

Non-Residential Site Plan Checklist (Amended 1/2015)

PROJECT NAME: _____

PROJECT ADDRESS: _____

APPLICANT: _____

**Site Plans must be prepared by an engineer or architect registered by the State of Georgia.
Items marked with (N) are missing or deficient**

Plan Page#	Included Y/N	
_____	_____	1. Provide name and location of the development (including land lot and district). Include Subdivision name on recorded plat as applicable.
_____	_____	2. Provide name, address, and telephone number of developer/owner and applicant.
_____	_____	3. Provide name, address, telephone number, and professional seal of person preparing plan.
_____	_____	4. Show locations and dimensions of all existing and proposed structures (principal and accessory).
_____	_____	5. Delineate FEMA Area of Special Flood Hazard and identify source used for delineation. Reference the correct September 26, 2008 FIRM Panel. The MFFE must be at least 3.0 ft above the base flood elevation or 1 foot above the future-conditions flood elevation. Provide drainage basin area (acres) if Area of Special Flood Hazard present. Indicate whether the development parcel shares a common property line with another parcel containing an Area of Special Flood Hazard.
_____	_____	6. Delineate all watershed protection buffers and setbacks outlines in the Development Regulations, Section VII, Watershed Protection Ordinance. A minimum of 1.0 acre or 50% of the minimum lot size, whichever is greater must be out of the building setbacks.
_____	_____	7. Rights-of-way dedication (as needed), pavement edges, centerlines of roadways, and all easements.

Plan
Page#

Included
Y/N

- | | | |
|-------|-------|---|
| _____ | _____ | 8. Show parking layout, including landscaping. |
| _____ | _____ | 9. Provide Tree Protection Plan. (Article 6 of Development Regulations). |
| _____ | _____ | 10. Show required landscape areas, buffers, and screening. (Article 5 of Development Regulations) |

Hydrology/Hydraulics:

- | | | |
|-------|-------|--|
| _____ | _____ | 11. Delineate drainage basins across the site. Show offsite drainage areas for both previous and post developed conditions. Include drainage areas, CN values, and Tc estimates. |
| _____ | _____ | 12. Provide Stormwater Management Plan. |
| _____ | _____ | 13. Identify the project receiving waters and describe adjacent areas – neighboring areas such as streams, lakes, residential areas, etc., which might be affected. |
| _____ | _____ | 14. For septic systems, provide location on-site with footprint of system and all pipes that are to be part of system. Note approval from health department required. |
| _____ | _____ | 15. Provide construction details or standards for drainage structures. |
| _____ | _____ | 16. Is project in Groundwater Recharge Area? |

Storm Drainage:

- | | | |
|-------|-------|---|
| _____ | _____ | 17. Show 100-yr backwater limits of all yard inlets and culverts, where applicable. |
| _____ | _____ | 18. Show ditch or channel x-section with min. depth of flow needed. |
| _____ | _____ | 19. Ditches must be designed to 100-yr capacity & 25-yr velocity protection. Outlet velocity should be less than or equal to 4.0 ft./sec. or provide energy dissipater. |
| _____ | _____ | 20. Provide table showing , or note, of the flow rate (cfs) and velocity (fps). |
| _____ | _____ | 21. Show catch basin and pipe invert and top elevations. |

- _____ 22. Show existing and proposed ground surface over centerline of pipes.
- _____ 23. Graphically show 100-year Hydraulic Grade Line (HGL) on profiles.
- _____ 24. Show impoundment detail.
- _____ 25. Provide control structure details (weirs, retrofits, etc.)
- _____ 26. Show drainage structure details (headwalls, yard drains, lateral subdrains, etc.)
- _____ 27. Provide pipe construction details (bedding class, pipe gage, backfill methods, etc.)
- _____ 28. Provide unified stormwater sizing criteria (water quality, channel protection, overbank flood protection, and extreme flood protection)
- _____ 29. Provide a completed GSWMM Site review tool. (All sites must removed 80% of TSS per the review tool)

Erosion and Sediment Control Plan (Items under this section must be on the E&SC plan):

- _____ 30. Attach and complete copy of the appropriate GSWCC E&SC checklist.
- _____ 31. Total disturbed area of entire project _____.
- _____ 32. Notice of Intent as a _____ Primary Permittee, _____ Secondary Permittee, _____ Tertiary Permittee, or _____ NA.
- _____ 33. Provide name of project.
- _____ 34. Parcels Zoning and Surrounding Parcels Zoning.
- _____ 35. Project Acreage.
- _____ 36. Does the project require a State Route/Overlay Zone.
- _____ 37. Landscape plans shall be prepared by a professional landscape architect, or

other licensed professional of similar design discipline.

