



Plan Submittal Checklist

Project: _____

Project Location: _____

Design Professional Name and Email Address:

Document the page number where each item can be found on development plans. Not all items will be applicable to every development.

Plan and Project Information		
Located	on Page Number	
1.	_____	Provide developer and owner's name, address, and phone number.
2.	_____	Provide project name.
3.	_____	Provide location sketch.
4.	_____	Show district, land lot and parcel number.
5.	_____	State zoning of site. Show zoning district lines if more than one zoning.
6.	_____	Provide date of approval and case numbers of any rezonings, variances, or administrative variances. If conditions are associated with any of the cases provide conditions.
7.	_____	State proposed use for entire site and for each structure.
8.	_____	Proposed use is/is not allowed in the _____ zoning district.
9.	_____	Show professional seal (signed – see Section 702).

Survey Requirements

Per Section 702 of the City of Suwanee Zoning Ordinance, all site plans shall be drawn to scale. The following checklist items are based on this requirement.

10. _____ Provide tie point. Distance to closest right of way intersection or intersection of land lot lines.
11. _____ Show scale.
12. _____ Provide a complete closed boundary survey, to scale with north arrow. Provide date of survey.
13. _____ Show all existing structures, if any, and note their disposition.
14. _____ Show acreage of site and acreage of disturbed area.

Zoning District Requirements

See Article V, Zoning District Development and Use Regulations, of the City of Suwanee Zoning Ordinance. This article explains lists allowed, conditional, and special uses for each zoning district. This article also addresses specific district development regulations. Contact the Planning and Community Development Department at 770-904-3381 if you are unsure of the subject properties zoning or if you need any rezoning information.

15. _____ Show all setback lines. Show _____ foot front setback off of proposed right-of-way.
16. _____ Show all buffers. Indicates areas where buffer is sparsely vegetated.
17. _____ Show any required fences.
18. _____ Provide a legend showing the area devoted to recreation and square footage devoted to proposed use (Section 702).
19. _____ Indicate height of proposed buildings. Indicate any structures on site exempt from maximum height Limitations (Section 1000).
20. _____ Indicate any structures on site exempt from yard requirements, if any (Section 1001).
21. _____ Indicate proposed location and height of any sign structures.
22. _____ Show closest distance from structure to side and rear property lines and show distances between buildings.

General Zoning Requirements

- 23. _____ Show subdivision name, lot number, and block letter.
- 24. _____ Show all adjoining property information (Zoning and Property owner name).
- 25. _____ Show and provide access to all overhead doors.
- 26. _____ Show all roof overhangs.
- 27. _____ Show canopy with all dimensions, if any.
- 28. _____ Show proposed building dimensions on site plans. They are to match architectural drawings (Section 702).
- 29. _____ Show location of dumpster, if any (Section 613).
- 30. _____ Show and provide detail of dumpster screening. Dumpster must be screened on all four sides. It must be located behind the primary building and 5' from side and rear property lines. (Section 613).
- 31. _____ Indicate any fences, walls, structures, shrubs or other objects between 3 and 15 feet high within 20 feet of any intersections (Section 605).

Environmental Requirements

- 32. _____ Indicate any property within 2000 feet of the Chattahoochee River. If applicable, provide Metropolitan River Protection Act Certificate. Show compliance with Metropolitan River Protection Act Certificate (Section Article IX).
- 33. _____ If any floodplain is on site, indicate any uses located within the floodplain (Section 1101).
- 34. _____ If any work occurring in the floodplain, provide flood study.
- 35. _____ Indicate any potential wetlands on site.
- 36. _____ If any potential wetlands exist on site, indicate if they are proposed to be disturbed.
- 37. _____ If wetlands disturbed provide letter from qualified (GDOT approved) environmental consultant detailing any required U.S Army Corp of Engineers permits or letters.

38. _____ Provide the following wetlands certification:

The Design professional, whose seal appears hereon, certifies the following: 1) the National Wetland Inventory maps have been consulted; and ,2) the appropriate plan sheet [] does / [] does not (circle appropriate box) indicate areas of United States Army Corps of Engineers jurisdictional wetlands as shown on the maps; and, 3) if wetlands are indicated, the land owner or developer has been advised that land disturbance of protected wetlands shall not occur unless the appropriate wetlands alteration permit has been obtained.

Sidewalks

39. _____ Provide sidewalks along all road frontages. Sidewalks are to be _____ feet wide.

