



Development

Handbook

INTRODUCTION

Suwanee is located in Gwinnett County and is about 30 miles northeast of Atlanta. The City is known as a friendly, progressive, fast growing community committed to maintaining a high quality of life for its approximately 15,500 residents. Suwanee prides itself on the popular community events and public parks that have received recognition and awards.

This development packet is designed to serve as learning and assistance tool for residents and the business and development community. The development, review and permitting process can appear to be daunting to developers and residents alike. The goal of this guide is to provide a better understanding of common Planning Department processes by including clear and easy to understand directions and flow charts in addition to all applications, checklists and review forms.

We encourage developers to read through the packet and contact the Planning Department if there are any questions. All development projects in the City of Suwanee should start with a meeting with the Planning Department. This meeting can save time and money for all involved. Planning and Inspections Department contacts are listed below.

Josh Campbell
Planning and Inspections Director
campbell@suwanee.com
770-904-3372

Matt Dickison
Planning Division Director
mdickison@suwanee.com
770-904-3371

Daniel Robinson
City Planner
[drobinson@suwanee.com](mailto:drobenson@suwanee.com)
770-904-3381

MaryAnn Jackson
Development Coordinator
mjackson@suwanee.com
770-904-2796

Susan Carpenter
Building Inspector
scarpenter@suwanee.com
770-904-2796

We look forward to working with you to ensure the highest quality development possible. This handbook is to serve as a guideline and not to substitute any code or regulation. Always contact staff with questions concerning applicable code or regulation.

OBTAINING A LAND DISTURBANCE PERMIT

Pre-Application Meeting

- Schedule a Pre-Application Meeting with the Planning Department (770-945-8996)
- Staff will be able to answer all questions and concerns regarding the commercial development process.
- Applicant brings one set of plans.
- Staff will provide the Development Handbook

Plan Submittal

- **Applicant Submits to the City:**
 - Completed Application
 - Review Fee
 - CD with plans in .tif or .pdf format
 - 2 Complete sets of plans
 - 2 Hydrology Reports

Review Period

- Applicant submits plans to all applicable agencies as determined by the Planning Department (see Route Sheet). It is the responsibility of the applicant to route the plans to the appropriate agencies and obtain approvals and signatures on the route sheet.
- It is during this time when the applicant should be getting together erosion control items needed for permitting such as the erosion control bond.

City Engineer Approval

- Once ALL OTHER agencies have approved and signed the route sheet, the applicant may get the approval of the City Engineer.
- **The City Engineer will stamp and sign:**
 - 4 final complete sets of plans
 - 2 Hydrology Reports
 - Route Sheet

Plan Approval

- **Applicant will provide:**
 - 4 sets of plans stamped by the City Engineer
 - 1 set of erosion control plans stamped by Georgia Soil and Water Conservation Commission
 - Erosion Control Bond and Affidavit
 - Development Permit Fee
 - City NPDES Fee
 - Proof of State NPDES Fee and Copy of Primary Permittee Notice of Intent

Pre-Construction Meeting

- The owner/contractor/design engineer schedules meeting with the Chief Building Inspector. The Building Inspector will give the contractor the approved stamped set of plans.
- All outstanding fees must be collected before the Land Disturbance Permit is issued.

PLAN SUBMITTAL

- LAND DISTURBANCE PERMIT APPLICATION
- ZONING REVIEW CHECKLIST
- LANDSCAPE REVIEW CHECKLIST

FOR A COMPLETE PLAN SUBMITTAL:

- Land Disturbance Permit Application (included) must be fully completed in order for the City to accept it.
- Review Fee - When the plans are initially submitted for review the applicant must pay the review fee. The review fee for a Land Disturbance Permit is \$100 per acre. The minimum review fee is \$600.
- The applicant must submit electronic copy of plans on CD in TIF and PDF format.
- The applicant must submit two full sets of plans and hydrology reports. The Planning and Inspections Department will keep and review one copy and the other copy will be forwarded to the City Engineer for review.
- Please have the professional who designed the plans note on the included checklists where each item is located on the plans. This will help speed up review time and ensure all items are included in the plans.



