

Development Handbook

CITY OF SUWANEЕ, GEORGIA



STEP 1

Schedule a Pre-Application Meeting

Once you have performed some homework and due diligence it is time to meet with the Planning and Inspections Department for a pre-application meeting. The pre-application meeting is the first step in the development process and an important one. This meeting gives the applicant a chance to meet Planning and Inspections staff that will be reviewing and ushering the project throughout the development process. Staff will explain the review process and discuss your specific project. It is strongly encouraged that you take advantage of the meeting early in the process. Bring site plans,

renderings, pictures – whatever you have that will help Planning staff give you important information to move forward with. Planning staff may be able to identify potential issues that can save you plenty of time and money.

We are always happy to meet with anyone interested in developing in the City of Suwanee. Please contact MaryAnn Jackson, Development Coordinator, to schedule a meeting. Pre-application meetings may be scheduled Monday-Friday at 10:00a.m. or 2:00p.m. at City Hall located at 330 Town Center Avenue.

BENEFITS OF A PRE-APPLICATION MEETING

- Chance to meet the professionals who will be reviewing, evaluating and ultimately approving your project.
- Get ALL your questions answered early in the process allowing you ample time for corrections or change of action.
- Planning and Inspections staff will review this handbook and the review process in a step by step manner so that you understand every aspect.



STEP 2

Submitting the Plan

You've met with the Planning and Inspections Department and now you are ready to submit your plans for a Land Disturbance Permit (LDP). The City of Suwanee requires a few documents due at time of submittal.

- Land Disturbance Permit Application (Included)
- Review Fee (See Fee Schedule)
- 2 Complete Sets of Plans
- 2 Hydrology Reports
- Zoning and Landscape Checklist (Included)

If you have a complete submission the City will fill out and provide you with a Route Sheet (sample included). The Route Sheet is the most important document you will take with you. On the back page, there is a list of agencies that may need to review and approve your plans. The Planner who accepts your application will inform you which agencies you will need approval from. It is the applicant's responsibility to route the plans to each agency. Once that agency has approved your plan, they will sign the route sheet. Once all of the required agencies have approved your plans and signed your route sheet you can get your plans approved by the City.



POSSIBLE REVIEW AGENCIES

Georgia Soil & Water Conservation Commission

SUSAN CASTLE

90 Lanthier Street
Winder, Georgia 30680
470-201-9897
scastle@gaswcc.org

Gwinnett County Environmental Health

DEANNE GLISSON

446 West Crogan Street
Lawrenceville, Georgia 30046
770-963-5132
deanna.glisson@gwinnettcounty.com

Gwinnett County Water Resources

LESLIE MCCOY

446 West Crogan Street
Lawrenceville, Georgia 30046
678-518-6177
leslie.mccoy@gwinnettcounty.com

City of Suwanee Public Works

JAMES MILLER

330 Town Center Avenue (Suwanee City Hall)
770-904-3373
jmillers@suwanee.com

Gwinnett County Department of Transportation

LEWIS COOKSEY

446 West Crogan Street
Lawrenceville, Georgia 30046
770-822-7428

City of Suwanee Public Arts Commission

TONI SHREWSBURY

330 Town Center Avenue (Suwanee City Hall)
Suwanee, Georgia 30024
770-904-3389
tshrewsbury@suwanee.com

Gwinnett County Fire Department

JIM EGAN

446 West Crogan Street
Lawrenceville, Georgia 30046
678-518-6121
jim.egan@gwinnettcounty.com

Gwinnett County Development Department

SHARON COOK

446 West Crogan Street
Lawrenceville, Georgia 30046
678-518-6017
sharon.cook@gwinnettcounty.com

City Engineer

LARRY GENN – CLARK PATTERSON LEE

3011 Sutton Gate Drive, Ste 130,
Suwanee, GA 30024 - 678-318-1071
lgenn@clarkpattersonlee.com

Georgia Department of Transportation

WILLIAM HUNTER

150 Hurricane Shoals
Lawrenceville, Georgia 30046
770-339-2308

All of the agencies review your plans concurrently. However, you must begin the process by submitting plans to the Suwanee Planning and Inspections Department.

