MDP # ____________________________
MRN # ____________________________

DEVELOPMENT REVIEW COMMENTS
MULTI-FAMILY/ TOWNHOMES

Date for Review ____________________ Reviewed by_________________________

Project Name __________________________________________________________

PLEASE ADDRESS ALL MARKED ITEMS

PLAN STATUS

The plan review process may continue as follows:

☐ Payment of the plan review fee is required prior to further review by the Department of Planning and Development.

☐ 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.

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.

FYI: if all comments have not been 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 3rd re-review of project documents if unresolved plan review checklist items remain.

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. Contact Development Inspections Section at 678.518.6000 to schedule a preliminary site visit. The tree survey must be provided to Development Plan Review 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 Development Plan Review (plan review fees apply). See Specimen Tree Concept Plan Checklist for required elements at www.gwinnettcounty.com Go to Departments/Planning and Development/Forms/Development Plan Review Checklist Forms/Specimen Tree Concept Plan Checklist. Specimen Tree Concept Plan shall be reviewed and approved prior to:

☐ submittal and acceptance of a development permit application.
☐ the issuance of a development permit.

[ ] 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 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.

[ ] 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. ____ FYI Electronic signatures are required for all applicable plan review sections.

[ ] 5. ____ Withdraw previously submitted/approved plans in writing. See Comments dated.

[ ] 6. ____ Provide developer's name, address, and phone number. Include a contact person.

[ ] 7. ____ Provide the owner's name, address, and phone number. Include a contact person.

[ ] 8. ____ Provide designer's name, address, and phone number. Include a contact person.

[ ] 9. ____ Provide project name.

[ ] 10. ____ Provide location sketch.

[ ] 11. ____ Show district(s), Land Lot(s), Parcel(s).

[ ] 12. ____ Provide tie point. (Distance to closest right-of-way intersection).

[ ] 13. ____ Show scale.

[ ] 14. ____ Provide a complete certified closed boundary survey, to scale with
north arrow. Provide date of survey.

[  ] 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.

[  ] 18. ____ Show acreage of site. Include total acreage of the site and the acreage for the limits of disturbed area.

[  ] 19. ____ State zoning of site. Show & label zoning district lines if more than one zoning.

[  ] 20. ____ State proposed use.

[  ] 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.

[  ] 23. ____ Show adjoining property information (subdivision name, lot numbers, block letters and zoning; and/or adjoining property owners and zoning).

[  ] 24. ____ Note rezoning and/or special use permit, number(s), type(s), date(s) of approval and all conditions on plans.

[  ] 25. ____ Show compliance with conditions of ______________________

See Items:

☐ ______________________

☐ ______________________

☐ ______________________

☐ ______________________

[  ] 26. ____ Note variance, waiver and/or modification number(s), type(s), date(s) of approval, and all conditions on plans.
[ ] 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. _____________

[ ] 29. ___ Relocate structures behind setback lines.____________________

[ ] 30. ___ Show closest distance from structure to side and rear property lines.
   ________________________________

[ ] 31. ___ Show closest distance between buildings. Minimum distance to be
   per Fire & Building Codes. ________________________________

[ ] 32. ___ Identify each building. Show same identification on building plans.
   ________________________________

[ ] 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.
   ________________________________

[ ] 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____

[ ] 37. ___ Provide the appropriate Development Plan Review Data Chart
   found at: http://www.gwinnettcounty.com/portal/gwinnett/Departments/Plan
   ningandDevelopment/Forms on the cover sheet of the plan set and
   complete the required information.

[ ] 38. ___ Note Density. Show gross and net.

[ ] 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. ________________

[ ] 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.

[ ] 44. ____ Development permit fee $_________________ ($100.00/Project acre with a minimum fee of $600.00 or $20.00 per lot for multi-family with a minimum fee of $500. Fees in excess of $25,000.00 must be by cashier's/certified check or money order.

[ ] 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). ________________________________

[ ] 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 at 770.822.7400 to set up an appointment at GJAC for plan approval.

[ ] 4. ____ 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.

[ ] 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 *.

[ ] 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 *.

[ ] 7. ___ Provide 200' decel lane at project entrance(s) with 50' tapers beyond projected property lines or end of decel lane(s) as appropriate.

[ ] 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. 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 per Chapter 900 of the UDO. The engineer should certify, in writing, that adequate horizontal and vertical sight distance exists. 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 of the table below:

<table>
<thead>
<tr>
<th>Curb Type</th>
<th>Curb</th>
<th>Pavement Composition</th>
<th>Interior</th>
<th>Widening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vertical</td>
<td>Interior</td>
<td>Widening</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 electronic signature of approval.