Commercial/Multi-family Site Plan Review Application

City of Suwanee
 330 Town Center Avenue
 Suwanee, GA 30024
 770-945-8996 (ph.)
 770-945-2792 (fax)

Project Name: _____
 Project Address: _____
 Tax Parcel ID #: _____
 Owner Name: _____
 Owner Address: _____
 Owner Phone # and Fax #: _____
 Contact Firm: _____
 Contact Person: _____
 Contact email: _____
 Contact Phone # and Fax #: _____

Please Answer the following questions:

<u>Questions</u>	<u>Yes</u>	<u>No</u>
1. Is the project in compliance with the Development Regulations?		
2. Are the plans sealed by a Georgia State Landscape Architect or Engineer?		
3. Did the applicant meet with the City Planning and Inspections Department for a pre-review environmental meeting?		
4. Do the plans include a completed tree replacement/tree preservation plan sealed by a registered landscape architect?		
5. Do the plans include an Erosion Control Plan sealed by a certified professional?		
6. Did you provide 2 copies of the complete site plan.		
7. Did you provide 2 copies of the hydrology study (If connecting to an existing pond please provide 2 copies of the applicable hydrology).		
8. Did you provide the review fee. (\$100/site acre. \$600.00 minimum). Review fees are non-refundable.		
If the answer to any of questions 1-8 is "No" then the City may not accept the application for review.		
9. Are there any wetlands located within the boundaries of the project property? If yes, please list acreage _____. If greater than 0.1 acres, please provide appropriate permits from the Army Corp of Engineers.		
10. Is any portion of the project located within 2000 feet of the Chattahoochee River? If yes, please provide a copy of the MRPA Certificate.		
11.A Do the plans indicate any disturbance within the floodplain? If yes, please provide a flood study.		
11.B. Please provide proof of notification of adjacent communities and the Georgia Department of Natural Resources prior to any alteration or relocation of a watercourse and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).		

12. Is there any off-site land disturbance (not-including work in existing right-of-ways)? If yes, please provide copies of appropriate easements.		
If the answer to any of questions 9-12 is "Yes" and the required information is not provided then the City may not accept the application for review.		
Inaccurate answers to the following questions may delay approval of the project.	Yes	No
13. Is the project less than 1.0 acre?		
14. Is the project located farther than 200 feet from a stream, river, lake or other body of water?		
15. Is there a change in the occupancy or use?		
16. Is the property undeveloped?		
17. Do the plans include a preliminary plat?		
18. Will this project be on public water? If yes, circle one Gwinnett County City of Suwanee		
19. Will this project be on public sewer?		
20. Will this project use a septic tank system?		
21. Do the plans include a constructed stormwater BMP facility?		
22. What is the Zoning District of the subject property?		
23. What is the site acreage? _____ acres		
24. What is the site disturbed acreage? _____ acres		
25. Please list any adjacent public right-of-ways, noting which entity maintains the right-of-way.		

Note 1. All information must be completed on application in order for plans to be accepted for review by City Departments.

Note 2. The submittal of inaccurate or incomplete drawings may cause the application to be rejected. Rejected plans must file a new application and pay a new review fee.

Applicant's Acknowledgement

I have read and understand the application, and the information that I have provided is true and complete to the best of my knowledge. I understand that submitted plans must accurately reflect proposed work. I also understand that substantially incomplete or inaccurate applications may be rejected.

Applicant's Signature _____ **Date** _____

Owner's Acknowledgement

I acknowledge that the City of Suwanee Planning and Inspections Department staff or designees may require access to my property in order to confirm some of the information contained in this application. I authorize the City or its representatives to access the site that is the subject of this application.

Owner's Signature _____ **Date** _____

=====Office Use Only=====

Date Accepted: _____ Project #: _____ Amt. Paid _____ Check No. _____

Received by: _____

Zoning Review Checklist

Have design professional note on checklist where each item is located on the plans. This will speed up review time and make sure nothing is left off the plans.



