



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:

Questions	Yes	No
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. Number of residential lots _____ Total number of lots _____		
26. 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: _____