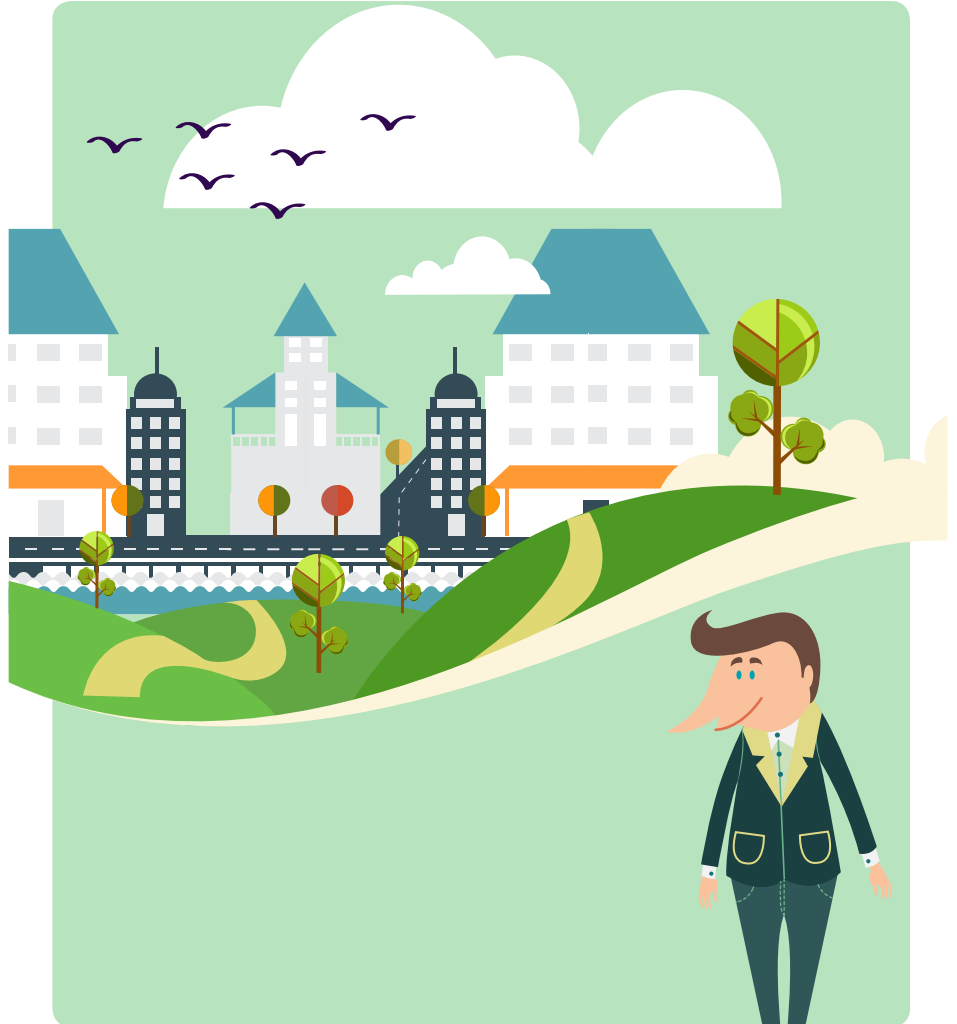
STEP 3

Plan Review

One of most common questions we get at pre-application is, “**How long does the process take**”? The LDP process can take as little as a month or as long as three months.

The duration of the process is largely up to you, the applicant. The more complete and accurate the plans are from the beginning the less corrections will need to be made and less resubmittals needed and so on. In order to help you have the most streamlined and time-efficient Plan Review period as possible, staff has the following tips:

- 1** Have your engineer, landscape architect or other design professional complete the Design Professional Review Checklist (included). The checklist is based off of the review checklist that the City Planner uses to review the plans. The design professional should label the page number each item can be found. A complete review checklist will ensure the most accurate and complete first submittal possible.