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

Landscape Review Checklist

Have design professional note on checklist where each item is located on the plans. This will speed up review time and make sure nothing is left off the plans.



330 Town Center Ave
 Suwanee, GA 30024
 Phone 770-945-8996 Fax 770-945-2792

Landscaping Plan Submittal Checklist

Project:

Project Location:

Design Professional Name and Email Address:

1. _____ **Provide landscape/tree protection/replacement/buffer plan.**
 Show Density Factor A nalysis. If trees are pro posed to be saved, clearly delineate on plans. Show complete exiting and repla cement tree inventory and density calculations. Separate into existing trees and replacem ent trees the foll owing: species nam e, comm on nam e, number, caliper, d ensity factor units. Existing Dens ity Factor(E DF) plus Replacem ent Density Factor(RDF) must equal or exceed the Site Density Factor (SDF). The following example is the preferred format for showing the required information and calculations.

Example:

Replacement Denisty Factor – Replacement trees being provided						
Species Comm	on	Number Caliper	Gallons	or	Density Fact or	Total DFU's
	Name				Units*	
Quercus nigra	Water Oak	20	2"		0.5	10.0
Zelkova serrata	Japanese Zelkova	12 2"			0.5	6.0
Total Replacement Density Factor (RDF)						16.0

*See Table 1700.3 for Conversion of Replacement Tree Caliper to Density Factor Units.

Existing Denisty Factor – Trees being preserved						
Species Comm	on	Number Caliper	Gallons	or	Density Fact or	Total DFU's
	Name				Units*	
Acer barbatum	Florida Maple	8	13"		0.9	7.2
Nyssa sylvatica	Black Gum	6	6"		0.2	1.2
Total Existing Density Factor (EDF)						8.4

*See Table 1700.2 for Conversion of Tree Diameters (DBH) to Density Factor Units

Site Density Factor (SDF) is equal to 20 Tree D ensity Units per acre. In this example a 1.25 acre site would require **1.2 acres times 20 TDU's = 24.0 TDU's. The RDF added to the EDF must exceed the SDF.** In this example: 16.0(RDF) + 8.4(EDF) = 24.4. Sites must demonstrate compliance with 20 TDU's per acre. This site woul d meet the requirement. (See [Section 1704.6](#) of the City of Suwanee Zoning Ordinance for a complete explanation of the Density Factor Analysis.)

Landscape Strip Requirements (Section 1703.2)

2. _____ Provide a 15' landscape strip adjacent to _____. (Section 1703.1.1)
3. _____ Provide one overstory tree with an anticipated canopy of 900 sq. ft. every 30 feet or one overstory tree with an anticipated canopy of 1,600 sq. ft. every 40 feet and one shrub per 25' of length of 15' landscape strip. Provide calculations on plans. (Section 1703.2)
4. _____ Provide a 5' landscape strip on sides and rear of property. (Sec. 1703.2)
5. _____ Provide one tree and one shrub per 50' of length of 5' landscape strip. Provide calculations. (Sec. 1703.2.2)

Parking Lot Requirements (Section 1703.3)

6. _____ Double Rows Parking: Provide 400 square foot planter islands at the terminus of each double row of parking. Each planter island shall contain 2 trees. (Sec 1703.3)
7. _____ Double Row Parking: Connect planter islands with a 6' wide landscape strip. Provide one tree every 30 to 40 feet depending upon anticipated canopy size (see section 1704.7.3). Provide parking lot trees.
8. _____ Single Row Parking: Provide 200 square foot planter islands at the terminus of each single row of parking and at least every 7 spaces. Each planter island shall contain 1 tree. (Section 1703.3.2)
9. _____ All trees planted to meet parking lot requirements shall be a minimum 3" caliper canopy trees with an anticipated canopy of at least 900 square feet. (Section 1703.3.2)
10. _____ All off-street parking lots shall be concealed from public view by a minimum three-foot high hedgerow. Hedges shall form a solid continuous visual screen immediately and shall consist of two staggered rows of shrubs spaced a maximum of 2 feet on center. Hedge plantings shall be comprised of species off the approved Hedgerow list. (Section 1703.3.G)

