



Gwinnett County
 Department of Planning & Development
 One Justice Square
 446 West Crogan Street
 Lawrenceville, Georgia 30046
 Phone: 678.518.6000
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 www.gwinnettcountry.com

DEVELOPMENT REVIEW COMMENTS

SITE PLAN

for SEWER OUTFALL, FORCE MAIN, WATER MAIN, PUMP STATION

Project Name: _____

Address: _____

Plan Review Process: Walk Thru: _____ **Weekly Submittal:** _____

Date submitted or dropped off: _____ **DRC Meeting Date:** _____

Reviewed by: _____

PRJ: _____

RELATED CASES:

CDP: _____

MRN: _____

	Comments	Please Address the Marked Items	Development Review Initials of approval
	PLAN STATUS		
	Walk Through		
	Drop-Off, include a copy of these comments and one set of plans, <u>do not</u> 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, <u>do not</u> drop off money. Bring to Suite 150-1st floor One Justice any day of the week. Allow up to 10 days for re-review.		

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	Appointment, an appointment may be scheduled with a plan reviewer after the plans have been revised to address all review comments. Call 678.518.6000 to schedule an appointment.		

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	FYI: If all comments are not addressed after the third review, a meeting will be required with County Staff, Designer and Owner/ Developer.		
	A resubmittal/re-review fee of 50% of the total development permit plan review fee is due upon completion of the 3 rd re-review of project documents if unresolved plan review checklist items remain. Payment of the fee is required prior to further review by the Department of Planning and Development.		
1	_____		
2	Complete Application Form.		
3	Withdraw previously submitted/ approved plans in writing.		
4	No approvals given until:		
5	Provide the owner/ developer's name, address, and phone number. Include a contact person.		
6	Provide designer's name, address, and phone number. Include a contact person.		
7	Provide project name.		
8	Provide location sketch. (vicinity map)		
9	Show District(s), Land Lot(s), Parcel(s).		
10	Provide tie point. (Distance to closest right-of-way intersection from parcel) or for lineal projects: (Distance to the closest right of way intersection from the starting point).		
11	Show scale and north arrow on site plans.		
12	Provide a complete certified closed boundary survey, to scale with north arrow.		
13	Show acreage of site. Include total acreage of the site and acreage for the limits of disturbed area.		
14	Note subdivision name, lot number, and block letter containing this site.		

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15	Show adjoining property information (subdivision name, lot numbers, block letters, and zoning; and/ or adjoining property owners and zoning).		
16	State zoning of site. Show zoning district lines and label if more than one zoning. (Current Planning 678-518-6000)		
17	Note rezoning and/ or special use permit number(s), type(s), date(s) of approval and all conditions on plans.		
18	Show compliance with conditions of: _____ _____ _____		
19	Provide complete grading plan clearly showing existing and proposed contour lines at a minimum of 2' intervals.		
20	Show a _____ front building setback line off of right-of-way.		
21	Label right-of-way on plans.		
22	Show closest distance between buildings. Show minimum distance to be per Fire and Building Codes for structures.		
23	Identify each building. Show same identification on building plans.		
24	Indicate actual building height. Maximum allowable height is _____.		
25	When obtaining permit, provide three (3) copies of corrected/ approved plans to the Development Review Section for issuance of 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.)		
26	Provide Certificate of Development Plans approval statement.		
27	Development Permit Fee \$ _____ \$100.00/ Project Acre with a minimum fee of \$100.00.		
28	NPDES General Permit Fee \$ _____ (\$40.00/ disturbed acre).		
29	Provide evidence 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.		

