



Gwinnett County - Development Plan Review (DPR) Plan Review Checklist

Project Name			
Project Address			
Project Description			
Parcel Number		Case Number	STC2015-00000
Zoning Case Number		Zoning	
Special Use Permit		Total Acres	
Change in Conditions		Disturbed Acres	
Related Cases			
Related Cases			
Review Date	Project Review History	Name of Customer	DPR Staff
	Initial Submittal Review		
	Re-review (1)		
	Re-review (2)		
	Re-review (3)		

Re-submittal and Review Procedure

The Development Plan Review Checklist is attached. All Development Plan Review items must be clearly addressed before issuance of a permit or plan approval. All re-submittals must be a complete set of construction documents or plan set.

If all comments are not addressed after the third re-submittal/re-review, a meeting will be required with County Staff, Project Owner, Developer, Engineer, Landscape Architect, and Certified Arborist.

After the third re-submittal/re-review an additional permit review fee of 25% of the total plan review fee is due if unresolved Development Plan Review Checklist items remain. Payment of the fee is required prior to furthering the review by the Department of Planning and Development.

An appointment may be scheduled with the Development Plan Review Staff after the construction documents or plans have been revised to address all review comments. Call 678-518-6000 to schedule an appointment. Walk-in, and Drop-off reviews are available.

Gwinnett County - Development Plan Review

Department of Planning and Development

One Justice Square, 446 West Crogan Street, Suite 150, Lawrenceville, Georgia 30046

678-518-6000

www.gwinnettcounty.com

Staff, Department, and Agency Contact Information

The Name of the Development Plan Review Staff Who Performed the Initial Review

Planner	
Development Plan Review Staff	
Maria Serban Planner II 678-518-6016, maria.serban@gwinnettcountry.com	Lauren Tidwell Planner II 678-518-6014, lauren.tidwell@gwinnettcountry.com
Sharon Cook Planner I 678-518-6017, sharon.cook@gwinnettcountry.com	Thuy Hotle Planner II 678-518-6012, thuy.hotle@gwinnettcountry.com (Project Close Out Documents, CDC Package, Bonds)
Development Plan Review Manager	Development Division Staff
Cyndi Sloan Development Plan Review Manager 678-518-6011, cyndi.sloan@gwinnettcountry.com	Patricia Huguenard Planner III 678-518-6221, patricia.huguenard@gwinnettcountry.com (Specimen Tree Concept Plan Review)
Sections and Departments	
Development Inspections 678-518-6000	Storm Water Sewer Plan Review 678-518-6000
Fire Plan Review 678-518-6000	Current Planning 678-518-6000
Building Plan Review 678-518-6040	Building Permits Office 678-518-6020
Licensing and Revenue 678-377-4100	Tax Assessors Office 770-822-7200
Gwinnett County DOT Lewis Cooksey 678-822-7400	Department of Community Services Marcie Moore 678-822-8840
Related State Agencies	
Environmental Health Section 770-963-5132	Georgia DOT Richard Crowe 770-531-5804