Specimen Tree and Tree Save Area Requirements (Section 1704.9)

11. _____ Provide list of specimen trees to be removed. If trees are being removed, please indicate their location and size on plan. Please indicate size, number, and species used to replace specimen trees.
12. _____ The replacement density units provided must be double the density value of the tree removed. (Section 1704.9.3)
13. _____ For specimen trees please provide tree protection fencing around 1.5 times the critical root zone. (Article III)
14. _____ Provide tree protection fencing around all tree save areas. (Sec. 1704.7.4)

15. _____ Provide silt fence along the uphill side of all tree save areas.

General Landscape requirements.

16. _____ Specify treatment of remaining ground area. The area should be sodded, seeded or hydroseeded with grass, and/or planted with ground cover species and/or provided with other landscaping material. (Section 1703.3.C)
17. _____ Provide a _____ foot natural, undisturbed buffer adjacent to _____. (Varies Depending zoning of Subject Property and the zoning of the surrounding properties) (Section 1702.2)
18. _____ Structures to be a minimum of 5' off of buffer. Show the 5' structure setback off of buffer.
19. _____ Provide details of buffer showing existing tree line and replanting where sparsely vegetated. (Section 1702)
20. _____ Provide additional planting to screen this development from residentially zoned property across the street. (Section 1702)
21. _____ Provide complete plant list, giving botanical names, common names, and sizes (This is for the landscaping aside from trees).
22. _____ Provide a total NUMBER of non buffer trees to be planted. Provide a total number of trees planted within required buffers. Provide a total number of trees preserved outside of the required buffers. (Section 1704.7.2)
23. _____ No more than 30% of all replacement trees to be planted on site may be of any one species.
24. _____ Provide Planting specifications on plan.
25. _____ Provide proof of warranty or post a Maintenance Bond or other acceptable surety, warranting the new trees, shrubs or landscape material for a period of no less than one (1) year. (Section 1705.2)
26. _____ Please provide tree planting detail.
27. _____ Plans stamped by a registered landscape architect.
28. _____ Show all easements.
29. _____ No more than 15% of all replacement trees may be from the limited species list.

ADD THE FOLLOWING NOTES TO YOUR PLANS:

_____ NOTIFY CITY OF SUWANEE INSPECTIONS DEPARTMENT 24 HOURS BEFORE THE BEGINNING OF EVERY PHASE OF CONSTRUCTION AT 770.945.8996.

_____ NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL SITE IMPROVEMENTS HAVE BEEN COMPLETED.

_____ ALL BUFFERS AND TREE SAVES AREAS SHALL BE CLEARLY IDENTIFIED BY FLAGGING AND/OR FENCING PRIOR TO COMMENCEMENT OF ANY LAND DISTURBANCE.

_____ TREES TO BE A MINIMUM OF 6' IN HEIGHT AT TIME OF PLANTING.

_____ THE DENSITY REQUIREMENTS SHOWN ON THE TREE PRESERVATION/ REPLACEMENT PLAN(S) MUST BE VERIFIED PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY OR ACCEPTANCE OF THE PROJECT.

_____ A MAINTENANCE INSPECTION OF TREES WILL BE PERFORMED AFTER ONE FULL GROWING SEASON FROM THE DATE OF THE FINAL CONSTRUCTION INSPECTION. PROJECT OWNERS AT THE TIME OF THE MAINTENANCE INSPECTION ARE RESPONSIBLE FOR ORDINANCE COMPLIANCE.

_____ ALL TREE PROTECTION DEVICES MUST BE INSTALLED AND INSPECTED PRIOR TO ANY CLEARING, GRUBBING OR GRADING. CALL THE CITY INSPECTOR FOR AN INSPECTION.

Call Daniel Robinson at 770-904-3381 if you have any questions.

