

**PLAN SUBMITTAL APPLICATION**

REVIEW # \_\_\_\_\_ Date Received \_\_\_\_\_ Received by Engineer \_\_\_\_\_ Date Applicant Picked up \_\_\_\_\_

<u>Project Information</u>	
Project Name _____	Unit _____ Phase _____
Address/Location _____	
District _____ Land Lot _____ Parcel _____	Zoning _____ Total Acres _____ Disturbed Acres _____
Type of Review ( <b>CIRCLE ONE</b> ): CONCEPT / GRUBBING / CLEARING / GRADING / EXEMPTION PLAT / PRELIMINARY PLAT / SITE / FINAL PLAT / RE-REVIEW / MINOR REVIEW / OTHER _____	

<u>Applicant Information</u>	
Name: _____	Co. Name _____ Phone _____
Project Representative: <input type="radio"/> Owner, <input type="radio"/> Design Professional, <input type="radio"/> Permit Handler OR Other _____	
Address _____	City _____ State _____ Zip _____
Phone _____	Fax _____ Email _____

PLEASE MAKE AN APPOINTMENT TO MEET WITH OUR STAFF WHEN SUBMITTING. FACE-TO-FACE MEETINGS WITH THE OWNER AND DESIGN PROFESSIONAL MAY RESULT IN A QUICKER REVIEW PROCESS, FASTER REVIEW TIMES, AND REDUCED REVIEW CYCLES. 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.

***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 REQUIREMENTS LISTED BELOW ARE FOUND TO BE MISSING OUR REVIEWER WILL BE RETURN YOUR APPLICATION AND ALL MATERIALS WITHOUT FURTHER REVIEW.

**ALL SUBMITTALS** – All submittals should be accompanied by emailed pdfs. Each submittal document should be a separate pdf. The pdfs should be provided in a single email/ drop box link. All pdfs should be condensed/ reduced for easy access.

**FIRST/ SECOND REVIEWS** – 1 plan set and 1 storm water management report. Remember to pick up a route sheet 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

**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. Record drawing of detention facility and storm profiles

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"/> | 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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