

Submitted Date: _____
 DRCC Date: _____
 Data Entry Date: _____
 (Staff Use Only)

GWINNETT COUNTY
Department of Planning & Development
 One Justice Square
 446 West Crogan Street, Suite 150
 Lawrenceville, Georgia 30046
 Phone: 678.518.6000 Fax: 678.518.6240
 www.gwinnettcountry.com

CPL No.: _____
 SDP No. _____
 FPL No. _____
 (Staff Use Only)

Subdivision Plan or Plat Review Application

√ **Only One:** **Concept Plan (CPL)** **Preliminary Plat (SDP)** **Final Plat (FPL)**
 (April 2015)

Please type or print legibly using blue or black ink. Incomplete applications cannot be accepted.

Subdivision Information

Subdivision Name: _____ **Unit:** _____ **Phase:** _____ **Pod:** _____

Subdivision Formerly Known As (FKA): _____

Address or Location: _____

Project Description: _____

District (s): _____ **Land Lot (s):** _____ **Parcel (s):** _____ **MRN:** _____

Zoning: _____ **Zoning/SUP Case No(s):** _____

No. Lots: _____ **Total Acres:** _____ **Floodplain Acres:** _____

Total Disturbed Acres (Preliminary Plat only): _____ **Open Space Acres:** _____

Sanitary Service (√ One): Sewer Septic **Street Type** (√ One): Public Private

Subdivision Type (√ One):

Standard Residential Modified Residential Conservation Residential Cluster Residential

Townhouse Residential Multifamily Duplex

Commercial Industrial Office Mixed-Use Mixed-Use Redevelopment

Watershed Information (√ One):

Alcovy River Big Haynes Creek Chattahoochee River N/A

Developer Information

(The developer will receive comments from the County via e-mail)

Developer (Company) Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person's Name: _____ **Phone:** _____

Developer Signature: _____ **Date Signed:** _____

Developer Printed Name: _____

Project Name: _____

Property Owner Information

Only One: *Current Property Owner* *Proposed Property Owner*

Property Owner (Company) Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person's Name: _____ Phone: _____

Applicant/Authorized Registered Professional Information

(The Authorized Registered Professional will receive comments from the County via e-mail)

Authorized Registered Professional (Company) Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person's Name: _____ Phone: _____

Authorized Registered Professional Signature: _____ **Date Signed:** _____

Authorized Registered Professional Printed Name: _____

Project Name: _____

Application for Plan Review Completeness Checklist:
SUBDIVISION CONCEPT PLAN (CPL)

Authorized Registered Professional:

Please √ each below to determine completeness of the application for plan review:

- | | |
|--|---|
| 1. <input type="checkbox"/> Complete Application Form [] | 14. <input type="checkbox"/> Location of existing driveways or roadways on the opposite side of road(s) that abut the property [] |
| 2. <input type="checkbox"/> Plan Review Fee [] | 15. <input type="checkbox"/> 1 copy of all applicable Storm Water Management Checklists, <u>ANNOTATED TO INDICATE LOCATION OF INFORMATION ON PLANS</u> [] |
| 3. <input type="checkbox"/> Compact disc in a protective case with plans in PDF format [] | 16. <input type="checkbox"/> Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown [] |
| 4. <input type="checkbox"/> 8 copies of Concept Plan [] | 17. <input type="checkbox"/> Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown [] |
| 5. <input type="checkbox"/> 8 copies of Existing Features Site Analysis Plan (<i>OSC/CSO – For Conservation Subdivisions only</i>) [] | 18. <input type="checkbox"/> Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown [] |
| 6. <input type="checkbox"/> Project name(s) both current & former [] | 19. <input type="checkbox"/> Gwinnett County Standard State Waters Buffer Note, and if applicable, streams and stream buffers shown [] |
| 7. <input type="checkbox"/> Location map & north arrow [] | |
| 8. <input type="checkbox"/> Property boundary lines with tie point [] | |
| 9. <input type="checkbox"/> Land district, land lot and tax parcel number of property [] | |
| 10. <input type="checkbox"/> Property Zoning District [] | |
| 11. <input type="checkbox"/> Rezoning/SUP or CIC case number and conditions are on plans [] | |
| 12. <input type="checkbox"/> Adjacent property lines & zoning district(s) [] | |
| 13. <input type="checkbox"/> Name(s) of existing adjacent road(s) [] | |