REVIEW PERIOD

- Route Sheet
- Reviewing Agency Contact List
- Erosion Control Items
- NPDES Fee
- Notice of Intent

REVIEW PERIOD

- The route sheet (copy included) will be given to the applicant when the City accepts the plans. It is the responsibility of the applicant to route the plans to each agency whose review is necessary for the project.
- A contact list with each review agency is included. Contact each agency to inquire about the plan requirements and fees.
- Before a LDP is issued the applicant must provide an Erosion Control Affidavit (included). The affidavit must be signed by the party responsible for maintaining the site while under construction. This person is usually the contractor.
- The applicant is also required to post an erosion control bond or letter of credit prior to obtaining the LDP. This ensures that the site will be properly maintained should the applicant leave the project unfinished. It is during the review period when the applicant should be getting all the required erosion control items together. This will prevent a hold up later in the process.
- If the disturbed acreage is over 1 acre the applicant is required to pay the City NPDES fee. The fee is \$40 per disturbed acre. The applicant will also have to provide the Georgia Soil and Water Conservation Commission a Notice of Intent and pay their NPDES fee. The City will require proof of these submissions prior to issuing a LDP.



City of Suwanee
330 Town Center Ave.
Suwanee, GA 30024
(770) 945-8996
(770) 945-2792

Project Information

Project Name _____
Project Address _____
Project Type _____ District _____ Land Lot _____ Parcel _____
Zoning _____ Number of Lots _____ Acreage _____ Dist. Acreage _____ Sewer or Septic _____
Owner Name _____
Owner Address _____
Owner Phone _____ Owner E-mail _____
Contact _____
Contact Address _____
Contact Phone _____ Contact E-mail _____

The date of review begins on the date a complete plan/plat is submitted **and** the review fee is paid.

Submitted by: _____ Date _____ Print Name _____
Accepted by: _____ Date _____ Print Name _____

Applicant's LDP Permit Checklist

Review Fee: _____ Paid by: _____ Date: _____
Permit Fee: _____ Paid by: _____ Date: _____
City NPDES Fee: _____ Paid by: _____ Date: _____
State NPDES Fee: _____ Paid by: _____ Date: _____
Erosion Control Bond Amount: _____ Delivered by: _____ Date: _____
Erosion Control Affidavit Submitted by: _____ Date: _____
BMP Maintenance Agreement Submitted by: _____ Date: _____
Primary Permittee NOI Submitted by: _____ Date: _____

For Office Use Only

Submittal Date _____ DP# or Case # _____
Type of review(s): Concept Plan Grubbing Plan Clearing Plan Grading Plan Other Review
 Development/Site Plan Preliminary Plat Final Plat Exemption Plat Minor Review

Reviewing Agency or Department		Applicable/NA (Circle One)
<ul style="list-style-type: none"> Georgia Soil and Water Conservation Commission (Erosion Control – Sites greater than 1.0 acres) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> City of Suwanee Public Arts Commission (PAC) (All Development Permits) <input type="checkbox"/> I intend to participate in the City's Public Arts initiative <input type="checkbox"/> I decline participation		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Gwinnett County Department of Environmental Health (Septic Tanks and/or associated structures) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Gwinnett County Fire Department (Fire Safety and ADA compliance) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Gwinnett County Department of Public Utilities (Existing or proposed water and/or sewer) 		Applicable Not Applicable
Signed: Water	Print Name/Conditions:	Date
Signed: Sewer	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Gwinnett County Development Department (Assign street names and addresses, or project with frontage on County Road) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> City of Suwanee Public Works 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> City Engineer – _____ (Development Compliance, Storm water, Access, Erosion Control if less than 1 acre, etc.) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> City of Suwanee Planning and Inspections Department (Zoning Compliance and Landscape Review) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Gwinnett County Department of Transportation (Construction in County Right-of-Way) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Georgia Department of Transportation (Construction in State Right-of-Way) 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
<ul style="list-style-type: none"> Other 		Applicable Not Applicable
Signed:	Print Name/Conditions:	Date
Final Approval		
City of Suwanee Planning and Inspections Department		
Signed:	Print Name/Conditions:	Date