2 Start working on getting all of the bonds and agreements in order. Your project might a BMP Agreement, Erosion Control Bond, or both. These are often taken care of late in the plan review process which often times cause delays. If part of your project contains a stormwater BMP, a BMP bond and agreement must be submitted before the City can issue you the LDP. A sample BMP bond and maintenance agreement is included and may be used as a template.

3 All of the necessary agencies that have to review your plan will do so concurrently. There is no need to wait on the approval from one agency to engage with another. The City of Suwanee will NOT accept or review building permit plans until the LDP has been issued. However, Gwinnett County Fire Marshall and the Health Department (restaurants only) will review the plans prior to the issuance of the LDP. So by all means get those approvals in advance so as soon as you get your LDP you can apply for your building permit.

4 Get on the Public Arts Commission agenda NOW. A unique aspect of developing in Suwanee is the requirement to attend a Public Arts Commission meeting. The Public Arts Commission requests that 1% of your building cost be used for some sort of public art. Public art can mean a sculpture, a mosaic, a mural or it could also be a donation. Participation in the program is voluntary but we are happy to report that over 90% of applicants choose to participate in some form or fashion. While participation in the Arts is voluntary, **attending the meeting is required**; even if you are not planning to participate. The PAC usually meets on the first Wednesday of every month.

SO
DON'T
WAIT!

The City is proud of its high standards and the high-quality development they help create. The City will return plan review comments to you in 5 days or less. You may not always like our comments or code interpretations but we give them to you as fast as we can so that you can make changes accordingly.

STEP 4

Plan Approval

The City of Suwanee's Planning and Inspections Department nor the City Engineer will approve your plans until all of the required agencies have approved the plans and signed the route sheet. Once you have obtained all the signatures and once all of the comments from the City Engineer and Planning Department have been corrected or addressed you may get the plans approved. The City requires 4 final copies of the full set of plans and two final copies of the Hydrology Report for final approval. The City Engineer and the Planning Department will stamp the plans and hydrology reports as approved.

BRING THE FOLLOWING TO THE APPROVAL APPOINTMENT

- Two Hydrology Reports
- Four Full Sets of the Plans
- Completed Route Sheet
- Four Copies of the Completed BMP Maintenance Agreement and Bond



STEP 5

Issuing the Land Disturbance Permit

CONGRATULATIONS!

You are now ready to start moving dirt. The City of Suwanee will conduct a pre-construction meeting with the contractor and anyone else involved in the process. The Building Official will explain the inspections the City will conduct and the expectations in regards to erosion control among other items. There are many documents that will need to be submitted before the LDP will be handed over.

TYPICAL ITEMS NEEDED AT PRE-CONSTRUCTION MEETING

- Erosion Control Affidavit (included)
- Erosion Control Bond
- Permit Fee
- City NPDES Fee
- Proof of Paid State NPDES Fee
- Copy of NOI
- CD or USB with plans in .tif format



BLANK FORMS

- Zoning** Review Checklist
- Landscape** Review Checklist
- Commercial/Multi-family Site** Plan Review Application

Zoning Review Checklist

PLANNING DIVISION Review / Comments

Project: _____
NAME

Date of Review: ____ / ____ / ____
MONTH DAY YEAR

Project Location: _____
STREET NUMBER STREET NAME SUITE NUMBER CITY ZIP CODE

NO APPROVALS OR PERMITS GIVEN UNTIL SITE HAS SATISFIED ALL APPLICABLE SUBDIVISION REQUIREMENTS.

NO DEVELOPMENT PERMITS WILL BE ISSUED UNTIL A PRELIMINARY PLAT HAS BEEN APPROVED TO SUBDIVIDE THE PROPERTY.

NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL A FINAL PLAT HAS BEEN APPROVED AND RECORDED ON THE PROPERTY.

X = Non-Compliance **√** = Compliance **n/a** = not applicable

REVIEW:

	1st	2nd	3rd	N/A	Plan and Project Information
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide developer and owner's name, address, and phone number.
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide project name.
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide location sketch.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show district, land lot and parcel number.
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State zoning of site. Show zoning district lines if more than one zoning.
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State proposed use for entire site and for each structure.
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed use is/ <u>is not</u> allowed in the ____ zoning district.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show professional seal (signed – see Section 702).

