



GWINNETT COUNTY
Department of Planning and Development
One Justice Square
446 West Crogan Street
Suite 150 1st Floor
Lawrenceville, GA 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

XPL # _____

MRN # _____

DEVELOPMENT REVIEW COMMENTS
EXEMPTION PLAT

Date _____ Reviewed by _____

Project Name _____

PLEASE ADDRESS ALL MARKED ITEMS

I. 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.

II. GENERAL INFORMATION

- [] 1. FYI Electronic signatures are required for all applicable plan review sections.
- [] 2. _____ Provide owner's/subdivider's name, address, and phone number.
- [] 3. _____ Provide surveyor's name, address, and phone number.
- [] 4. _____ Provide a complete closed boundary survey, closure information date of survey, scale, and north arrow.
- [] 5. _____ Show acreage (total and area for each lot).
- [] 6. _____ Show and label adjoining property owners, subdivision name, lot, block, number, unit number and state zoning.
- [] 7. _____ Show all easements, utility easements, water lines, hydrants, sewer lines, etc. Obtain electronic approval from Stormwater and Water & Sewer Plan Review Section.
- [] 8. _____ Show District(s), Land Lot(s), and Parcel(s).
- [] 9. _____ Obtain tax parcel number(s) for each lot and electronic approval from Tax Mapping prior to approval of Streets and Addressing.
- [] 10. _____ Label tax parcel number for each lot on plat.
- [] 11. _____ Provide street addresses for each lot. Contact and obtain electronic approval from Street addresses prior to Exemption Plat approval.
- [] 12. _____ Label street address for each lot on plat.
- [] 13. _____ State zoning.
- [] 14. _____ Provide surveyor's seal with signature and certification on plat.
- [] 15. _____ Provide the appropriate **Development Plan Review Data Chart** found at: <http://www.gwinnettcountry.com/portal/gwinnett/Departments/PlanningandDevelopment/Forms>

on the cover sheet of the plan set and complete the required information.

III. ROADS

- [] 1. _____ Adjacent road, _____, is classified as a _____ per the Road Classification Plan. Provide _____ right-of-way from centerline with _____ improvements from the centerline to the back of curb across entire property frontage per Gwinnett/Georgia DOT.
 - [] 2. _____ Label dimensions of existing right-of-way and pavement widths from centerline.
 - [] 3. _____ Contact Lewis Cooksey with Gwinnett County Department of Transportation to set up an appointment for review and electronic approval (770.822.7428) of right-of-way information.
 - [] 4. _____ Provide to GDOT the Deed for dedication of Right-of-Way, if required, along _____. Provide 8 ½ X 11 Reduction for all Deed of Dedications.
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IV. LOTS

- [] 1. _____ Minimum lot size to be _____. Indicate lot area of each lot on plat. Minimum lot width to be _____. Road frontage to be _____. Front setback lines to be _____.
- [] 2. _____ Show pins set at all corners and note pin type and size.
- [] 3. _____ Show lot lines with dimensions and bearings.
- [] 4. _____ Add Note to Plat: “The lots shown hereon may not be resubdivided except through the subdivision process of the Gwinnett County Unified Development Ordinance in effect at that time.”
- [] 5. _____ Obtain signature of approval from Environmental Health for “Health Department Certification” statement on plat for lots served by septic systems.

- [] 6. _____ Provide signed “Owners Acknowledgement and Declaration” statement.
- [] 7. _____ Add “Department of Planning and Development” statement on plat.
- [] 8. _____ Provide “Public Drainage Statement” on plat.
- [] 9. _____ Show and label stream buffers and impervious surface setback (Stream Buffer Protection Ordinance). Obtain electronic approval from Stormwater Management Section.
- [] 10. _____ Lots within Chattahoochee River Corridor and state on plat “Lots are within Chattahoochee River Corridor and shall comply with Metropolitan River Protection Act (MRPA) Regulations.”
- [] 11. _____ Provide all data required by MRPA. Drop off plat with an analyst for further review.
- [] 12. _____ Show floodplain, provide floodplain lot chart. If there is no floodplain, note as such and provide source of data.
- [] 13. _____ Show rezoning, special use permit, variance, waiver, modification, number(s), type(s), date(s) of approval and all conditions.
- [] 14. _____ Show compliance with conditions of _____:
 - _____
 - _____
 - _____
- [] 15. _____ If subdividing property in a subdivision, provide a letter of authorization of approval for project from the current subdivision Homeowner’s Association.
- [] 16. _____ 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.
- [] 17. _____ Exemption plat approval fee: \$_____ (\$50.00/Lot).
- [] 18. _____ Provide this office with three original plat copies for signature. After Development Review approves the exemption plat, take the originals and a digital disk containing the approved plat to Deeds and Records in Gwinnett Justice and Administration Center to record. After recording, make 5 copies of recorded plat and deliver the recorded copies to Development Review Section.

