



# CITY OF SUGAR HILL

## CHECKLIST FOR SITE DEVELOPMENT PLANS

Submittal Review #:	
Submittal Date:	
Reviewer:	

**PROJECT NAME:** \_\_\_\_\_

**PROJECT LOCATION:** \_\_\_\_\_

**TAX PARCEL #(s):** \_\_\_\_\_

OK   
  Revision Required   
  N/A Not Applicable   
  N/R Not Required   
  ? Additional Information Required

**ALL PLANS MUST INCLUDE:**

Reviews			1 GENERAL:	Corrected on Page #
3rd	2nd	1st		
			a. Name of Development (if within subdivision, include name of subdivision, lot and block number).	
			b. Owner or developer's name, address and phone number.	
			c. Location map (scale not greater than 1" = 2,000')	
			d. Boundary survey to meet Georgia Plat Act (stamped by RLS) or Final Plat reference.	
			e. Graphic scale. Scale not less than 1" = 100'.	
			f. North arrow and type.	
			g. Date of plans and space for revision dates	
			h. Acreage to be developed/disturbed (density if applicable).	
			i. Proposed use of site, including gross square footage for each different use type or building.	
			j. Total square footage under roof and use of building – Commercial/Industrial	
			k. All Zoning Conditions and Variances shown with case number, date of approval and conditions	
			l. Name, address & telephone # of each professional firm associated with the Development plans.	
			m. Plans stamped by Landscape Architect or Professional engineer – all drawings. (Active Status)	
			o. Certificate of Development Plans Approval. The cover page shall carry the following certificate thereon:	

**All requirements of the City of Sugar Hill Development Regulations relative to the preparation and submission of a development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected County Departments as required under their respective and applicable regulations, approval is hereby granted of this Site Plan and all other development plans associated with this project subject to all further provisions of said Development and other County Regulations.**

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City Manager \_\_\_\_\_ Date \_\_\_\_\_  
 City of Sugar Hill

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED

Reviews			2 EXISTING CONDITIONS:	Corrected on Page #
3rd	2nd	1st		
			a. Land district and Land Lot	
			b. Boundary information (bearing and distances, tie-point).	
			c. If re-subdivision, copy of existing plat with proposed re-subdivision super imposed thereon.	
			d. Location of adjoining property lines and jurisdictional lines.	
			e. Deed record names of adjoining property owners and their current zoning.	
			f. Source of elevation datum. Show on-site bench mark. Site design elevations to be referenced to Mean Sea Level. Contour interval of no more than two (2) feet.	
			g. Location of existing buildings on property to be subdivided, note if none exist.	
			h. Location and right-of-way of adjoining streets, roads or railroads, on or adjacent to property. (Pavement width).	
			i. Location of streams, lakes, wetlands, and swamps. Label with names.	
			j. All Buffers labeled on all sheets (stream buffers: 25', 50' & 75', zoning, landscaping, ...)	

			Location of utility lines on or adjacent to property. Specify if lines are in easement or right-of-way. Show location of any transmission towers or poles. Provide approval for work within their utility easement.	
			k. <b>Coordinate location of gas lines and gas installation agreement with Gas Department Manager, Johnny Upchurch, <a href="mailto:jupchurch@cityofsugarhill.com">jupchurch@cityofsugarhill.com</a> (770-271-2137).</b>	
			l. Size and location of existing sewers, water mains, drains, culverts, etc. on or adjacent to property. Reflect inverts of all existing drainage and sanitary sewers structures.	
			m. Location of all known existing landfills and proposed on-site bury pits (or statement indicating none.)	
			n. Zoning classification of property to be developed.	

3rd	2nd	1st	<b>3 LOT LAYOUT:</b>	Corrected on Page #
			a. Building setback line.	
			b. Scaled lot dimension.	
			c. No double frontage lots.	
			d. Lot lines at 90° to street or radial.	
			e. Corner lots large enough to conform to minimum building setback on both streets.	
			f. All lots front or abut public street.	
			g. Size, location and distances between all buildings. Identify each building with a number or letter.	
			h. Location of all outdoor storage areas.	
			i. Minimum lot width and area.	
			j. 'No access easement' along adjacent roadway	
			k. Miters required at intersections – ROW	
			l. Natural features within proposed development (drainage channels, bodies of water, extensive exposed rock,...)	
			m. HLP (House Location Plan) required for any of the following (Section 10.4):	
			1. Lot which presents particular or unusual difficulties for a builder to meet setbacks	
			2. Lot which is located on an easement of unusual configuration.	
			3. Lot containing floodplain (no fill or encroachment is not anticipated).	
			4. Lot containing a detention facility.	
			5. Lot containing a buffer required by zoning	
			6. All duplex lots	
			7. All lots within the Chattahoochee River Corridor, or containing a River Corridor Tributary Buffer Zone	
			n. RDP Required	
			1. Lot containing floodplain (Fill or encroachment is expected)	
			2. Lot containing severe topography	
			3. Lot containing a Drainage Easement with a pipe discharge or other potential drainage issues	
			o. 200 maximum res. Dwelling units shall be constructed with only one outlet. (9.4)	

3rd	2nd	1st	<b>4 PARKING REQUIREMENTS:</b>	Corrected on Page #
			a. Show location and number of all parking spaces	
			b. Show Parking analysis for determining number of spaces. (Need use of building with sf)	
			c. Meets Parking layout requirement – Spacing, aisles, etc.	
			d. Handicap Parking requirement.	
			e. Paving section detail	
			f. Curb and gutter indicated with standard city detail	
			g. Handicap Sign indicated on plan.	
			h. Off-street loading/unloading spaces.	

