



**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 \_\_\_\_\_

**Applicant's LDP Permit Checklist**

<u>DEVELOPMENT PERMIT</u>		<u>FINAL PLAT</u>
<input type="checkbox"/> Approved Flood Study	<input type="checkbox"/> Approved Hydrology Study	<input type="checkbox"/> Performance Bond
<input type="checkbox"/> DNR/EPD Receipt/Fees	<input type="checkbox"/> DOT Right of Way Plans	<input type="checkbox"/> Recorded Covenants
<input type="checkbox"/> NOI	<input type="checkbox"/> Erosion Control Bond	<input type="checkbox"/> CDC Package
<input type="checkbox"/> Natural Gas Installation Agreement	<input type="checkbox"/> Approved Lighting Plan	<input type="checkbox"/> Maintenance Bond
<input type="checkbox"/> Letter Notification to School	<input type="checkbox"/> Street Sign/Payment Approval	<input type="checkbox"/> As-Built Hydrology/ Pond As-Built
<input type="checkbox"/> LIA Soil Erosion Approval	<input type="checkbox"/> USPS Cluster Box 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**

<b>City of Sugar Hill Planning and Development Department Director Approval</b>		Applicable / Not Applicable
Signed: _____	Print Name: _____	Date _____
Conditions: _____		
<b>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.</b>		<b>Applicable/NA</b> (Circle One)
<b>City of Sugar Hill Soil Erosion and Sedimentation Control Approval 770-945-6734</b>		Applicable / Not Applicable
Signed: _____	Print Name: _____	Date _____

Conditions:		
<b>Gwinnett County Environmental Health Department</b> 770-963-5132 (Septic Tanks and/or associated structures)		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>Department of Transportation</b> (Construction in right-of -way) <b>STATE RIGHT OF WAY</b> 770-339-2308		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>City Street Dept./Payment of Street Signs</b> Joe Appling, Public Works Superintendent 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>City of Sugar Hill Gas Department</b> Matt Allen, Gas Department Supervisor 770-271-2137		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>Electrical Provider</b> Lighting Plan Approval - Sign or provide email approval <b>GA Power – William Canady</b> 770-740-7660 whcanady@southernco.com <b>SAWNEE Electric- Glennis Buice</b> 770-887-2363 X 7344		Applicable / Not Applicable GA PWR / SAWNEE ELECT
Signed:	Print Name:	Date
Conditions:		
<b>United States Postal Service Address Management and Cluster Box Approval</b> Vicky Reed: vicky.a.reed@usps.gov <b>Marcy Maddox</b> 770-335-3123, <a href="mailto:marcy.d.maddox@usps.gov">marcy.d.maddox@usps.gov</a> OR <a href="mailto:30518bufordga@usps.gov">30518bufordga@usps.gov</a> – Sign or provide email		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>Gwinnett County Approvals: For Gwinnett County Approvals, provide emails from each entity indicating approval and digital copy of stamped approved plans</b>		
<b>Water Review</b> Charli Young: 678-518-6153	<b>Sewer Review</b> Charli Young: 678-518-6153	<b>Plan Review</b> Sharon Cook:678-518-6017
<b>Gwinnett DOT</b> Michael Johnson: 770-822-7426 Tony Harris: 770-822-7436	<b>Tax Assessor</b> Pam Cashman: 770-822-7219	<b>Addressing</b> Sharon Cook: 678-518-6017
<b>Fire Plan Review</b> Miller Brown: 678-518-6121		