



**Sugar Hill** 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 \_\_\_\_\_

**Applicant's LDP Permit Checklist**

**DEVELOPMENT PERMIT**

**FINAL PLAT**

- |   |   |   |
|---|---|---|
| <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

<b>FINAL APPROVAL</b>		
City of Sugar Hill Planning and Development Department Director Approval		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 (Circle One)</b>
<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 770-963-5132 (Septic Tanks and/or associated structures)</b>		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>Department of Transportation (Construction in right-of -way) STATE RIGHT OF WAY 770-339-2308</b>		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>City Street Dept./Payment of Street Signs Joe Appling, Public Works Superintendent 770-271-2137</b>		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>City of Sugar Hill Gas Department Matt Allen, Gas Department Supervisor 770-271-2137</b>		Applicable / Not Applicable
Signed:	Print Name:	Date
Conditions:		
<b>Electrical Provider Lighting Plan Approval - Sign or provide email approval GA Power – William Canady 770-740-7660 whcanady@southernco.com SAWNEE Electric- Glennis Buice 770-887-2363 X 7344</b>		Applicable / Not Applicable GA PWR / SAWNEE ELECT
Signed:	Print Name:	Date
Conditions:		
<b>United States Postal Service Eric Jones: 678-442-6026 – USPS Address Management – Sign or provide email approval</b>		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		