- _____ 38. Provide name and telephone number of developer or person preparing plan.
- _____ 39. Show the boundary lines of all buffer and landscape areas.
- _____ 40. Show locations of existing plant materials to be retained and/or new
plant materials to be installed, with all details drawn at a scale of one (1)
inch to 100 feet or greater
- _____ 41. Provide a plant material list, which shall include:
- Common and/or botanical names of all proposed plants.
 - Plant quantities.
 - Size and condition of plants (Example: 1 ½ caliper, 8-foot height, balled and burlapped.)
 - Spacing
 - Remarks as necessary to proper plant selection upon installation.
- _____ 42. Show groundcovers, flowers, stones, and mulch utilized as needed to meet
coverage requirements.
- _____ 43. Show grass coverage not exceeding 25 percent (25%) of required street
frontage, parking lot, and side yard landscape areas.
- _____ 44. Provide islands at the ends of interior parking aisles and one island per each
150 feet of continuous aisle length. (10 ft by 20 ft min)
- _____ 45. Note required plant heights listed in Landscape and Buffer Requirements
shall be height at time of planting.

- _____ 46. Show applicable Street Frontage, Parking Lot and Side Yard landscape requirements.
- _____ 47. Show Zoning Buffer when required by Zoning District Regulations.
- _____ 48. Note buffers and landscape areas fronting on County maintained roads are measured from the right-of-way. (*please specify if located in overlay area per zoning ordinance)
- _____ 49. Provide trees with a minimum caliper of two and one-half inches (2 ½) at time of planting.
- _____ 50. All disturbed areas not otherwise addressed in the Ordinance shall have a vegetative ground cover for erosion control purposes.
- _____ 51. Allow at least 200 square feet of contiguous soil space per overstory tree.
- _____ 52. No parking space shall be more than 40 feet from a tree.
- _____ 53. 20. Plants with vigorous root systems shall not be planted within the drip line area of said plant next to any nitrification field, sanitary sewer, or public water easement including but not limited to the Eastern Cottonwood, Willow, and Lombardy Poplar.

**** This checklist is to serve as a minimum guideline for plan submittal. Please refer to all Federal, State, County, and Professional Organizations ordinances, regulations, and standards that apply to the development plans you are submitting for further guidance.***

Comments:

RESUBMIT- Environmental Management

DATE

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DATE

APPROVED- Environmental Management

DATE

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DATE

Project Name: _____

Date: _____

Trees								
TYPE	SIZE OF AREA LANDSCAPED	REQUIRED TREES				Trees Needed	Trees Provided	
		Number	Height	Distance (ft)/ # of Islands				
Street Frontage	Arterials: 20'	1 per 20'	10'		/ 20	-		
	Collectors: 15'	1 per 20'	10'		/ 20	-		
	Locals: 10'	1 per 20'	10'		/ 20	-		
Parking Lot	Exterior Aisles 10'	1 per 30'	6'		/ 30	-		
	Interior Aisles 7'	1 per 30'	6'		/ 30	-		
	Buildings or Walls 5'*	N/A	N/A		/ *			
	Landscape Islands 10'	1 per island			/ 1	-		
Side Yard	Side Property Lines 6'	1 per 40'	6'		/ 40	-		
Buffer (Greenbelt)	O-I: 20'	1 per 10'			/ 20	-		
	C-C, C-H, L-B: 30'				/ 30	-		
	L-I 50'				/ 50	-		
	M-1, M-2 75'				/ 75	-		
SHRUBS								
TYPE	SIZE OF AREA LANDSCAPED	REQUIRED SHRUBS				Shrubs Needed	Shrubs Provided	
		Number	Height	Distance (ft)/ # of Islands/# of trees				
Street Frontage	Arterials: 20'	7 per tree	2'		* 7	-		
	Collectors: 15'	7 per tree	2'		* 7	-		
	Locals: 10'	7 per tree	2'		* 7	-		
Parking Lot	Exterior Aisles 10'	5 per tree	2'		* 5	-		
	Interior Aisles 7'	5 per tree	2'		* 5	-		
	Buildings or Walls 5'*	5 per 25 linear feet of building wall.	2'		* 0.2	-		
	Landscape Islands 10'	5 per island	2'		* 5	-		
Side Yard	Side Property Lines 6'	3 per tree	2'		* 3	-		
Buffer (Greenbelt)	O-I: 20'	As needed to provide visual screen	4'			N/A		
	C-C, C-H, L-B: 30'					N/A		
	L-I 50'					N/A		
	M-1, M-2 75'					N/A		

* (Excluding walls not visible from street)

Resubmit: _____
 Approved: _____

Resubmit Date: _____
 Approval Date: _____