

PLAN SUBMITTAL APPLICATION

REVIEW # _____ **Date Received** _____ **Received by Engineer** _____ **Date Applicant Picked up** _____

<u>Project Information</u>	
Project or Subdivision Name _____	Unit _____ Phase _____
Address/Location _____	
District _____ Land Lot _____ Parcel _____	Zoning _____ Total Acres _____ Disturbed Acres _____
Type of Review (CIRCLE ONE): CONCEPT / GRUBBING / CLEARING / GRADING / EXEMPTION PLAT / PRELIMINARY PLAT / SITE / FINAL PLAT / RE-REVIEW / MINOR REVIEW / OTHER _____	
<u>Applicant Information</u>	
Name: _____	Company Name _____ Phone _____
Project Representative: <input type="checkbox"/> Owner, <input type="checkbox"/> Design Professional, <input type="checkbox"/> Permit Handler OR Other _____	
Address _____	City _____ State _____ Zip Code _____
Phone _____	Fax _____ Email _____

PLEASE MAKE AN APPOINTMENT TO MEET WITH OUR STAFF TO RECEIVE YOUR SUBMITTAL. A FACE TO FACE MEETING WITH THE OWNER AND DESIGN PROFESSIONAL WILL RESULT IN A MUCH QUICKER OVERALL REVIEW PROCESS. FOR ALL SECOND REVIEWS, THE DESIGN PROFESSIONAL AND / OR OWNER MUST SCHEDULE AN APPOINTMENT TO MEET WITH ONE OF OUR REVIEWERS PRIOR TO RECEIVING COMMENTS. THE OWNER MAY CHOOSE TO SKIP THIS SERVICE BY SIGNING BELOW; HOWEVER, THIS WILL LIKELY RESULT IN LONGER REVIEW TIMES AND ADDITIONAL REVIEW CYCLES.

As the project owner, I elect to skip the post review meeting requirement and request release of all comments to the design professional without the added benefit of a face to face meeting. Signature of Owner _____

MINIMUM SUBMITTAL REQUIREMENTS	
IF ANY OF THE MINIMUM REQUIREMENTS LISTED BELOW ARE FOUND TO BE MISSING PRIOR TO ACCEPTANCE BY OUR REVIEWER WILL BE RETURN YOUR APPLICATION AND ALL MATERIALS WITHOUT FURTHER REVIEW.	
ALL SUBMITTALS – 2 plan sets and 2 storm water management reports (Digital copies emailed or provided on a flash drive of each in PDF format); Remember to pick up a <u>route sheet</u> to assist you with documenting required inter-agency reviews. The City of Sugar Hill conducts its erosion, sedimentation, and pollution control plans without sending plans to the Georgia Soil and Water Conservation District Office. Resubmittals which do not include all previous review copies shall be processed as a new review.	
FINAL SUBMITTALS FOR APPROVAL – 3 plan sets and 2 storm water management reports (Digital copies emailed or provided on a flash drive of each in PDF format)	
FINAL PLAT – Same as above. Please note that a final plat may be reviewed without accompanying project close out documents but a project close out shall not be submitted without the accompanying final plat.	
PROJECT CLOSE OUT – Signed CDC; Draft PMA; Draft bond calculation worksheet; 2 As-built stormwater management reports (Digital copy in PDF by email or flash drive) Record drawing of detention facility (Digital copy in PDF format.)	
Page #	Staff Use
<input type="checkbox"/>	<input type="checkbox"/> 1. Project Name, Owner, Developer and Engineer (24 hour contact information; address, phone, fax, and email).
<input type="checkbox"/>	<input type="checkbox"/> 2. Parcel Number(s), Land Lot, District, Street Address, Zoning, Location Map, Roads, Right-of-ways.
<input type="checkbox"/>	<input type="checkbox"/> 3. Annexation, Rezoning, SUP & Variance (Case number, date of approval and conditions.)
<input type="checkbox"/>	<input type="checkbox"/> 4. Georgia Professional Engineer or Landscape Architect stamp and signature on each page.
<input type="checkbox"/>	<input type="checkbox"/> 5. Level 2 GSWCC certification number and signature if applicable.
<input type="checkbox"/>	<input type="checkbox"/> 6. Tree Preservation/Replacement/Landscaping Plan, Utility Plans, Lighting Plans (as applicable)
<input type="checkbox"/>	<input type="checkbox"/> 7. Annotated Review Checklist. (ALL SUBMITALS)
<input type="checkbox"/>	<input type="checkbox"/> 8. Drawings clear and legible, MAXIMUM SHEET SIZE = 42" x 30".
<input type="checkbox"/>	<input type="checkbox"/> 9. Appropriate NPDES General Permit Erosion, Sedimentation, and Pollution Control Plan review checklist attached.

LIST BELOW ALL ITEMS SUBMITTED FOR REVIEW
(DIGITAL COPIES ARE REQUIRED FOR ALL DOCUMENTS LARGER THAN 11"x17")

COPIES	DESCRIPTION	RECEIVED

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