



**DEVELOPMENT PLAN REVIEW – GENERAL DEVELOPMENT  
COMMERCIAL DEVELOPMENT / SUBDIVISION PERMIT REVIEW CHECKLIST**

DEVELOPMENT NAME: \_\_\_\_\_

ADDRESS/DISTRICT/LANDLOT/PARCEL: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY TRACKING NO.: \_\_\_\_\_

Please contact City Engineer at 678-421-2027 with questions/ comments.

**FYI: IT IS THE OWNER’S/DEVELOPER’S RESPONSIBILITY TO BE IN COMPLIANCE WITH APPLICABLE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT AND CLEAN WATER ACT REQUIREMENTS.**

**Abbreviations:** DR - Development Regulations | ZR – Zoning Resolution

**X – NEEDS TO BE ADDRESSED**

**STATUS OF REVIEW**

- ...  Walk through. Please address all comments and contact the City Engineer at 678-421-2027 to set up an appointment to r review the addressed comments.
- ...  Drop-off, include a copy of these comments and one set of plans. Bring to community Development Office 2<sup>nd</sup> Floor, City Hall. Other Comments to follow. If necessary, please consult this checklist and the Development Regulations of the City of Norcross, Georgia for minimum plan requirements.

**I. GENERAL PLAN COMMENTS**

- ...  1. REVIEW INCOMPLETE, Use shown is not permitted in this zoning district.
- ...  2. REVIEW INCOMPLETE, No approvals given until \_\_\_\_\_.
- ...  3. REVIEW INCOMPLETE, No Certificate of Occupancy/ Completion will be issued until \_\_\_\_\_.
- ...  4. REVIEW INCOMPLETE, Provide this office with signed copy of the Rezoning Resolution and/or Special Use Permit \_\_\_\_\_.
- ...  5. Arrange with Gwinnett County Fire Marshall for approval of plans. (678-518-6100)
- ...  6. Arrange with Gwinnett County Environmental Health Dept. for approval of plans. (770-963-5132)

- ...  7. Arrange with Gwinnett County Public Utilities, Water Pollution Control Div. for approval of plans (770-822-7160)
- ...  8. Arrange for review/approval of plans with Gwinnett county Dept. of Transportation, Pre-Construction (David Tucker/770-822-7400)
- ...  9. Arrange for review and approval of plan with Georgia D.O.T. (770-339-2308)
- ...  10. Obtain a street address from the Gwinnett County Planning & Development Dept. (770-822-7523)
- ...  11. Your project is located on a Gwinnett County controlled right-of-way. Please contact Gwinnett County Dept. of Transportation to obtain approval for improvements in the right-of-way (770-822-7500)
- ...  12. Obtain approval from the Georgia Soil and Water Conservation Commission. (770-761-3020) (Old SCS).
- ...  13. Provide owner's name, address, and phone number. Include a contact person (D.R. 10.6.5b)
- ...  14. Provide designer's name, address, and phone number. Include a contact person (D.R. 10.6.5c)
- ...  15. Provide project name. (D.R. 10.6.5a)
- ...  16. Provide location sketch. (D.R. 10.6.5g)
- ...  17. Show district(s), Land Lot(s), Parcel(s). (D.R.10.6.5)
- ...  18. Provide tie point (Distance to closest right-of-way intersection (D.R. 10.6.5i)
- ...  19. Show Scale. (D.R. 10.6.5d)
- ...  20. Provide a complete certified close boundary survey, to scale with north arrow. Provide data of survey. (D.R. 10.6.4a/ D.R. 10.6.5d)
- ...  21. Indicate source of topo, date, and reference datum (i.e. NGVD 1929, Mean Sea Level, etc.)
- ...  22. Boundary lines must be expressed to 1/100 foot and nearest second.
- ...  23. Contact the Mapping Division in the Tax Assessor's Department to combine all parcels into the parcel.
- ...  24. Provide a current parcel number for the combined tracts.
- ...  25. Show all existing structures, if any, and note their disposition (D.R. 10.6.5m)
- ...  26. Show acreage of site. Include total acreage of the site and the acreage for the limits of disturbed area. (D.R. 10.6.5f)
- ...  27. State zoning of site. Show & label zoning district lines if more than one zoning. (D.R. 10.6.5r)
- ...  28. State proposed use. (D.R. 10.6.5e)
- ...  29. Existing buildings that are to be demolished will require a separate Building Permit for Demolition.
- ...  30. Applicant must provide written verification from Georgia Environmental Protection Division that a permit is not required for the proposed recycling center.
- ...  31. Note subdivision name, lot number, and block letter containing this site. (D.R.10.6.5a)

