



CITY OF SUGAR HILL

CHECKLIST FOR CONCEPT PLAN

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. Approximate total acreage.	_____
_____	_____	_____	b. Proposed total number of lots and minimum lot size.	_____
_____	_____	_____	c. Size and location of adjoining existing streets or access drives and proposed right-of-way, roadways, and access drives.	_____
_____	_____	_____	d. For multi-family and nonresidential site developments (not subdivisions), the approximate location and arrangement of buildings, parking areas, and other improvements including stormwater management facilities, and all required buffers.	_____
_____	_____	_____	e. Topography with contour intervals no greater than 10 feet.	_____
_____	_____	_____	f. Proposed method of sewage disposal (expressed as a note).	_____
_____	_____	_____	g. Boundary lines of the overall property showing bearings and distances along all lines and the bearings and distance to an existing street intersection or other recognized permanent landmark. The source of said boundary information shall be indicated.	_____
_____	_____	_____	h. All contiguous property under the ownership or control of the developer, except those lands of a dissimilar zoning category specifically approved to be excluded by the City. Areas not planned at the time of the submittal shall be shown as "Future Development".	_____
_____	_____	_____	i. Authorization statement on Concept Plan to read as follows: I hereby submit this Concept Plan as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Concept Plan, as required by the Development Regulations.	_____
_____	_____	_____	Signature of Authorized Agent/Owner _____ Date _____	_____
_____	_____	_____	j. Location sketch (vicinity map).	_____
_____	_____	_____	k. Lakes, ponds, and floodplains and the source of floodplain data including the panel number of flood insurance rate maps.	_____
_____	_____	_____	l. Required recreation areas, and other public areas to be dedicated to the public or held in common ownership by a homeowner association or other similar entity.	_____
_____	_____	_____	m. Existing zoning of the property and adjoining properties.	_____
_____	_____	_____	n. Land lot and district.	_____
_____	_____	_____	o. Subdivider's name, local, and permanent (if different) address and phone number.	_____
_____	_____	_____	p. Name of company or person who prepared plan, local and permanent River Tributary Protection Areas, if applicable to the property.	_____
_____	_____	_____	q. Boundaries of the Chattahoochee River Corridor and Chattahoochee River Tributary Protection Areas, if applicable to the property.	_____
_____	_____	_____	r. General development data (tabular form) for individual multi-family or nonresidential site developments, such as number of residential units, number of gross square feet of non-residential floor area by building, number of parking spaces, number of stories, etc.	_____
_____	_____	_____	s. General development data (in tabular form) for single family developments, such as minimum lot size, floor area, and all relevant conditions of zoning.	_____
_____	_____	_____	t. Signature block to read as follows: This Concept Plan has been reviewed and approved for general compliance, but not for development purposes, with the Zoning Ordinance and Development Regulations of the City of Sugar Hill, Georgia.	_____
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
_____	_____	_____	City Manager	Date
_____	_____	_____	City of Sugar Hill	
_____	_____	_____	CONCEPTUAL ONLY – NOT APPROVED FOR CONSTRUCTION	

3rd	2nd	1st	2	COMMENTS	Corrected on Page #
_____	_____	_____	1	_____	_____
_____	_____	_____	2	_____	_____
_____	_____	_____	3	_____	_____
_____	_____	_____	4	_____	_____
_____	_____	_____	5	_____	_____
_____	_____	_____	6	_____	_____
_____	_____	_____	7	_____	_____
_____	_____	_____	8	_____	_____
_____	_____	_____	9	_____	_____
_____	_____	_____	10	_____	_____
_____	_____	_____	11	_____	_____
_____	_____	_____	12	_____	_____

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,...)