Reviewing Agency Contact List

Georgia Soil & Water Conservation Commission

Susan Castle
1500 Klondike Road Ste. A109
Conyers, GA 30094
770-761-3019

City of Suwanee Public Arts Commission

Toni Shrewsbury
330 Town Center Avenue (City Hall)
Suwanee, GA 30024
770-904-3389

Gwinnett County Environmental Health

Deanna Glisson
446 West Crogan Street
Lawrenceville, GA 30046
770-963-5132

Gwinnett County Fire Department

Jim Egan
446 West Crogan Street Suite 150
Lawrenceville, GA 30046
678-518-6121

Gwinnett County Water Resources

Leslie McCoy
446 West Crogan Street
Lawrenceville, GA 30046
678-518-6177

Gwinnett Co. Development Department

Sharon Cook
446 West Crogan Street
Lawrenceville, GA 30046
678-518-6017

City of Suwanee Public Works

James Miller
330 Town Center Ave (City Hall)
Suwanee, GA 30024

City Engineer

Larry Genn – LBGM Associates
1000 Peachtree Ind. Blvd. Suite 6 Box 490
Suwanee, GA 30024
770-312-2674

City of Suwanee Planning and Inspections

Daniel Robinson
330 Town Center Avenue (City Hall)
Suwanee, GA 30024
770-904-3381

Jimmy Garrison - DPE, Inc.
5720 Bristol Industrial Way, Suite A
Buford, GA 30518
770-271-2868

Jason Hurst - Columbia Engineering
2763 Meadow Church Road Suite 100
Duluth, Georgia 30097

Gwinnett County Dept. of Transportation

Lewis Cooksey
446 West Crogan Street
Lawrenceville, GA 30046
770-822-7428

Georgia Department of Transportation

William Hunter
145 Hurricane Shoals
Lawrenceville, GA 30046
770-339-2308

Erosion Control Items Needed for LDP

- Erosion Control Affidavit
- Erosion Control Bond Sample
- Erosion Control Letter of Credit Sample

City of Suwanee
330 Town Center Avenue
Suwanee, GA 30024
770-945-8996 (phone)
770-945-2792 (fax)

EROSION CONTROL AFFIDAVIT

This affidavit must be signed and delivered to the City of Suwanee prior to issuance of a land disturbance permit.

Permit Number _____ () Clearing () Grubbing () Grading () Development

Project Name and Phase/Unit _____

Job Site Address _____

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Contact Name _____ Contact Phone _____

My signature hereon signifies that I am the person responsible for compliance with **The Soil Erosion and Sedimentation Control Ordinance**. I acknowledge that if I fail to comply, City inspection staff may: refuse to make inspections, cash or call the surety instrument, issue Stop Work Orders, and issue summons to appear in Municipal Court for violations of erosion control requirements; and that I must use Best Management Practices (BMP's) to control soil erosion on my job site.

My signatures hereon also signifies that I have posted the Erosion Control Surety per the requirements of **The Soil Erosion and Sedimentation Control Ordinance**. I also understand that failure to follow the City's requirements pertaining to soil erosion control my result in the City calling any or all sureties to remedy, correct or prevent any erosion-related problems or conditions.

Signature _____ Date _____

Notary Signature _____ (Notary Seal)

Office Use Only
Surety Tracking Number _____

-Sample-

Erosion Control Bond

To Be on Official Company Letterhead

KNOW ALL MEN BY THESE PRESENTS: That we _____ of _____ County, State of Georgia as Principal and _____ as Surety, are held and bound unto Suwanee, Georgia in the sum of _____ lawful money of the United States of America, for the payment whereof well and truly to be made, we bind ourselves, our heirs, executors, successors and assigns, jointly and severally, firmly by these presents.

The condition of the foregoing obligation is such that,

WHEREAS, a Land Disturbance Plan and Erosion Control Plan has been submitted to and approved by the City of Suwanee for land disturbing activities

WHEREAS, the Principal has executed an Erosion Control Affidavit with the City of Suwanee, dated the _____ day of _____, 20__ in which the Principal agrees and warrants, that as a conditions precedent to the issuance of a Land Disturbance Permit all erosion control measures and practices shall be provided and maintained in accordance with the standards in the City of Suwanee’s Erosion Control Ordinance for a period no less than 12 months or until the site is suitably stabilized to the satisfaction of the City of Suwanee Inspections staff;

WHEREAS, this agreement shall be governed by the laws of the State of Georgia.