25. ____ Contact Brent Hodges in the Gwinnett County 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. 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.”
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.”

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.

6. Show location of intersection radius curb ramps, call-out on plan, and provide details per Gwinnet County Standard Drawings:
   - No. 318 for 5’ width ramp
   - No. 317 for 4’ width ramp
   Note: Georgia DOT ramp detail may be used per prior approval from Gwinnett DOT.

7. Note on plan: “Sidewalks shall be installed on abutting streets (abutting side) prior to issuance of a Certificate of Occupancy.”

8. Provide sidewalks adjacent to both sides of interior streets or private driveways. (To be built according to Gwinnett County regulations).

   - 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' measured from face of curb, or 9.5' x 18.5 feet as measured from back of curb.

[ ] 6. ___ Show all interior driveways with dimensions. __________

[ ] 7. ___ Provide 24 feet (24’) entry drive and interior driveways along front of building {12 feet (12’) per travel lane} __________

[ ] 8. ___ Show one way arrows and provide details. ________________

[ ] 9. ___ Show typical paving section for parking areas and drives. To be 4" GAB, 2" asphalt topping______________________________

[ ] 10. ___ Indicate percentage of pavement in front yard.

[ ] 11. ___ For RTH: Provide a minimum 4’ wide grassed strip between driveways.

[ ] 12. ___ For RTH: Provide 80% of required parking for overall development in front or rear of dwelling unit_____

[ ] 13. ___ Note on plans: “Parking lots shall be maintained in good condition, free of potholes, weeds, dust, trash and debris.”

[ ] 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. ________
V. YARDS

[ ] 1. ___ Provide a minimum of 3 and a maximum of 8 dwelling units in each row of townhouses for RTH zoning districts. __________

[ ] 2. ___ Provide a minimum of 3 and a maximum of 4 units per building for villas in RTH zoning districts. ________________

[ ] 3. ___ Provide dimensions for each type of unit. ______

☐ 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. ____________________________

[ ] 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. ____________________________

[ ] 10. ___ For RTH: Provide:

☐ 50’ front yard minimum,

☐ 40’ side yard minimum,

☐ 40’ rear yard minimum
11. Provide the following details on typical unit layout:

- Describe garage, (single-car), (double-car)
- Provide a note “All grassed areas shall be sodded”
- Show sidewalks
- Show 20’ grassed or landscape strip between building
- Note: “All utilities to be placed underground.”

---

VI. LANDSCAPE AND BUFFER REQUIREMENTS


2. Plan must be sealed by a certified arborist, urban forester or authorized registered professional.

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 per 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. ______

6. Provide one (1) tree and one (1) shrub for each 25 linear feet of strip length. Provide calculations. Trees may be grouped together. ______

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.

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.).

☐ Provide planting detail.

☐ Provide fence/ wall/ entrance monument detail.

[ ] 10. ___ For RTH: Provide a twenty feet (20’) grassed or landscaped strip between all buildings and interior driveway/ streets

[ ] 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.

[ ] 12. ___ Parking lot trees shall be from Appendix ____ of the UDO __________________________. In addition, planting is limited to no more than 33% of a single genus. Please provide calculations.

[ ] 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.

[ ] 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.

[ ] 15. ___ Provide a ___________ foot natural, undisturbed buffer adjacent to _________________.

[ ] 16. ___ Provide a ___________ foot natural, undisturbed buffer adjacent to _________________.

[ ] 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. ________________

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 UDO.

   □ Provide a combination of deciduous and evergreen native or adaptable trees; and a mixture of large evergreen and deciduous shrubs.

   □ Provide calculations that show 33% of buffer is any one genus of tree.

   □ Provide shrubs a minimum of 3 feet in height at time of planting.

   □ Species and variety of shrub to be a minimum 10’ in height at maturity.

21. ____ Provide additional planting to screen this development from _____________________________________ residentially zoned property across the public street.

22. ____ Show compliance with the Buffer, Landscape and Tree requirements with complete tree density calculations for saved and/or newly planted trees. Provide _____ tree density units per acre. Zoning buffer areas and trees in the zoning buffer are to be excluded from calculations. Trees used for density credit must be from tree list found in Appendix of the UDO.

   * Leyland Cypress and Crepe Myrtles are not allowed to be counted toward meeting site density requirements.
   * Specimen tree(s) located in a buffer are allowed partial credit towards tree density units. Provide calculations if applicable.

23. ____ 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.

24. ____ 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.

[ ] 25. ___ 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.”

[ ] 26. ___ Add note: “All buffers and tree save areas are to be clearly identified with protective fencing prior to commencement of any land disturbance.”

[ ] 27. ___ 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.”

[ ] 28. ___ 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.