- ...  32. Show adjoining property/ information (subdivision name, lot numbers, block letters and zoning; and/ or adjoining property owners and zoning). (D.R.10.6.5p)
- ...  33. Note rezoning and/ or special use permit, number(s), type(s), date(s) of approval and all conditions on plans. (D.R. 10.6.5r)
- ...  34. Show compliance with conditions of #####.
- ...  35. Note variance, waiver and/ or modification number(s), type(s), date(s) of approval, and all conditions on plans. (D.R. 10.6.5r)
- ...  36. Relocate structures behind set back lines.
- ...  37. Vacuum islands, telephone kiosks, air and water stands must be behind 50' front building setback line and 5' off the side and rear property line.
- ...  38. Show closest distance from structure to side and rear property lines. (Z.R. Sec. 115-7)
- ...  39. Show closest distance between buildings. Minimum distance to per Fire & Building Codes. (D.R. 10.6.5h)
- ...  40. Identify each building. Show same identification on the building plans.
- ...  41. Show all roof overhangs, if any. If none, state such on plans.
- ...  42. Show and provide access to all overhead doors.
- ...  43. Show canopy with all dimensions, if any. If none, state such on plan. (Z.R., Sec. 115-91)
- ...  44. Show all buildings dimensions on site plans. Dimensions to match those shown on architectural plans.
- ...  45. Indicate actual building height. Maximum allowable height is #####. (Z.R. Sec. 115-90)
- ...  46. Note Density. (D.R. 10.6.5f)
- ...  47. Provide total square footage and square footage breakdown by use. To match those shown architectural plans. (D.R. 10.6.5e)
- ...  48. Provide note on plans that no signage is proposed at this time and that appropriate sign permits to be obtained at a later date.
- ...  49. Add the following note to the plans: No drive-up windows are to be installed.
- ...  50. Add the following note to the plans: High intensity lighting facilities shall be so arranged that the source of any lights is concealed from public view and from adjacent property and does not interfere with traffic.
- ...  51. Provide a compact disk of corrected/approved plans in two formats:
  - A) PDF or TIF file
  - B) DWG file, with accompanying jewel case.
- ...  52. NPDES General Permit fee \$#####. (\$40.00/ disturbed area)
- ...  53. Provide evidence of submittal of NPDES Notice of Intent (NOI) to the state. Proof in the form of a copy of the form and certified mail return receipt from the state.
- ...  54. Provide evidence of payment of NPDES fees to the state. Proof in the form of a receipt, copy of the checks, or copy of the form showing payment to the state.

## II. ROADS IMPROVEMENTS, ENTRANCES, CONSTRUCTION DETAILS

- ...  55. Sight distance (vertical and/ or horizontal) at the proposed driveway is not shown and/ or insufficient information is given on plans to review for adequate sight distance. The engineer is given plans to review for adequate sight distance. The engineer should certify, in writing, that adequate horizontal and vertical sight distance exists in accordance with the provisions contained in section 9.7.4 of the development Regulations. Sight distance may be certified by a signed and sealed, on letterhead. Statement must be specific to the project.
- ...  56. Show all driveways and right-of-ways on the same side of the street and on the opposite side of the street adjacent to this project. Show the centerline-to-centerline offset in compliance with Article 9.7.5 of the DR. If none, note as such on the plans.
- ...  57. Entrance(s) on ##### may be unacceptable as shown.
- ...  58. Provide apron **and** curb detail for entrances. Apron composition to be 6" GAB, 6" concrete with #4 6 X 6 WWF or 6" GAB, 8" concrete without WWF. See standard drawing #313. Concrete for apron to be minimum strength of 3000 psi at 28 days.
- ...  59. Provide 11' shoulders from back of curb with 1/2" per foot positive slope.
- ...  60. Revise plan to show new/required right-of-way(s) and correct the building setback line(s).
- ...  61. Discuss the process for dedication of right-of-way along ##### with the City of Norcross. Provide this office with a copy of the executed and recorded deed and required exhibit(s).