Authorized Registered Professional Signature

Date

***** **Gwinnett County Development Review Coordinating Committee Use Only Below** *****

Application is **COMPLETE** and is **ACCEPTED** for Plan Review

Application is **NOT** complete and is **REJECTED** for Plan Review for the following reasons:

1. _____

2. _____

By: _____
Sewer & Water Plan Review-Planning & Development

By: _____
Storm Water Plan Review-Planning & Development

3. _____

4. _____

By: _____
Building Plan Review-Planning & Development

By: _____
Development Plan Review-Planning & Development

5. _____

6. _____

By: _____
Traffic & Operations–Transportation

By: _____
Other:

Authorized Registered Professional Contacted By: _____ Date: _____ Time: _____
(To Be Contacted Only If Submittal Is Rejected)

Project Name: _____

Application for Plan Review Completeness Checklist:
SUBDIVISION DEVELOPMENT PLANS & PRELIMINARY PLAT (SDP)

Authorized Registered Professional:

Please check each below to determine completeness of the application for plan review:

1. Complete Application Form []
2. Plan Review Fee []
3. Compact Disc in a protective case with plans in PDF format []
4. Approved Specimen Tree Concept Plan (1 copy) [] Or,
5. Provide a letter of exemption per Section 630-70.8 of the UDO []
6. Project name(s) both current & former []
7. Location map & north arrow []
8. Property boundary lines with tie point []
9. Land district, land lot and tax parcel number of property []
10. Property Zoning District []
11. Rezoning/SUP or CIC case number and conditions are on plans []
12. Adjacent property line(s) & zoning district(s) []
13. Name(s) & right-of-way width(s) of existing adjacent road(s) []
14. Location of existing driveways or roadways on opposite side of road(s) that abut the property []
15. Seal of authorized registered professional.
16. 1 copy of all applicable Storm Water Management Checklists, **ANNOTATED TO INDICATE LOCATION OF INFORMATION ON PLANS** []
17. Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown []
18. Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown []
19. Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown []
20. Gwinnett County Standard State Waters Buffer Note, and if applicable, streams and stream buffers shown []
21. Storm water pipe chart & pipe profiles []
22. 1 copy of Flood Study (if applicable) []
23. 1 copy of Storm Water Management Report [] Or,
24. Signed and sealed letter outlining stormwater management off-site or exempt (in compliance with UDO Title 3, Section 800-40.3)
25. 8 copies/sets of Preliminary Plat & Construction Drawings **including:**
 - a. Preliminary Plat []
 - b. Grading Plan []
 - c. Erosion & Sediment Control Plan, including Level II GaSWCC Certification Number. []
 - d. Road Plans & Profiles:
 - 1) Centerline Curve Data including:
 - 2) PC's, PT's, PVC's, PVT's, radii and K-values. []
 - e. Street Tree Placement Plan (if required) []
 - f. Separate Sewer Plan both on & off-site, **including:**
 - 1) Location of existing / proposed sewer []
 - 2) Manhole identification numbers []
 - 3) Indicate both on & off-site sewer with complete design to the existing sewer tie-in manhole []
 - 4) Show all other existing & proposed utilities []
 - 5) Provide profiles indicating slope, elevations, pipe type and length, utility crossings & manhole identification numbers []
 - g. Separate Water Distribution Plan both on & off-site, **including:**
 - 1) Location of existing water lines with their sizes & appurtenances (e.g. hydrants, valves, etc.) []
 - 2) Location of proposed water lines with their sizes & appurtenances []
 - g. Sewer Pump Station & Force Main Plan (if applicable) []
 - h. Storm Water Management Plan []

Authorized Registered Professional Signature

Date

Project Name: _____

Application for Plan Review Completeness Checklist (Continued):
SUBDIVISION DEVELOPMENT PLANS & PRELIMINARY PLAT (SDP)

***** **Gwinnett County Development Review Coordinating Committee Use Only Below** *****

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1. _____
By: _____
Sewer & Water Plan Review-Planning & Development