Development Plan Review Checklist

Case Number

STC2015-00000

STATUS			COMMENT NO.	DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT	CRITERIA
PCA00 PROJECT CRITERIA AND DRAWING FORMAT					
NOT MET	PCA01	Provide the following information and criteria for all projects on the cover sheet:			
NOT MET	PCA02	Case Number (Designer will know case number after comments are returned)			
NOT MET	PCA03	Project Name			
NOT MET	PCA04	Project Address			
NOT MET	PCA05	Tax Map Identification Number (Parcel Number) (If there are more than one parcel or land lot please include all)			
NOT MET	PCA06	Zoning			
NOT MET	PCA07	Zoning Case Numbers			
NOT MET	PCA08	Total Acres			
NOT MET	PCA09	Total Disturbed Acres			
NOT MET	PCA28	Payment of the plan review fee is required prior to further review by the Department of Planning and Development.			
NOT MET	PCA31	Walk Through			
NOT MET	PCA32	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.			
NOT MET	PCA33	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.			
NOT MET	PCA34	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.			
NOT MET	PCA35	When all comments have not been addressed after the third review, a meeting will be required with County Staff, Designer, Consultants, Owner and 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 because unresolved plan review checklist items remain.			
FYI	PCA36	Please be advised that in order to keep our records current it has become standard procedure for the Development Plan Review Unit to purge files regularly. If there is no action toward addressing the checklist comments within the 6-month period following this review, this file will be discarded by the Department of Planning and Development.			
PCD00 CHATTAHOOCHEE RIVER CORRIDOR CRITERIA					
NOT MET	PCD01	Site to meet requirements of the Chattahoochee Corridor Plan of the Metropolitan River Protection Act. (UDO 330-10.1)			
NOT MET	PCD02	Site is located in the Chattahoochee River Corridor. Additional review will be required. Drop-off plans with a Planner for review after addressing comments related to the Chattahoochee River Corridor.			

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STATUS COMMENT NO. DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT

ZONING

ZA00 ZONING

NOT MET	ZA01	State zoning of property.
NOT MET	ZA02	State proposed use.
NOT MET	ZA04	Provide this office with signed copy of the Rezoning Resolution and/or Special Use Permit
NOT MET	ZA05	Show and label zoning district lines if more than one zoning.
NOT MET	ZA06	Provide rezoning, special use permit, change in conditions, number(s), date(s) of approval <u>and all conditions</u> on plans.
NOT MET	ZA07	Show compliance with the following conditions:
NOT MET	ZA08	XXXX
NOT MET	ZA09	XXXX
NOT MET	ZA10	XXXX
NOT MET	ZA11	XXXX

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STATUS COMMENT NO. DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT			GENERAL
GA00 GENERAL			
NOT MET	GA02	No approvals given until: (Director approves removal and/ or CRZ disturbance of specimen trees)	
NOT MET	GA04	Specimen Tree Concept Plan and tree survey shall be submitted, reviewed and approved prior to submittal and acceptance of a development permit application. (UDO 320-20.2)	
NOT MET	GA16	Provide developer's/subdivider's name, address, email, and phone number. Include a contact person. (UDO 320-30.5.B) (UDO 320-40.5.B)	
NOT MET	GA17	Provide the owner's name, address, email, and phone number. Include a contact person. (UDO 320-30.5.B) (UDO 320-40.5.B)	
NOT MET	GA18	Provide designer's name, address, email, and phone number. Include a contact person. (UDO320-30.5.C) (UDO 320-40.5.C)	
NOT MET	GA19	Provide surveyor's name, address, email, and phone number. (UDO 320-40.5.C)	
NOT MET	GA22	Provide a complete closed boundary survey, closure information, date of survey, and scale. (UDO 320-30.5.D and.I) (UDO 320-40.5.D. and I)	
NOT MET	GA27	Show District(s), Land Lot(s), Parcel(s) (UDO 320-30.5.F) (UDO 320-40.5.F)	
NOT MET	GA28	Show scale. (UDO 320-30.5.D) (UDO 320-40.5.D)	
NOT MET	GA30	Show north arrow. (UDO 320-30.5.D) (UDO 320-40.5.D)	
NOT MET	GA31	Provide location sketch/ vicinity map.(UDO 320-30.5.G) (UDO 320-40.5.G)	
NOT MET	GA32	Provide tie point. (Distance to closest right-of-way intersection. For lineal projects: (Distance to closest right-of-way intersection from the starting point) (UDO 320-30.5.V) (UDO 320-40.5.U)	
GC00 UTILITIES and OTHER			
NOT MET	GC01	Show, label, and dimension location of all existing and proposed utilities and easements.	