NOW THEREFORE, if the Principal shall well and truly perform the terms and conditions of said contract, then this obligation shall be void, otherwise, to remain in full force and effect. Upon failure of the Principal in the performance of the terms and conditions of said contract, then the Surety shall be liable in payment to the City of Suwanee, GA of a sum not to exceed \$ _____, for the cost of completing or mitigating the terms and conditions set forth under the contract entered by the Principal with the City of Suwanee, GA.

SIGNED, SEALED AND DELIVERED THIS _____ day of _____, 20_____, in the presence of:

ATTEST:

Principal (Seal)

Corporate Secretary

By: _____

Title

Surety (Seal)

By: _____

Title

(Bank Letterhead)

STANDBY LETTER OF CREDIT NO. _____ DATE: _____

BENEFICIARY:
City of Suwanee, Georgia
373 Highway 23
Suwanee, GA 30024

APPLICANT:
(Developer or Contractors)
(Developer or Contractor address)
(City), (State) (ZIP)

AMOUNT: (amount) (amount written out) EXPIRATION: _____

We hereby establish our Irrevocable Standby Letter of Credit dated (month day, year) in your favor available by your draft(s) at sight drawn on us (bank, city, state) payable to the order of the City of Suwanee, Georgia and blank endorsed, accompanied by the original letter of credit and the following document(s):

A statement purportedly signed by an official of the City of Suwanee reading: “We hereby certify that (Developer or contractor) has failed to satisfy the erosion control requirements in accordance with specifications required by the City of Suwanee regarding (project name) located at (project address).”

Expiration date of this letter of credit is (date) at our counters located at (bank address).

Drafts must endorsed hereon and must be marked , “Drawn under (bank name), Irrevocable Standby Letter of Credit Number (number), dated (date letter of credit issued).”

We engage with you that drafts drawn under and in compliance with the terms of the credit will be duly honored upon presentation and delivery of documents as specified.

This undertaking is issued subject to the International Standby Practices 1998 (ISP98), The International Chamber of Commerce Publication No. 590.

(Bank Name)

Authorized Signature

CITY ENGINEER

APPROVAL

- Route Sheet
- Completed Plans
- Final Hydrology Report

CITY ENGINEER APPROVAL

- Once the applicant has received approval from ALL APPLICABLE AGENCIES, the applicant may schedule an appointment to get plan approval from the City Engineer. The applicant must bring:
 - 4 sets of completed plans
 - 2 copies of final hydrology
 - Route Sheet

The City Engineer will stamp all four copies of the completed plans as well as the two hydrology reports. The City Engineer will keep one copy of the hydrology report for his records. The route sheet will be signed at this point as well.

PLAN APPROVAL

- Route Sheet
- Completed Plans
- Final Hydrology Report
- Fees

PLAN APPROVAL

- Once the applicant has received approval from the City Engineer, the applicant may schedule an appointment to get plan approval. The applicant must bring:
 - 4 sets of completed plans stamped by City Engineer
 - 1 set of plans stamped by GSWCC (projects over 1 acre)
 - 1 copy of final hydrology report stamped by City Engineer
 - Completed Route Sheet
 - CD with final plans in pdf and tif format
 - All outstanding fees
 - City NPDES Fee
 - LDP Permit Fee
 - Erosion Control Bond/LOC and Affidavit
 - Proof of NOI submitted to GSWCC
 - Proof of fee paid to GSWCC

PRE- CONSTRUCTION MEETING

PRE-CONSTRUCTION MEETING

After the plans have been approved by the Planning Department the applicant may schedule a pre-construction meeting with the Building Inspector. At this meeting the Building Inspector will give the contractor the copies of the approved plans and issue the LDP. All outstanding fees must be paid before the Building Inspector will issue the LDP.