

PLAN SUBMITTAL APPLICATION

REVIEW # _____ **Date Received** _____

<u>Project Information</u>	
Project Name _____ Unit _____ Phase _____ Tot. Lots _____	
Address/Location _____	
District _____ Land Lot _____ Parcel _____ Zoning _____ Tot. 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 _____ Email _____	
Address _____ City _____ State _____ Zip _____	
Project Representative (CIRCLE ONE): Owner / Design Professional / Permit Handler / Other _____	

MINIMUM SUBMITTAL REQUIREMENTS

ALL SUBMITTALS – Please provide a digital submittal first. You must first submit all documents digitally in separate PDFs. PDFs should be provided in a single email/ drop box link. All PDFs should be optimized for easy access. Once the digital submittal is accepted, staff will provide an invoice and additional instructions for setting up an appointment to submit physical copies. Plans are not considered accepted for review until the digital copies, physical copies, and payment of the review fee is received. ***A PSA, Combined Annotated Checklist, Plans, Hydrology, and Route Sheet are required for all applicable submittals.*** Reviews that do not contain all items will not be accepted.

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 is the local issuing authority and reviews applicable Erosion and Sedimentation Control Plans. ***Resubmittals which do not include all previous review copies shall be processed as a new review.*** For all second reviews, the project representative must schedule an appointment with a City reviewer prior to receiving comments.

FINAL SUBMITTALS FOR APPROVAL – 3 plan sets and 2 storm water management reports

FINAL PLAT – Same as above. Once approved, provide a recorded digital copy and 3 full-size recorded sets.

PROJECT CLOSE OUT / AS-BUILTS – Signed CDC; Draft PMA; Draft bond calculation worksheet; 2 As-built stormwater management reports, stormwater maintenance agreement. Record drawing of detention facility and storm profiles

Page #	Staff Use	
		Project Name, Owner, Developer and Engineer (24-hour contact information; address, phone, fax, and email).
		Parcel Number(s), Land Lot, District, Street Address, Zoning, Location Map, Roads, Right-of-ways.
		Annexation, Rezoning, SUP & Variance (Case number, date of approval and conditions.)
		Georgia Professional Engineer or Landscape Architect stamp and signature on each page.
		Level 2 GSWCC certification number and signature if applicable.
		Tree Preservation/Replacement/Landscaping Plan, Utility Plans, Lighting Plans (as applicable)
		Combined Annotated Review Checklist (ALL SUBMITTALS)
		Drawings clear and legible, MAXIMUM SHEET SIZE = 42"x30"
		Appropriate NPDES General Permit Erosion, Sedimentation, and Pollution Control Plan review