

Commercial Site Plan Checklist (Amended 6/2009)

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT: _____

**Site Plans must be prepared by an engineer or architect registered by the State of Georgia.
 Items marked with (*) are missing or deficient**

Plan Page#	Included Y/N	
_____	_____	1. Provide name and location of the development (including land lot and district). Include Subdivision name on recorded plat as applicable.
_____	_____	2. Provide name, address, and telephone number of developer/owner and applicant.
_____	_____	3. Provide name, address, telephone number, and professional seal of person preparing plan.
_____	_____	4. Show locations and dimensions of all existing and proposed structures (principal and accessory).
_____	_____	5. Delineate FEMA 100-year floodplain and identify source used for delineation. Reference the correct September 26, 2008 FIRM Panel. The MFFE must be at least 3.0 ft above the 100-year elevation.
_____	_____	6. Delineate all watershed protection buffers and setbacks outlines in the Development Regulations, Section VII, Watershed Protection Ordinance. A minimum of 1.0 acre or 50% of the minimum lot size, whichever is greater must be out of the building setbacks.
_____	_____	7. Rights-of-way dedication (as needed), pavement edges, centerlines of roadways, and all easements.
_____	_____	8. Show distances between buildings.
_____	_____	9. Show number of stories, square footage per unit size, number of units per unit size and total number of units.
_____	_____	10. Show exit(s)/entrance(s) and internal circulation pattern include traffic lanes, fire lanes, acceleration/deceleration lanes and all dimensions. Indicate all non-residential drives and street intersections within 500' of proposed curb cut (both sides of the road).
_____	_____	11. Show parking layout, including handicapped parking and landscaping. Indicate how number of spaces was determined. (Article 8 of Development Regulations).

Plan Page#	Included Y/N	
_____	_____	12. Provide Tree Protection Plan. (Article 6 of Development Regulations).
_____	_____	13. Show required landscape areas, buffers, and screening. (Article 5 of Development Regulations)
_____	_____	14. Show off-street loading and screening. (Article 8 of Development Regulations)
_____	_____	15. Provide location of refuse collection area(s) and any outside storage and/or service areas, and how such refuse and storage areas will be screened.

Hydrology/Hydraulics:

_____	_____	16. Delineate drainage basins across the site. Show offsite drainage areas for both previous and post developed conditions. Include drainage areas, CN values, and Tc estimates.
_____	_____	17. Provide Stormwater Management Plan.
_____	_____	18. Identify the project receiving waters and describe adjacent areas – neighboring areas such as streams, lakes, residential areas, etc., which might be affected.
_____	_____	19. Show water and sanitary sewer lines, and fire hydrants.
_____	_____	20. For septic systems, provide location on-site with footprint of system and all pipes that are to be part of system. Note approval from health department required.
_____	_____	21. Provide construction details or standards for drainage structures.
_____	_____	22. Is project in Groundwater Recharge Area?

Erosion and Sediment Control Plan (Items under this section must be on the E&SC plan):

_____	_____	23. Attach and complete copy of the appropriate GSWCC E&SC checklist.
-------	-------	---

Review Comments on next page ►

**** This checklist is to serve as a minimum guideline for plan submittal. Please refer to all Federal, State, County, and Professional Organizations ordinances, regulations, and standards that apply to the development plans you are submitting for further guidance.***