3rd	2nd	1st	<b>5 TREE PRESERVATION &amp; REPLACEMENT PLAN REQUIREMENTS:</b>	Corrected on Page #
			a. Off-Street Parking lot requirements: 1 tree per 5 perimeter spaces - 1 tree per 10 interior spaces	
			b. Delineate: all tree save areas, 100-yr flood areas, buffers.	
			c. Provide TDU analysis (16 TDUs per acre) excluding all zoning buffers.	
			d. Common and botanical name of all plants	
			e. Plant quantities, size and condition.	
			f. Spacing for plantings at maturity.	
			g. Details: Tree fence, staking for trees/shrubs, ...	
			h. Show landscaping around detention areas, entrances, and common areas.	

3rd	2nd	1st	<b>6 STORM DRAINAGE SYSTEM:</b> a. Delineation of 100-yr flood plain as per Federal Emergency Management Agency (FEMA), reference Gwinnett County Flood Insurance Study, updated 2013. b. 100-yr limits cannot encroach on public R/W c. Directional flow arrows for all drainage areas. d. Drainage easements along watercourses and for pipes and ditches out of road right-of-way. e. Detention facility cannot disturb buffer, landscape strip, or tree protection area f. Drainage easement around detention facility, minimum 10 feet beyond detention limits. 20 ft wide access easement from a public street to facility. g. Access easement to OCS with a max slope of 20%, minimum drive width of 15', h. Optional Detention Facility fencing – min. 4', with 12 ft wide access gate, and contained within i. Complies with Metropolitan River Protection Act, if applicable	Corrected on Page #
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3rd	2nd	1st	<b>7 DEVELOPMENT REQUIREMENTS:</b> a. Sidewalks required along all road frontages, 5', Class B concrete- 3000 PSI in 28 days. Details. b. Handicap ramps, warning devices, .... Details. c. Limit access hways or major thoroughfare, Service Road to access adjoining properties required. d. Landscape strip adjacent to R/O/W and off-street parking lots. e. Buffers and/or landscaping (screening treatments) requirements. f. Proposed location, size, material, and type of all utility lines (water, sewer, gas, electrical, stormwater...) g. Identify any Phases or Stages in development. h. Dumpster located on site and detail. i. Lighting plan. j. Associated slope or construction easements k. Slopes greater than 2.5:1 and 15 ft. in slope length require benching. l. Location, height and size of all proposed freestanding signs. m. 6% of the gross land area provided for recreational use (not to exceed 6 acres). n. Swimming pool and deck sized according to development regulations. o. Every site plan shall contain the following statement: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Public Notice:</b>  The City of Sugar Hill and/or Gwinnett County assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded plan. The City of Sugar Hill and/or Gwinnett County does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City/County right-of-way.</p> </div>	Corrected on Page #
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3rd	2nd	1st	<b>8 REQUIRED MATERIALS AND SUPPORTING DOCUMENTS RECEIVED FOR REVIEW::</b> a. Stormwater Management Report b. Submit Flood Study and/or Future Flood study (drainage area > 100 acres) c. Encroachment Agreements/easements onto adjacent properties or within easements. d. Detailed long-term maintenance and inspection of detention facilities. e. State approval required for stream and/or wetland disturbance (Buffer) f. U.S. Army Corp. of Engineers approval for stream and/or wetland disturbance. g. Resubmittal?? Return all Red-lines and reviews.	Corrected on Page #
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3rd	2nd	1st	<b>9 CITY ENGINEER REVIEW ITEMS</b> a. The Planning & Development staff has performed a cursory review of the items that are to be reviewed by the City's Engineer, and noted either missing materials, insufficient or conflicting data. Therefore, the submittal was not sent to the City's Engineer for a technical review. Address all items as note. See attached Engineer checklist.	Corrected on Page #
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3rd	2nd	1st	<b>10 REQUIRED PRIOR TO PERMITTING.</b>	Corrected on Page #
			a. Completed Route Sheet.	
			b. Georgia Soil & Water Conservation Commission approval and stamped plans.	
			c. Copy of NOI submittal with postage date sent.	
			d. Erosion Control Bond	
			e. USPS Cluster Box Approval	
			Street Sign/Payment Approval. <b>Coordinate street sign layout with Street Department Manager, Joe Appling, <a href="mailto:jappling@cityofsugarhill.com">jappling@cityofsugarhill.com</a> (770-271-2137). Once Street Department has invoiced, payment to be submitted to Planning and Development.</b>	
			g. Approved Hydrology Study	
			h. Letter Notification to School Board	
			i. Street names, addresses, and tax parcels required before issuance of model home permits.	

3rd	2nd	1st	<b>11 COMMENTS</b>	Corrected on Page #
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PRIOR TO RELEASING COMMENTS FOR ALL SECOND REVIEWS, THE APPLICANT AND/OR OWNER MUST SCHEDULE AN APPOINTMENT WITH THE PLANNING DIRECTOR, PLANNER, AND PLANNING TECHNICIAN.

**NOTE:**

The City's Engineer performs a separate review and checklist, which covers (but not limited to) the following:

- All Flood plain requirements
- All Street (public or private) and Right-of-Way requirements
- All storm drainage system requirements
- All retaining walls over 4 feet (structural).(includes but not limited to: culverts, piping, channels, profiles, RPD, dams, TSS,...)