**City of Sugar Hill**

**Planning & Development Department**

**5039 West Broad Street**

**Sugar Hill, Ga. 30518**

**(770) 945-6734 Office (770) 945-2145 Fax**

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| Project Information ROUTE SHEET ON BACK TO BE COMPLETED |

Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Land Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your residential development **(CIRCLE ONE):** Apartments / Townhomes / Single Family Homes

Total Number of Lots/Units\_\_\_\_\_\_\_\_ Are the streets **(CIRCLE ONE):** Public / Private

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Applicant’s LDP Permit Checklist |

**DEVELOPMENT PERMIT** **FINAL PLAT**

\_\_\_Approved Flood Study \_\_\_Approved Hydrology Study \_\_\_Performance Bond

\_\_\_NOI/DNR/EPD Receipt/Fees \_\_\_DOT Right of Way Plans \_\_\_Recorded Covenants

\_\_\_Erosion Control Bond \_\_\_Approved Lighting Plan \_\_\_CDC Package

\_\_\_Natural Gas Installation Agreement \_\_\_Street Department Approval \_\_\_Maintenance Bond

\_\_\_Letter Notification to School \_\_\_USPS Cluster Box Approval \_\_\_As-Built Hydrology/ Pond As-Built

\_\_\_Sugar Hill (LIA) Soil Erosion Approval \_\_\_Digital Copy (PDF) \_\_\_ Maintenance Agreements (Storm Water, Ret. Walls) \_\_\_GDOT Notification of Local Road Activity

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| For Office Use Only |

Submittal Date Development Permit# Type of review **(CIRCLE ONE):**

**Concept Plan / Grubbing Plan / Clearing Plan / Grading Plan / Development/Site Plan / Preliminary Plat / Final Plat / Exemption Plat / Minor Review / Other**

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| FINAL APPROVAL **See Page 2 for other approvals** | | |
| **City of Sugar Hill Planning and Development Department** Director Approval | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
|  |  |  |
| 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. | | Applicable/NA (Circle One) |
| **City of Sugar Hill Soil Erosion and Sedimentation Control Approval** 770-945-6734 | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **Gwinnett County Environmental Health Department** 770-963-5132 (Septic Tanks and/or associated structures) | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **Department of Transportation** (Construction in right-of -way) **STATE RIGHT OF WAY**  770-339-2308 | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **City Street Department Approval** Joe Appling, Public Works Superintendent 770-271-2137 x1402 | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **City of Sugar Hill Gas Department** Alex Philmon, Gas Department Supervisor 770-271-2137 x 1404 | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **Electrical Provider**  Lighting Plan Approval - Sign or provide email approval  **GA Power – William Canady** 770-740-7660 whcanady@southernco.com  **SAWNEE Electric- Jay Nelms** 678-455-1586 / 678-773-3885 jay.nelms@sawnee.com | | Applicable / Not Applicable  GA PWR / SAWNEE ELECT |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **United States Postal Service Address Management and Cluster Box Approval**  Vicky Reed: vicky.a.reed@usps.go**v** Marcy Maddox:770-335-3123 marcy.d.maddox@usps.gov - Sign or provide email approval | | Applicable / Not Applicable |
| Signed: | Print Name: | Date |
| Conditions: |  |  |
| **Gwinnett County Approvals: For Gwinnett County Approvals, provide a screenshot of all approvals from Accella and a PDF stamped plan from Gwinnett.** | | |
| **Water Review** Charli Young: 678-518-6153 | **Sewer Review** Charli Young: 678-518-6153 | **Plan Review** Sharon Cook:678-518-6017 |
| **Gwinnett DOT**  Michael Johnson: 770-822-7426  Tony Harris: 770-822-7436 | **Tax Assessor** Pam Cashman: 770-822-7219 | **Addressing** Sharon Cook: 678-518-6017 |
| **Fire Plan Review**  Miller Brown: 678-518-6121 |  |  |