40. _____ Provide sidewalk detail (minimum 3000 psi and 4” thick).

41. _____ Provide handicap accessibility for all sidewalks located at intersections, driveway or other crossings.

42. _____ Provide details for handicap accessible sidewalks.

Parking

43. _____ Parking lot exceeds 750 spaces. A Special Use Permit is required (See Article V – special uses).

44. _____ Parking lot exceeds 500 spaces. A minimum of 10 percent of those spaces must be an alternative paving surface or deck (Section 1503).

45. _____ Show factors used in determining the number of parking spaces as required by the Zoning Ordinance (Section 1502).

46. _____ Show maximum number of parking spaces allowed. Show minimum number of parking spaces required. Show number of parking spaces provided. Show square footage breakdown by use. Square footage to match architectural drawings. Show all calculations (Section 1502).

47. _____ Show number of parking spaces using alternative parking surfaces (If applicable). (Section 1504).

48. _____ Show parking spaces drawn to scale with typical dimensions labeled. Minimum space size to be 9' x 19'. (9' x 17 ½ if 1 ½' grassed overhang is shown (Section 1501.A).

Example

Use	Square feet	Min. Ratio	Min. Spaces	Max. Ratio	Max. Spaces	Spaces Provided
Office	9,000	1/300	30	1/275	32.7	31
Warehouse	91,000	1/2000	45.5	1/1800	50.5	47
Total	100,000		76 spaces		83 spaces	78 spaces

49. _____ Show all interior driveways with dimensions (Section 1501.B)

Type of Parking	Minimum Driveway width
90° Angle Parking	22 feet wide
60° Angle Parking	12 feet wide for one way 22 feet wide for two way
Parallel Parking	10 feet wide for one way 20 feet wide for two way

50. _____ Show location of all light fixtures in and around the parking area (This includes beneath gasoline canopies). Indicate maximum wattage for light fixtures. The maximum wattage for all outdoor lights is 420 watts for fully recessed bulbs and 100 watts for unshielded bulbs.(Section 1501.C.2).

51. _____ Provide cross section of light fixtures showing compliance with shielding requirements (Section 1501.C.2).

52. _____ For parking lots exceeding 100 spaces, show pedestrian walkways. Show distance from parking spaces to walkways. Indicate location of raised walkways where crossing internal driveways (Section 1501.G).

53. _____ Provide at least one unloading/loading space per building (s) (12' x 40') (Section 1508). Space can just be shown on plans. Does not have to be painted on the parking area.

54. _____ Show typical paving section for parking areas and drives. To be 4" GAB, 2" E or F asphalt as a minimum, 4 inches of concrete, or an approved alternative parking surface (Section 1501.C.1)

55. _____ Provide minimum number of handicapped off-street parking spaces (Section 1506).

Signalization Requirements

56. _____ If a traffic signal or signals are proposed as part of the project, then provide black mast poles as required by the development regulations.

Please add the following note to any projects with road frontage on a state highway:

For all developments with road frontage upon a state highway, no building or development permit shall be issued until the approval of the Georgia Department of Transportation has been obtained by the applicant for entrances and exits, curb radii, drainage and other matters that are the appropriate concern of the department. (Section 700).

Please add the following notes:

Notify City of Suwanee Inspections Division 24 hours before the beginning of every phase of construction at 770-904-2798.

Issuance of Building and Development Permits may be withheld when it is the opinion of the City Inspector that the specifications of the Site Plan have not been complied with.

No Certificate of Occupancy will be issued until all site improvements have been completed.

High intensity lighting facilities shall be so arranged that the source of any light is concealed from public view and from adjacent residential property and does not interfere with traffic.

Exterior lights within and around the parking, including those beneath canopies, shall be contained in cut-off type luminaries whose source is completely recessed in an opaque housing. All light bulbs shall be recessed and placed completely within an enclosed opaque housing. Drop refractors are prohibited. The maximum wattage shall not exceed 420 watts/480V per fixture. (Section 1501.C.2).

Signs, location, number, and size are not approved under this permit. A separate permit is required for each sign.

The architecture of all new buildings must be approved by the City of Suwanee. (Section 613).

Within the City of Suwanee, no land disturbance or building permits shall be issued on a parcel of land that appears to contain wetlands on the City's Generalized Wetland Map Inventory until a determination has been made by the U.S. Army Corps or Engineers on whether jurisdictional wetlands exist on site. (Article XII).

Call me if you have any questions.

Daniel Robinson
770-904-3381