2. _____
By: _____
Storm Water Plan Review-Planning & Development

3. _____
By: _____
Building Plan Review-Planning & Development

4. _____
By: _____
Development Plan Review-Planning & Development

5. _____
By: _____
Traffic & Operations-Transportation

6. _____
By: _____
Other: _____

Authorized Registered Professional Contacted By: _____ Date: _____ Time: _____

(To Be Contacted Only If Submittal Is Rejected)

Project Name: _____

Application for Plan Review Completeness Checklist:
FINAL PLAT (FPL)

Authorized Registered Professional:

Please √ each below to determine completeness of the application for plan review

- | | |
|--|---|
| <p>1. <input type="checkbox"/> Complete Application Form []</p> <p>2. <input type="checkbox"/> Plan Review Fee []</p> <p>3. <input type="checkbox"/> Compact Disc in a protective case with plans in PDF format []</p> <p>4. <input type="checkbox"/> 9 copies of Final Plat []</p> <p>5. <input type="checkbox"/> Project name (include former name under which Concept Plan or Preliminary Plat was approved if different from the name shown on the Final Plat) []</p> <p>6. <input type="checkbox"/> Location map & north arrow []</p> <p>7. <input type="checkbox"/> Property boundary lines with tie point []</p> <p>8. <input type="checkbox"/> Land district, land lot and tax parcel number []</p> <p>9. <input type="checkbox"/> Property Zoning District []</p> <p>10. <input type="checkbox"/> Rezoning/SUP or CIC case number and conditions are on plans []</p> <p>11. <input type="checkbox"/> Adjacent property line(s) & zoning district(s) []</p> <p>12. <input type="checkbox"/> Street names (interior & adjacent to the subdivision) []</p> <p>13. <input type="checkbox"/> Seal of authorized registered professional</p> <p>14. <input type="checkbox"/> 1 copy of all applicable Storm Water Management's Checklist's, <u>annotated</u> to indicate the location of information []</p> <p>15. <input type="checkbox"/> Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown []</p> <p>16. <input type="checkbox"/> Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown []</p> <p>17. <input type="checkbox"/> Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown []</p> <p>18. <input type="checkbox"/> Gwinnett County Standard State Waters</p> | <p>19. <input type="checkbox"/> Buffer Note, and if applicable, streams and stream buffers shown []</p> <p>20. <input type="checkbox"/> Pipe Chart (As-Built Conditions) []</p> <p>21. <input type="checkbox"/> 1 copy of Storm Water Maintenance Agreement []</p> <p>22. <input type="checkbox"/> 1 copy As-Built Stormwater Management Report</p> <p>23. <input type="checkbox"/> 1 copy of FEMA approved LOMR (<i>if applicable</i>) []</p> <p>24. <input type="checkbox"/> 1 copy of Storm Water As-Built Drawing(s) & Study []</p> <p>25. <input type="checkbox"/> 1 copy of Sewer As-Built Drawing(s), <u>including:</u></p> <p style="margin-left: 20px;">a. Location of existing & installed sewer []</p> <p style="margin-left: 20px;">b. Manhole identification numbers []</p> <p style="margin-left: 20px;">c. Indicate both on & off-site sewer to the existing sewer tie-in manhole []</p> <p style="margin-left: 20px;">d. Show other existing utilities []</p> <p style="margin-left: 20px;">e. Provide profiles indicating slope, elevations, pipe type and length, utility crossings, & manhole identification numbers []</p> <p>26. <input type="checkbox"/> 1 copy of Water As-Built Drawing(s), <u>including:</u></p> <p style="margin-left: 20px;">a. Location of existing water lines with their sizes & appurtenances (e.g. hydrants, valves, etc.) []</p> <p>27. <input type="checkbox"/> 1 copy of Pump Station & Force Main As-Built Drawing(s) (<i>if applicable</i>) []</p> <p>28. <input type="checkbox"/> For Platting Purposes Only Final Plats: Dimensions from existing building to proposed property line is shown. []</p> |
|--|---|

Authorized Registered Professional Signature

Date

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Sewer & Water Plan Review – Planning & Development
3. _____
By: _____
Building Plan Review – Planning & Development
5. _____
By: _____
Development Plan Review – Planning & Development

2. _____
By: _____
Storm Water Plan Review – Planning & Development
4. _____
By: _____
Traffic & Operations – Transportation
- Designer Contacted By: _____
(To Be Contacted Only If Submittal Is Rejected)
Date: _____ Time: _____