minimum dwelling size for CSO subdivisions to be 1600 square feet one story; 1800 square feet two story. (Z.R. XIII, Section 1316.8H)\_\_\_\_\_
- [ ] 12. \_\_\_\_\_ Note minimum dwelling size to be \_\_\_\_\_ square feet one-story;  
\_\_\_\_\_ square feet two-story.
- [ ] 13. \_\_\_\_\_ 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)

- [ ] 14. \_\_\_\_\_ For CSO subdivisions: 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).
- [ ] 15. \_\_\_\_\_ 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)
- [ ] 16. \_\_\_\_\_ Corner lots to have 15' additional width at the building line to accommodate for both front yard setbacks. See lots: \_\_\_\_\_  
\_\_\_\_\_(D.R. 9.2.3)
- [ ] 17. \_\_\_\_\_ Lots to have a minimum 40' of road frontage. See lots: \_\_\_\_\_  
\_\_\_\_\_(Z.R.,1316.8.D)
- [ ] 18. \_\_\_\_\_ For CSO lots cul-de-sac lots to have a minimum 20' of road frontage. See lots \_\_\_\_\_(Z.R.,1316.8.D)
- [ ] 19. \_\_\_\_\_ Show all lot dimensions. \_\_\_\_\_
- [ ] 20. \_\_\_\_\_ Cul-de-sac lots to have \_\_\_\_\_ feet of lot width within two times the building setback line. See lots \_\_\_\_\_.
- [ ] 21. \_\_\_\_\_ Maximum height for dwelling is 35'. (Z.R., 316.8.G) \_\_\_\_\_
- [ ] 22. \_\_\_\_\_ 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 trees  
\_\_\_\_\_ 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 \_\_\_\_\_  
\_\_\_\_\_ 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. \_\_\_\_\_

- [ ] 23. \_\_\_\_\_ Provide note on plat:  
**“Architectural Elevations for all lots shall be submitted for Director’s approval prior to issuance of any building permits”**
- [ ] 24. \_\_\_\_\_ For CSO subdivisions provide note on plat:  
**“Homes shall be constructed of brick, stacked stone, cedar shake, stucco, or fiber cement siding on four sides. Soffits may be constructed of vinyl”.** (Z.R.1316.8.I)\_\_\_\_\_

**V. BUFFERS & LANDSCAPE**

- [ ] 1. \_\_\_\_\_ Remove \_\_\_\_\_ from buffer  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ [Buffer Landscape Tree Ordinance (B.L.T.3.2.2a)]
- [ ] 2. \_\_\_\_\_ Show five foot (5') structure setback from the buffer. \_\_\_\_\_  
 \_\_\_\_\_ (Z.R., VI, Sec. 606.6)
- [ ] 3. \_\_\_\_\_ Provide details of buffer showing existing tree line and replanting where sparsely vegetated. [Buffer Landscape & Tree Ordinance (B.L.T.) 3.2.2, 3]  
 \_\_\_\_\_
- [ ] 4. \_\_\_\_\_ For CSO subdivisions, R-100 modified and R-60 subdivisions: Show and label 50’(ft) Street Frontage Buffer. Replant as an effective visual screen if void of vegetation. (Z.R.1316.8.F) Street Frontage Buffer may be counted towards conservation space (B.L.T.3.4.a)  
 Provide re-planting plan for review and approval by the  Director, or  staff landscape architect. To be approved prior to issuance of development permit.  
 Remove the 5 ft structure setback line along the Street Frontage Buffer
- [ ] 5. \_\_\_\_\_ Provide \_\_\_\_\_ foot temporary construction buffer adjacent to \_\_\_\_\_.
- [ ] 6. \_\_\_\_\_ 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." \_\_\_\_\_
- [ ] 7. \_\_\_\_\_ 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).

- [ ] 8. \_\_\_\_\_ Provide quantity of specimen trees removed on Tree Preservation/ Tree Replacement Plan. Provide calculation for “replacement” value (B.L.T. 5.6.5).
- [ ] 9. \_\_\_\_\_ 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.
- [ ] 10. \_\_\_\_\_ 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).
- [ ] 11. \_\_\_\_\_ 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).
- [ ] 12. \_\_\_\_\_ 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)
- [ ] 13. \_\_\_\_\_ 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.
- [ ] 14. \_\_\_\_\_ 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)
- [ ] 15. \_\_\_\_\_ Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan (B.L.T. 5.6.2.d)
- [ ] 16. \_\_\_\_\_ 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)
- [ ] 37. \_\_\_\_\_ 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)
- [ ] 18. \_\_\_\_\_ Provide note on plan: “Non-vegetative material to be removed manually”. {B.L.T. 5.6.2.d (3)}
- [ ] 19. \_\_\_\_\_ 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)}.

