



City of Sugar Hill
Planning & Development Department
5039 West Broad Street
Sugar Hill, Ga. 30518
(770) 945-6734 Office (770) 945-2145 Fax

Project Information
ROUTE SHEET ON BACK TO BE COMPLETED

Project Name _____

Project Address _____

District _____ Land Lot _____ Parcel _____ Zoning _____

Total Number of Lots _____ Sewer or Septic _____ Site Acreage _____ Disturbed Acreage _____

Owner Name _____

Owner Address _____

Owner Phone _____ Owner Email _____

24 Hour Contact _____

24 Hour Contact Address _____

24 Hour Contact Phone _____ Contact Email _____

Developer _____ Designer _____

EROSION CONTROL

My signature hereon signifies that I am the person responsible for compliance with all applicable erosion control measures and requirements as required in the Soil Erosion and Sedimentation Control Ordinance and the State General Permit. I understand that the City of Sugar Hill staff may conduct inspections, issue Notices of Violation, Stop Work Orders, and summons' to appear before the Sugar Hill Municipal Court for uncorrected Violations of Erosion Control Requirements. I will install, maintain and monitor all Best Management Practices on a daily basis and follow all approved Erosion Control Plans, and perform all required testing and documentation to ensure that no erosion and sedimentation shall impact neighboring properties.

_____ / / _____ / / _____ / / _____ / /
 Applicant Signature Date Owner Signature Date Contractor Signature Date

Applicant's LDP Permit Checklist

- | <u>DEVELOPMENT PERMIT</u> | <u>FINAL PLAT</u> |
|-------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Approved Flood Study | <input type="checkbox"/> Performance Bond |
| <input type="checkbox"/> DNR/EPD Receipt/Fees | <input type="checkbox"/> Recorded Covenants |
| <input type="checkbox"/> NOI | <input type="checkbox"/> CDC Package |
| <input type="checkbox"/> Natural Gas Installation Agreement | <input type="checkbox"/> Maintenance Bond |
| <input type="checkbox"/> Letter Notification to School | <input type="checkbox"/> As-Built Hydrology/ Pond As-Built |
| <input type="checkbox"/> LIA Soil Erosion Approval | <input type="checkbox"/> Maintenance Agreements (Storm Water, Retaining Wall) |
| <input type="checkbox"/> Digital Copy (PDF) | <input type="checkbox"/> GDOT Notification of Local Road Activity |

For Office Use Only

Submittal Date _____ Development Permit# _____

(Circle One) Type of review(s):

Concept Plan
 Grubbing Plan
 Clearing Plan
 Grading Plan
 Development/Site Plan
 Preliminary Plat
 Final Plat
 Exemption Plat
 Minor Review
 Other Review

FINAL APPROVAL

City of Sugar Hill Planning and Development Department Director Approval		Applicable / Not Applicable
Signed: _____	Print Name: _____	Date: _____
Conditions: _____		

Reviewing Agency or Department - BY SIGNING BELOW, YOU HAVE APPROVED OF THE APPLICABLE PROPOSED PLANS AND AUTHORIZED THE CITY OF SUGAR HILL TO ISSUE APPROPRIATE PERMIT.		Applicable/NA (Circle One)
City of Sugar Hill Soil Erosion and Sedimentation Control Approval 770-945-6734		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Gwinnett County Environmental Health Department 770-963-5132 (Septic Tanks and/or associated structures)		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Department of Transportation (Construction in right-of -way) STATE RIGHT OF WAY 770-339-2308		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
City Street Dept./Payment of Street Signs Joe Appling, Public Works Superintendent 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
City of Sugar Hill Gas Department Matt Allen, Gas Department Supervisor 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Electrical Provider Lighting Plan Approval - Sign or provide email approval GA Power – Lori Martucciello 770-497-5814 SAWNEE Electric- Glennis Buice 770-887-2363 X 7344 lmartucci@southernco.com		Applicable / Not Applicable GA POWER / SAWNEE ELECT
Signed:	Print Name:	Date
Conditions:		
United States Postal Service 678-714-1583 – USPS Address Management – Sign or provide email approval		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
Gwinnett County Approvals For Gwinnett County Approvals, provide emails from each entity indicating approval and digital copy of stamped approved plans		
• Water Review 678-518-6153	• Sewer Review 678-518-6153	• Plan Review 678-518-6017
• Gwinnett DOT 678-518-6178	• Tax Assessor 770-822-7219	• Addressing 678-518-6017
• Fire Plan Review 678-518-4980		