## III. SIDEWALKS

- ...  62. Sidewalks are required along #####.
- ...  63. Note on plans: "Sidewalks shall be located 2 feet from the back of curb\* and shall be constructed of concrete a minimum ##### in width and 4" thick. Sidewalks shall be constructed with a cross slope of .25 in./ft. Concrete shall be class "B" and have a strength of 2200 PSI at 28 days." (D.R. 6.13-1.c, or 6.13.2. a-f)  
\* 2' from back of curb **exception:** in conservation subdivisions and developments in which street trees are required sidewalks shall be located at least 6' from back of curb (B.O.C)
- ...  64. The sidewalk in the ROW should connect to the building sidewalk with ADA accessibility.

## IV. PARKING, DRIVES

- ...  65. Show factors used in determining the number of parking spaces as required by the Zoning Resolution. Number of spaces to be based on #####. (Z.R. Chapter 115, Art. V)
- ...  66. State total number of parking spaces required and total number provided. Based on information submitted required number of parking spaces to be:  
Minimum: #####  
Maximum: #####
- ...  67. Additional parking is/may be needed. #####
- ...  68. Show parking spaces drawn to scale with typical dimensions labeled. Space size to be 9' X 18'. (9' X 16-1/2' if 1-1/2' grassed overhang is shown. The 1-1/2' grassed overhang cannot encroach into the required landscape strip. (Z.R. Sec. 115-151-1)
- ...  69. Show one way arrows and provide details.

- ...  70. Show potential location of drive thru window with adequate lane width, if proposed. Show dimensions. (Drive-up window, bank drive through, or pick-up station require a separate 8 feet wide drive way and stacking lane (2 vehicles per lane minimum). Zoning Resolution, Section 1000 & 1001 was amended 9-27-2005
- ...  71. Label the truck dock/ loading and unloading area if one is proposed.
- ...  72. If truck loading and unloading spaces are provided:  
 Provide access from an internal driveway or alley.  
 Locate in an area that does not cause interference with the free movement of vehicles and pedestrians over a street, sidewalk, or through-alley. (Z.R. Sec. 115-153)
- ...  73. Provide note on plan: "Parking Lots shall be maintained in good condition, free of potholes, weeds, dust, trash, and debris." (per Z.R. Sec. 115-151-3)

#### **V. UTILITIES, EASEMENTS, OTHER**

- ...  74. Show location of all existing and proposed utilities and easements
- ...  75. Provide easement agreement for  
 off site work  
 common use of driveways  
 work in power/gas easement
- ...  76. Relocate **proposed** utilities and easements shown in buffer. (B.L.T. 3.2.5.a)
- ...  77. Provide supplemental plantings per (B.L.T. 3.2.3.b)outside of the required buffer due to the **existing** Easement located inside the required buffer. (See B.L.T. 3.2.2.d)
- ...  78. Show and provide detail of dumpster screening. Dumpster must be screened on all four (4) sides.
- ...  79. Dumpster to be located behind front setback and 5' from side and rear property lines. (Z.R. Sec. 115-93-g-8-d)
- ...  80. Dumpster to be located minimum 5' from any buffer. (Z.R. Sec. 115-43-e)
- ...  81. Outside storage to be located out of required front yard and to be fenced.
- ...  82. Show fence enclosure around pool. Details of fence and self-closing/self-latching gate (commercial pools). May be incorporated into architectural plans
- ...  83. According to our gravesite inventory, your proposed development is in the vicinity of a Gwinnett County gravesite or historical area. Please provide information on plans to preserve this area as required by Georgia Law. If you have questions in regard to the law governing protection of a cemetery or burial ground, please feel free to contact this office.
- ...  84. This project appears to meet or exceed the threshold established for a Development of Regional Impact. Please refer to the attached Request for Review Form to determine the threshold established for your development type. Contact the Planning Division to submit the form for processing to the Atlanta Regional Commission. ( Development Assistance Handbook, Sec 5.1)

#### **OTHER COMMENTS**

- ...  85. #####

- ...  86. #####
- ...  87. #####
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