



Site Plan Check List

Site Plan Review Submittal Intake Checklist (to be completed by applicant):

1. Submit 3 sets of plans, maximum size 30 x 42 inches; minimum size 11 x 17 inches. Minimum scale 1 inch = 50 feet.
2. Plans sealed by Georgia professional engineer.
3. Plans must show:
 - Property address and development name
 - Zoning Classification and Variance Case Number
 - Lot dimensions including total area, required setbacks, buffers and easements
 - Property line boundary distances and bearings and adjacent row width
 - Building footprint, dimensions and total square footage
 - Surface and subsurface drainage features including pipe profiles, invert and inlet elevations, stream channels and surface water features
 - Grading plan with existing and proposed contours and spot grades
 - Paved areas including parking pads, driveways, walkways and patios
 - Impervious area calculations
 - Existing and proposed utilities
 - Flood plain statement and FIRM panel number if applicable
 - Wetland delineation if applicable
 - Owner of record address, telephone numbers and email address
 - Designer of record address, telephone numbers and email address
 - Owner's representative and 24 contact info
 - Names and addresses, or tax parcel data, of adjacent property owners
 - Survey benchmark data, horizontal control information and GA RLS contact information
 - Land Lot and District
 - Vicinity Map, North Arrow and Graphic Scale
 - Date prepared and/or revised
4. Hydrology report sealed by GA PE if applicable
5. Site Distance Calculations
6. GDOT encroachment and/or access permit
7. Landscape and Tree Protection Plans
8. Architectural façade, fenestration, signage and material information; overall height of proposed structure