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STATUS COMMENT NO. DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT

SPECIMEN TREES

STA00 SPECIMEN TREES

NOT MET	STA01	Provide a specimen tree survey that shows specimen trees and specimen tree stands on site. Contact Development Inspections Section 678.518.6000 to schedule a preliminary site visit in order to obtain the arborist report. (UDO 630-70.1)
NOT MET	STA02	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. Checklist may be found at www.gwinnettcounty.com/Departments/ Planning and Development/ Forms/ Development Plan Review Checklist Forms/ Specimen Tree Concept Plan Checklist . (UDO 320-20.1 and 630-70.2)
NOT MET	STA03	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 the 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. (UDO 630-70.1)
NOT MET	STA04	Provide a Specimen Tree Concept Plan. (UDO 320-20.2 and 630-70.2)
FYI	STA05	Specimen Tree Concept Plan is required to be submitted, reviewed and approved prior to submittal and acceptance of a development permit application. (UDO 320-20.2)
FYI	STA06	Specimen Tree Concept Plan is required to be approved prior to issuance of a development permit.

STB00 SPECIMEN TREE SURVEY

FYI	STB01	Specimen Tree Survey Plan is required to be submitted, reviewed and approved prior to submittal and acceptance of a development permit application. (UDO 320-20.2)
NOT MET	STB02	Provide an authorized registered professional seal, certified arborist certification number or registered forester certification number on Specimen Tree Survey. (UDO 320-20.1)
NOT MET	STB03	Label and locate specimen trees on Specimen Tree Survey. (UDO 320-20.1.A and 630-70.1)
NOT MET	STB04	Label the diameter of each specimen tree on Specimen Tree Survey. (UDO 320-20.1.A)
NOT MET	STB05	Label each specimen trees genus or common name on Specimen Tree Survey. (UDO 320-20.1.A)
NOT MET	STB06	List the quantities of specimen trees on Specimen Tree Survey. (UDO 320.1.B)
NOT MET	STB07	Provide specimen tree data in chart format on Specimen Tree Survey for each tree that has the following information: Tree ID #, Size, Type, Any Major dead limbs? (give quantities), Any Minor dead limbs? (give quantities), Describe health of tree (insects? pathological problems?), Life expectancy (best interpretation based on findings) (greater than 10 years?), Rate the Tree (based on above criteria): excellent, good, fair, poor, dead (UDO 630-70.3) Chart can be found at www.gwinnettcounty.com/A to Z Index/ "S"/ Specimen Tree Survey Chart
NOT MET	STB08	Show: existing or abandoned wells on the Specimen Tree Survey. (UDO 320-20.2.A.9)
NOT MET	STB09	Show the critical root zone or dripline (whichever is greater) for each specimen tree on Specimen Tree Survey. (UDO 320-20.1.A)
NOT MET	STB10	Show location of existing structures on the Specimen Tree Survey. (UDO320-20.2.C)