- [ ] 20. \_\_\_\_\_ 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)
- [ ] 21. \_\_\_\_\_ 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)
- [ ] 22. \_\_\_\_\_ 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)
- [ ] 23. \_\_\_\_\_ 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				
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- [ ] 24. \_\_\_\_\_ 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”
  
- [ ] 25.   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).**
  
- [ ] 26. \_\_\_\_\_ 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.)].
  
- [ ] 27. \_\_\_\_\_ Provide note on plan: Site is located in
  - Alcovy River Watershed  Big Haynes Creek Watershed
  - Chattahoochee River Corridor
  
- [ ] 28. \_\_\_\_\_ Show floodplain, provide floodplain lot chart. Minimum \_\_\_(see below)\_ square feet of lot area required outside floodplain. If there is no floodplain, note as such and provide source of data. (Z.R.1312.1.2) and (D.R.10.2.5.1)
  - 8,000 SF  7,000 SF  4,000 SF  2,000 SF
  - 100% for CSO lots. No portion of the lot may be located in 100 year floodplain.
  
- [ ] 29. \_\_\_\_\_ 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)

- [ ] 30. \_\_\_\_\_ 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. \_\_\_\_\_
- [ ] 31. \_\_\_\_\_ Provide \_\_\_\_\_ landscaped setback adjacent \_\_\_\_\_  
\_\_\_\_\_
- [ ] 32. \_\_\_\_\_ Provide \_\_\_\_\_ natural, undisturbed buffer adjacent to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- [ ] 33. \_\_\_\_\_ Indicate compliance with the Buffer, Landscape, and Tree Ordinance. Please provide compliance with ALL of the following three requirements if the subdivision is single family detached (for more details, see section B.L.T. 5.2.4 )
- [ ] a. \_\_\_\_\_ Individual lot trees: A minimum of two (2) trees, at least 2 inches in diameter shall be placed or preserved on each individual lot prior to the issuance of a Certificate of Occupancy. Planted trees shall be a species listed in Appendix "A" of the Buffer, Landscape, and Tree Ordinance. Please show trees on typical lot layout. The location of the two trees is not limited to the front yard. Trees can be planted in any location on the lot except in utility and drainage easements and septic drain fields. Add note: "Trees must be in place prior to issuance of Certificate of Occupancy". \_\_\_\_\_
- [ ] b. \_\_\_\_\_ Street Trees: A minimum of one (1) tree per 50 linear feet of street frontage both sides of the street. Trees shall be a species listed in Appendix "A.2" of the Buffer, Landscape, and Tree Ordinance and at least 3 inches in diameter. Trees to be planted in the right-of-way shall be located at least 3' from back of curb. Please show calculations and trees on plat. (Required for subdivisions with underground utilities.) \_\_\_\_\_
- [ ] c. \_\_\_\_\_ Tree Protection Areas: Provide sixteen (16) tree density units per acre. These areas must contain at least three (3) trees grouped together in Tree Protection Areas. Individual 12-inch or greater diameter trees may also receive credit. \_\_\_\_\_
- [ ] 34. \_\_\_\_\_ Provide note on plan: "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 of street". (B.L.T. 5.2.4 b.1)

- [ ] 35. \_\_\_\_\_ Provide note on plan: “Utilities shall be located underground.” (B.L.T. 5.2.4.b).
- [ ] 36. \_\_\_\_\_ Provide standard drawing sheet # 503 utility detail on plans for single family residential detached subdivisions. (B.L.T. 5.2.4) Revise street right of way distance to show proposed dimensions.
- [ ] 37. \_\_\_\_\_ Provide note on plan: “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)
- [ ] 38. \_\_\_\_\_ Add note on plat: “All buffers and tree save areas are to be clearly identified with protective fencing prior to commencement of any land disturbance.”
- [ ] 39. \_\_\_\_\_ Show location and provide installation detail for orange/red plastic protective tree fencing adjoining all zoning buffers and tree save areas. Fencing is to be installed prior to any land disturbance. \_\_\_\_\_  
\_\_\_\_\_
- [ ] 40. FYI Please be advised that in accordance with the tree protection requirements and landscaping requirements, required trees and shrubs must be planted or 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. \_\_\_\_\_
- [ ] 41. 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. \_\_\_\_\_
- [ ] 42. FYI Permanent structures and trees not allowed in sanitary sewer easements, in accordance with current Gwinnett County policy.