[ ] 29. ___ Clearly identify limits of land disturbance for tree protection calculations (additions only).

[ ] 30. ___ Provide complete plant list giving quantities, botanical names, common names, sizes and conditions, tree density units (as applicable), and spacing.

[ ] 31. ___ 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.”

[ ] 32. ___ 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.

[ ] 33. ___ 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.

[ ] 34. ___ Provide quantity of specimen trees removed on Tree Preservation/Tree Replacement Plan. Provide calculation for “replacement” value.

[ ] 35. ___ Obtain Director’s approval for removal of specimen tree(s).
[ ] 36. ____ Provide calculations for critical root zone on Tree Preservation/Tree Replacement Plan for each specimen tree.

[ ] 37. ____ Provide calculations for critical root zone if specimen tree is in a buffer.

[ ] 38. ____ Remove grading, utility lines and/or easements from the critical root zone or dripline of the specimen tree.

[ ] 39. ____ Show parking, construction material, storage, bury pit, concrete or gravel wash on Grading Plan.

[ ] 40. ____ Remove parking, construction material, storage, bury pit, concrete or gravel wash out from critical root zone or dripline of the specimen tree.

[ ] 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).”

[ ] 42. ____ Provide note on plan: “Non-vegetative material to be removed manually.”

[ ] 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.”

[ ] 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.

[ ] 45. ____ Show tree protection fence detail (1 of 3 options) for specimen trees on Tree Preservation/Tree Replacement Plan.

[ ] 46. ____ Show Type “C” silt fence along the outer uphill edge of tree protection zones for specimen trees on Erosion Control and Sedimentation plan.

[ ] 47. ____ Show the items on development plan(s) where checked (x) of the following table.
<table>
<thead>
<tr>
<th>Item to be shown on plan</th>
<th>Erosion Control and Sedimentation Plan</th>
<th>Grading Plan</th>
<th>Site Plan</th>
<th>Utility Plan</th>
<th>Tree Preservation/ Tree Replacement Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specimen tree</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Limits of land disturbance</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Existing contours</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Proposed contours</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cut and fill</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Clearing and trenching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Tree protection fence</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Silt fencing detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Areas of construction staging for parking, material storage, water storage tanks, concrete wash out, debris burn</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Tree Protection Measures such as transplanting specifications tree wells, aeration systems, and staking specifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Overhead utility lines, power, cable, and phone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Procedures and schedules of tree protection measures for installation and inspection by contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

[ ] 48. ____ Provide detail for tree protection fence signage in English and Spanish on Tree Preservation/ Tree Replacement Plan:
☐ “Stay Out”, ☐ “No Entrada”,
☐ “Tree Save”, ☐ “Salve un Arbol”

[ ] 49. ____ Planner to verify that tree protection fence is up around specimen trees prior to permit issuance.

[ ] 50. FYI: Please be advised that a one-year warranty letter or maintenance bond to cover the required and installed landscaping must also be submitted with the Certificate of Development Conformance (CDC) Package.

[ ] 51. FYI: All required landscaping must be installed in accordance to the approved plan within 30 days of permit expiration.

[ ] 52. FYI: Permanent structures and trees are not allowed in sanitary sewer easements, in accordance with current Gwinnett County Policy.____
53. ___ Show stream buffers:
   □ 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: “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. 

[  ] 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. ________________________________

[  ] 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. ______

[  ] 5. ___ Provide supplemental plantings outside of the required buffer due to the existing easement located inside the required buffer.

[  ] 6. ___ Provide a note “All utilities to be placed underground.”

[  ] 7. ___ Provide utility detail on plan: ☐ Standard dwg #501
[ ] 8. ___ Show location of dumpster, if any. ___________________________

[ ] 9. ___ Show and provide detail of dumpster screening. Dumpster must be screened on all four (4) sides. ___________________________

[ ] 10. ___ Dumpster to be located behind front setback and 5' from side and rear property lines ___________________________

[ ] 11. ___ Dumpster to be located minimum 5’ from any buffer. ___________________________

[ ] 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 our gravesite inventory, your proposed development is in the vicinity of a Gwinnett County gravesite or historical area. Please provide information on plans to preserve this area as required by Georgia Law. If you have questions in regard to the law governing protection of a cemetery or burial ground, please feel free to contact this 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. ___________________________

[ ] 16. FYI Please be advised that in order to keep our records current it has become a standard procedure for the Department 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 Development Review Section. ___________________________

[ ] 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 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 for the required installed landscaping must 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 available online at [www.gwinnettcountry.com](http://www.gwinnettcountry.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. ______________

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.__________________________

XII. ADDITIONAL COMMENTS

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________