STATUS COMMENT NO. DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT			SPECIMEN TREES
NOT MET	STB11	Label and locate specimen tree stands on the Specimen Tree Survey. (UDO 320-20.1.B)	
NOT MET	STB12	Show critical root zone or dripline (whichever is greater) of specimen tree stands on Specimen Tree Survey. (UDO 320-20.1.B)	
FYI	STB13	In the case of trails and greenways that are not located on public access easements and public or private utility easements show the trail limits of clearing and a 25 foot corridor on either side of the trail or greenway limits of clearing. Show any specimen tree that is in that trail or 25 foot corridor. (UDO 320-20.2.B)	
STC00 SPECIMEN TREE CONCEPT PLAN			
NOT MET	STC01	Show the location of the specimen trees on the Specimen Tree Concept Plan. (UDO 320-20.2.A.1)	
NOT MET	STC02	Label size of each specimen tree (diameter DBH). (UDO 320-20.1.A)	
NOT MET	STC03	Label type of specimen tree (can be common name or genus). (UDO 320-20.1.A)	
NOT MET	STC04	Show the critical root zone or dripline (whichever is greater) around each specimen tree on the specimen tree concept plan. (UDO 320-20.1.A)	
NOT MET	STC05	Show: building footprint on the Specimen Tree Concept Plan. (UDO 320-20.2.A.3)	
NOT MET	STC06	Show: driveways on the Specimen Tree Concept Plan. (UDO 320-20.2.A.4)	
NOT MET	STC07	Show: parking lots on the Specimen Tree Concept Plan. (UDO 320-20.2.A.5)	
NOT MET	STC08	Show: existing utilities and easements on the Specimen Tree Concept Plan. (UDO 320-20.2.A.6)	
NOT MET	STC09	Show: proposed utilities and easements on the Specimen Tree Concept Plan. (UDO 320-20.2.A.6)	
NOT MET	STC10	Show: limits of disturbance on the Specimen Tree Concept Plan. (UDO 320-20.2.A.7)	
NOT MET	STC11	Show: detention areas on the Specimen Tree Concept Plan.(UDO 320-20.2.A.8)	
NOT MET	STC12	Show: existing or abandoned wells on the Specimen Tree Concept Plan. (UDO 320-20.2.A.9)	
NOT MET	STC13	Show: _____ on the Specimen Tree Concept Plan.	
NOT MET	STC14	Provide a copy of the Preliminary Site Inspection Report. The Preliminary Site Inspection Report is given to the developer's certified arborist, authorized registered professional, or registered forester from the County's certified arborist at the Preliminary Site Meeting. If a Preliminary site meeting has not been conducted call Development Inspections at (678.518.6000) to schedule a Preliminary Site Meeting with a County certified arborist. (UDO 630-70.1)	
NOT MET	STC15	Delineate minimum yard areas.	
NOT MET	STC16	Delineate buffers as required by the UDO. (UDO Chapter 610, Table 610.1)	
NOT MET	STC17	Delineate buffers as required as a condition of zoning.	
NOT MET	STC18	Remove grading, utility lines and/ or easements from the critical root zone or dripline of the specimen tree. (UDO 630-70.7.B)	
NOT MET	STC19	Show location of temporary construction activities such as equipment or worker parking, construction material storage, bury pits, burn holes, equipment wash-down areas, concrete or gravel wash out areas, and entrance pads on the Specimen Tree Concept Plan. (UDO 630-70.7.C)	
NOT MET	STC20	Remove equipment or worker parking, construction material storage, bury pit, burn hole, equipment was down area, concrete or gravel wash out area, and entrance pad from critical root zone or dripline of the specimen tree. (UDO 630-70.7.C)	

STATUS COMMENT NO. DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT SPECIMEN TREES		
NOT MET	STC21	Provide specimen tree data in chart format on Specimen Tree Concept Plan for each tree that has the following information: Tree ID #, Size, Type, Any Major dead limbs? (give quantities), Any Minor dead limbs? (give quantities), Describe health of tree (insects? pathological problems?), Life expectancy (best interpretation based on findings) (greater than 10 years?), Rate the Tree (based on above criteria): excellent, good, fair, poor, dead, Credit for Specimen Tree, (UDO Table 630.3) List if specimen tree is to be preserved or removed, Recompense for specimen trees to be removed that are in Good or Excellent condition (UDO 630-70.3) Chart can be found at www.gwinnettcountry.com/A to Z Index/ "S"/ Specimen Tree Concept Plan Chart
NOT MET	STC22	Provide calculations for critical root zone (CRZ) if specimen tree is in a buffer and a portion of the critical root zone is outside of the required buffer. (UDO 630-30.5.C.3)
NOT MET	STC23	Provide critical root zone (CRZ) percentage of disturbance on plan for each specimen tree whose CRZ is within the limits of disturbance. (UDO 630-70.9)
NOT MET	STC24	Re-calculate Tree Density Unit credit for specimen trees whose critical root zone (CRZ) is disturbed based on the percentage it is disturbed. (UDO 630-70.9)
NOT MET	STC25	Re-adjust limits of disturbance and remove the disturbance from the critical root zone (CRZ) of specimen tree number _____. (UDO 630-70.9.B)
NOT MET	STC26	Submit Specimen Tree Disturbance Authorization Form along with the corrected Specimen Tree Concept Plan set with comments addressed to the Director for approval. (UDO 630-70.9.B) Form may be found on the Gwinnett County Website at the following path: www.gwinnettcountry.com/Departments/Planning and Development/Forms/Specimen Tree Forms
NOT MET	STC27	State on Specimen Tree Concept Plan the quantity of specimen trees proposed to be removed.
NOT MET	STC28	Submit Specimen Tree Removal Authorization Form along with the corrected Specimen Tree Concept Plan set with comments addressed to the Director for approval. (UDO 630-70.10.A) Form may be found on the Gwinnett County Website at the following path: www.gwinnettcountry.com/Departments/Planning and Development/Forms/Specimen Tree Forms
NOT MET	STC29	State on Specimen Tree Concept Plan the quantity of specimen trees proposed to be preserved.
NOT MET	STC30	Obtain Director Approval for removal of specimen tree(s). (UDO 630-70.10)
STD00 NOTES FOR THE SPECIMEN TREE CONCEPT PLAN		
NOT MET	STD01	Provide note on plan: "This plan is conceptual in nature and does not constitute approval for construction or development. Additional regulations shall apply prior to permit issuance".

