

Department of Planning and Development

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MEMORANDUM

To: Developers, Property Owners, Consultants, and Contractors

From: Kathy, S. Holland 
Development Division Director

Subject: Revised Plan Submittal, Development Plan Approval, and Final Plat Approval Processes

Date: May 27, 2014

Due to a recent increase in project submittals, and with the adoption of the Unified Development Ordinance, it has been determined that it will be beneficial to implement the following procedural changes effective beginning July 1, 2014.

Plan Submittal

Over the last several years the department has relaxed requirements and suspended the use of the submittal criteria checklists. We felt this was the right approach based on the reduced number of project submittals we were receiving. Effective May 19, 2014, plans submitted through the Development Review Coordinating Committee (DRCC) are required to meet the submittal criteria included in the plan submittal application. Following the 12:00 submittal deadline each Tuesday, plans will be reviewed for compliance with the submittal criteria. If the minimum requirements have not been provided with the plan submittal, the applicant will be notified that plans have not passed to the next phase of the review.

- When submitted in hard copy the number of plans required is as follows:
 - Site and Subdivision Development Plans (8) sets
 - Final Plats (9) sets
 - A compact disc with plans / plat in pdf format

Development Plan Approval

Once a set of plans for development permit and supporting documents such as a hydrology report have been reviewed by all applicable plan review sections and departments and all major comments are complete, the customer is eligible for the optional new "One-Stop" plan approval process or may have plans approved through traditional walk-through approval process. Eligibility status is indicated at the beginning of each section's plan review checklist.

- One-Stop Approval Process:

Every Thursday from 8:00 to 11:00am managers from each applicable plan review section are available in one location to meet with the design professional to sign-off remaining minor comments; accept and process fees; stamp and sign the plans; and issue permits. Appointments must be made and are available in 30 minute increments.

The following items are required:

 - Three full sets of plans and supporting documents (one set is for the customer's files).
 - Five copies of the Utility Plans.

- Applicable stamps and signatures from all plan review sections must be represented on each plan set.
- Please call 678.518.6000 to schedule your appointment for “One Stop” plan approval meeting.
- Walk-through Approval Process:
Plans and supporting documents are taken to each applicable plan review section and department by the design professional.
The following items are required:
 - Three full sets of plans and supporting documents (one set is for the customer’s files).
 - Five copies of the Utility Plans (take to the Water and Sewer Plan Review Section).
 - Applicable stamps and signatures from all plan review sections must be represented on each plan set.

Final Plat Approval

All final plat comments from applicable plan review sections and departments shall be complete, supporting documentation submitted, and the fees paid for before acceptance of final plat by the department.

- Drop off two originals and one copy of the final plat with a Development Plan Review Section Planner for Director’s signature. **Allow two business days for signature.**
- The design professional will be contacted when the final plat is ready for pick up and recordation.
- After recordation provide 16 copies and a CD in pdf format of the recorded final plat to a Development Plan Review Section Planner.
- **Important information: please allow five business days** for the processing of addresses, parcel information, zoning conditions specific to each parcel, and any holds, to be entered prior to the submittal of any applications for a building permit.

Pre-Application Meetings

Please be reminded that the Development Review Coordinating Committee (DRCC) is available by appointment for pre-application meetings. Developers, property owners, consultants and design professionals, are encouraged to schedule an appointment for a pre-application meeting to discuss concerns with regard to a specific project proposal. Please call 678.518.6000 to schedule an appointment.