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## VI. RECREATION AREA

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- [ ] 1. \_\_\_\_\_ Show recreational area and percentage in/out of floodplain. Provide total acreage required and total provided.
  - Provide 3% developed or 6% undeveloped recreation area for subdivisions exceeding 50 acres or townhomes exceeding 10 acres. (DR5.9.1)

- [ ] 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.5.9.1a.1)
- [ ] 3. \_\_\_\_\_ Provide information as to who will own and maintain the recreation area.\_\_\_\_\_  
(D.R.5.9.1b)
- [ ] 4. \_\_\_\_\_ Note on plat: "Recreation area to be deeded to and maintained by a mandatory Homeowner's Association." \_\_\_\_\_
- [ ] 5. \_\_\_\_\_ List Impervious Surface of Recreation Area in your Conservation Space Calculations. (ZR 1316.C.3)
- [ ] 6. \_\_\_\_\_ Provide Conservation Data Chart on plans. Complete calculations. Chart is included with these comments.(Z.R.1316.C.3)\_\_\_\_\_

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**VII. OPEN SPACE AND GREENWAY MASTER PLAN COMMENTS**

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- [ ] 1. \_\_\_\_\_ Please utilize the "Open Space Chart for Modified Development" to complete the open space calculations asked for below. Provide info on plan. The chart is included with the comment packet.
- [ ] 2. \_\_\_\_\_ Provide an open space compensation chart on plan 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.\_\_\_\_\_
- [ ] 3. \_\_\_\_\_ Provide calculations for modified subdivision open space for this unit and a cumulative chart including all previous units. 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. All calculations to be per Z.R.1400A.6.  
\_\_\_\_\_  
\_\_\_\_\_
- [ ] 4. \_\_\_\_\_ Note on plans: "Open Space area to be deeded to and maintained by a qualified Homeowners Association." \_\_\_\_\_
- [ ] 5. \_\_\_\_\_ Refer to Community Services Comment Sheet for any Greenway, Trail, Trailhead, and/or Bikepath required for this site. \_\_\_\_\_

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## VIII. CONSERVATION SPACE

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- [ ] 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. 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 ZR Primary Conservation Areas Definition)
- [ ] 4. \_\_\_\_\_ Designate Areas as “Primary” and “Secondary Conservation Space”. On the plan differentiate between the two by shading or hatching. See Zoning Resolution Section 1316.6.B for what is included in each.
- [ ] 5. \_\_\_\_\_ Provide locations for any proposed “Secondary Conservation Areas” “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. (Z.R., 1316.6.b)\_\_\_\_\_
- [ ] 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.” (D.R. 5.9.2.b)\_\_\_\_\_
- [ ] 7. \_\_\_\_\_ Provide CSO District Street Right-of-Way detail and Utility Location Detail (Gwinnett County Standard Details 403 and 503.)\_\_\_\_\_
- [ ] 8. FYI Final Plat and Conservation Space Deed must contain the following covenant: See Z.R. 1316.6.G Option 1 or Option 2.

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

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- [ ] 1. \_\_\_\_\_ Provide an existing features site analysis plan for review. The plan shall include at a minimum the following information:
- [ ] 2. \_\_\_\_\_ Show all perennial and intermittent streams, FEMA designed 100-year Flood Hazard Zones, and Wetlands on plan. Indicate source of data.
- [ ] 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.
- [ ] 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 of 40% and 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.
- [ ] 6. \_\_\_\_\_ Show location of Conservation Space or Open Space already platted or under development, in subdivisions that abut this property.
- [ ] 7. \_\_\_\_\_ Identify significant wildlife habitats and scenic vistas as listed by the Gwinnett County Comprehensive Plan.
- [ ] 8. \_\_\_\_\_ Show location of existing easements and structures. If none, state 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.
- [ ] 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. (ZR 1316.4.B.9)



- [ ] 12. \_\_\_\_\_ 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.” \_\_\_\_\_
  
- [ ] 13. FYI Performance Bonds will be figured upon written request prior to submittal of final plat. Contact Development Inspections at (678) 518-6070 for Bond information. \_\_\_\_\_
  
- [ ] 14. \_\_\_\_\_ Add the following Note on Plat:  
  
"Notify Gwinnett County Inspector 24 hours before beginning of every phase of construction (678)518-6070."
  
- [ ] 15. \_\_\_\_\_ Add the following Note on Plat:  
  
"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 Area Disturbance."
  
- [ ] 16. \_\_\_\_\_ Complete and return the attached Solid Waste Disposal Management Plan and Erosion Control Affidavit prior to issuance of a permit. The form is included with this packet. It is also available online at [www.gwinnettcounty.com](http://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 the unit. \_\_\_\_\_
  
- [ ] 17. \_\_\_\_\_ An executed Development Agreement, or Development Agreement Waiver form, is required prior to the issuance of a permit for right-of-way dedication along a classified road. Attach the executed right-of-way deed(s) to the Development Agreement or Waiver form as applicable. Contact the Development Review Section at (678) 518-6010 for additional information.  
  
\_\_\_\_\_
  
- [ ] 18. \_\_\_\_\_ Please submit the attached “Open Space Deeds, Recreation Area Deeds, and other Documents Affidavit Form” prior to approval of this preliminary plat. \_\_\_\_\_