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	II. ROAD 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, private easement, or under construction.		
	Contact Lewis Cooksey of Gwinnett County Department of Transportation at 770-822-7484 to set up an appointment at GJAC for plan review approval.		
2	Contact Tom Whitlock of Gwinnett County Department of Transportation at 678-639-8814 to set up an appointment at GCDOT Central Maintenance Facility for signature of approval on route sheet.		
3	Show widening details for _____. Show pavement composition of _____. Curbing to be _____. (For Acceleration & Deceleration Lanes)		
	III. PARKING and DRIVES		
1	Show all interior driveway dimensions per Fire Plan Review comments.		
2	Show one-way arrows and provide details.		
3	Show typical paving section for parking area and drives. To be 4" G.A.B., and _____ as a minimum.		
	IV. LANDSCAPE and BUFFER REQUIREMENTS		
1	Add Note: "All buffers and tree save areas are to be clearly identified with tree protective fencing prior to commencement of any land disturbance."		
2	Show location, on plans, of tree protection fencing adjoining all zoning buffers and tree save areas. Fencing shall be installed prior to any land disturbance.		
3	Provide installation detail for orange/ red plastic protective tree fencing.		

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4	Show _____ foot stream buffer with a _____ foot impervious surface setback from top of bank.		

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5	Show floodplain and/ or flood hazard boundary on plans. Provide data, source and date on plans. If there is no floodplain, note as such and provide source of data.		
6	Provide a tree survey to show specimen trees and specimen tree stands on site. Contact Development Inspections Section 678.518.6000 to schedule a preliminary site visit. The tree survey must be provided to the Development Review Section prior to: (1) submittal and acceptance of a development permit application; or (2) the issuance of a development permit.		
7	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/ LCP Checklist. Specimen Tree Concept Plan shall be reviewed and approved prior to: (1) submittal and acceptance of a development permit application; or (2) the issuance of a development permit.		
8	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 and submit a letter from developer's certified arborist, landscape architect or urban forester verifying there are no specimen trees on site.		
9	Plan must be sealed by a certified arborist, urban forester or authorized registered professional. (See Definition for authorized registered professional in the UDO)		
10	Provide quantity of specimen trees saved. Locate and label these trees or tree stands, provide their diameters, genus or common name on plan.		
11	Provide quantity of specimen trees proposed to be removed.		
12	Obtain Director's approval for removal of specimen tree(s).		

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13	Show Critical Root Zone for each specimen tree and provide calculations for critical root zone for each specimen tree.		
14	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 _____.		
15	Remove grading, utility lines and/ or easements from the critical root zone or dripline of the specimen tree		
16	Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan. If there is no Grading Plan show on Erosion Control and Sedimentation Plan.		
17	Remove parking, construction material, storage, bury pit, concrete or gravel wash out from critical root zone or dripline of the specimen tree.		
18	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)."		
19	Provide note on plan: "Non-vegetative material to be removed manually".		
20	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 "		
21	Show tree protection fence at critical root zone or dripline <u>whichever is greater</u> for specimen trees on: grading plan, utility plan, and tree preservation/ tree replacement plan.		
22	Show Type "C" silt fence along the outer uphill edge of critical root zones for specimen trees on Erosion Control and Sedimentation Plan.		
23	Provide detail for tree protection fence signage in English and Spanish on Plan. "Stay Out", "No Entrada", "Tree Save", "Salve un Arbol"		

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24	Planner to verify that tree protection fence is up around specimen trees prior to permit issuance.		

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	V. UTILITIES, EASEMENTS, OTHER		
1	Add Note: "All construction to comply with Gwinnett County Standards".		
2	Add Note: "Notify Gwinnett County Inspections 24 hours beginning of every phase of construction, 678-518-6000."		
3	Show location of existing and proposed utilities and easements.		
4	For plans dropped off for walk-thru review, provide Community Services a copy of the plans for review. Allow 1 -2 weeks for review. There may be a requirement for a trail, trail head, greenway easement, or bike path. If required, obtain signature of approval on route sheet.		
5	For plans submitted for weekly review, see comments by Community Services included with this packet for any required trail, trail head, greenway easement, or bike path. If required, obtain electronic approval from Community Services.		
6	Site to meet requirements of the Chattahoochee River Protection Act.		
7	Add 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 area disturbance."		
8	Complete and return the attached Solid Waste Disposal Management Plan Affidavit prior to issuance of a permit. The form is available online. Go to www.gwinnettcountry.com and go to Departments/ Planning and Development/ Forms/ Affidavit Forms/ and choose the form suited for (Developer). 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.		
	VI. 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.		

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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.		