STATUS		COMMENT NO.	DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT	SPECIMEN TREES
NOT MET	STD02		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)". (UDO 630-70.7.D.1)	
NOT MET	STD03		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". (UDO 630-70.7.D.2)	
NOT MET	STD04		Provide note on plan: "Non-vegetative material to be removed manually". (UDO 630-70.7.D.3)	
NOT MET	STD05		Provide note on plan: "Thinning and clearing of any vegetative material in the critical root zone shall be done in the landscape installation phase of development". (UDO 630-70.7.D.4)	
NOT MET	STD06		Provide a note on plans: "Tree save signs shall be every 20 feet or a minimum of 4 signs per specimen tree". (UDO 630-70.7.J)	
STE00 INFORMATION REQUIRED ON OTHER PLANS (FYI)				
FYI	STE01		Show equipment or worker parking, construction material storage, bury pit, burn hole, equipment wash-down area, concrete or gravel wash out areas and entrance pads on Grading Plan. (UDO 630-70.7 G)	
FYI	STE02		State on Tree Preservation/ Tree Replacement Plan the quantity of specimen trees to be preserved.	
FYI	STE03		State on Tree Preservation/ Tree Replacement Plan the quantity of specimen trees to be removed.	
FYI	STE04		State on Tree Preservation/ Tree Replacement Plan the amount of recompense Tree Density Units assigned for removal of specimen trees.	
FYI	STE05		State on Tree Preservation/ Tree Replacement Plan the amount of recompense Tree Density Units provided on-site.	
FYI	STE06		State on Tree Preservation/ Tree Replacement Plan the amount of recompense Tree Density Units provided to the Tree Bank.	
NOT MET	STE07		Show specimen trees and clearing limits on the Site Development Plan. (UDO 630-70.7 G)	
NOT MET	STE08		Show specimen trees and clearing limits on the Subdivision Development Plan. (UDO 630-70.7 G)	
NOT MET	STE09		Show specimen trees and clearing limits on the Grading Plan. (UDO 630-70.7 G)	
NOT MET	STE10		Show specimen trees and clearing limits on the Erosion, Sedimentation and Pollution Control Plans. (UDO 630-70.7 G)	
NOT MET	STE11		Show specimen trees and clearing limits on the Utility Plan. (UDO 630-70.7 G)	
NOT MET	STE12		Show specimen trees and clearing limits on the Tree Preservation/Tree Replacement Plan. (UDO 630-70.7 G)	

Development Plan Review Checklist

Case Number **STC2015-00000**

			FINAL STEPS
STATUS	COMMENT NO.	DEVELOPMENT PLAN REVIEW CHECKLIST COMMENT	
FS00 FINAL STEPS			
NOT MET	FS01	For Specimen Tree Survey and Specimen Tree Concept Plans (STC): Provide four (4) complete plan sets of corrected plans to the Development Plan Review Section for signature and stamp of approval.	