Zoning Review Checklist

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.

X = Non-Compliance **√** = Compliance **n/a** = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide tie point. Distance to closest right of way intersection or intersection of land lot lines.
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show scale.
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a complete closed boundary survey, to scale with north arrow. Provide date of survey.
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all existing structures, if any, and note their disposition.
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all setback lines. Show _____ foot front setback off of proposed right-of-way.
16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all buffers. Indicates areas where buffer is sparsely vegetated.
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show any required fences.
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a legend showing the area devoted to recreation and square footage devoted to proposed use (Section 702).
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate height of proposed buildings. Indicate any structures on site exempt from maximum height Limitations (Section 1000).
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate any structures on site exempt from yard requirements, if any (Section 1001).
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate proposed location and height of any sign structures.
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show closest distance from structure to side and rear property lines and show distances between buildings.

Zoning Review Checklist

GENERAL ZONING REQUIREMENTS

X = Non-Compliance

√ = Compliance

n/a = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
23.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show subdivision name, lot number, and block letter.
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all adjoining property information (Zoning and Property owner name).
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and provide access to all overhead doors.
26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all roof overhangs.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show canopy with all dimensions, if any.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show proposed building dimensions on site plans. They are to match architectural drawings (Section 702).
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show location of dumpster, if any (Section 613).
30.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any floodplain is on site, indicate any uses located within the floodplain (Section 1101).
34.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any work occurring in the floodplain, provide flood study.
35.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indicate any potential wetlands on site.
36.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If any potential wetlands exist on site, indicate if they are proposed to be disturbed.
37.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If wetlands disturbed provide letter from qualified (GDOT approved) environmental consultant detailing any required U.S Army Corp of Engineers permits or letters).
38.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

Zoning Review Checklist

SIDEWALKS

X = Non-Compliance

√ = Compliance

n/a = not applicable

1st

2nd

3rd

N/A

Plan and Project Information

- | | 1st | 2nd | 3rd | N/A | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|---|
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide sidewalks along all road frontages. Sidewalks are to be _____ feet wide. |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide sidewalk detail (minimum 3000 psi and 4" thick). |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide handicap accessibility for all sidewalks located at intersections, driveway or other crossings. |
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide details for handicap accessible sidewalks. |

PARKING

- | | 1st | 2nd | 3rd | N/A | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking lot exceeds 750 spaces. A Special Use Permit is required (See Article V – special uses). |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parking lot exceeds 500 spaces. A minimum of 10 percent of those spaces must be an alternative paving surface or deck (Section 1503). |
| 45. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show factors used in determining the number of parkingspaces as required by the Zoning Ordinance (Section 1502). |
| 46. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show number of parking spaces using alternative parking surfaces (If applicable). (Section 1504). |
| 48. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show parking spaces drawn to scale with typical dimensions labeled. Minimum space size to be 9' x 19'. (9' x 17 1/2' if 1 1/2' grassed overhang is shown (Section 1501.A). |

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

EXAMPLE

- | | 1st | 2nd | 3rd | N/A | |
|-----|--------------------------|--------------------------|--------------------------|--------------------------|--|
| 49. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all interior driveways with dimensions (Section 1501.B) |

Type of Parking	Square feet
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

Zoning Review Checklist

X = Non-Compliance

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n/a = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide cross section of light fixtures showing compliance with shielding requirements (Section 1501.C.2).
52.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide at least one unloading/loading space per building (s) (12' x 40') (Section 1508).
54.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide minimum number of handicapped off-street parking spaces (Section 1506).

SIGNALIZATION REQUIREMENTS

56.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a traffic signal or signals are proposed as part of the project, then provide black mast poles as required by the development regulations.
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SIGNALIZATION REQUIREMENTS

The following are not required prior to plan approval; however, they are required prior to the issuance of a development permit.

57.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Development permit fee ____ (\$100 per acre, \$10 per lot, or \$40 per unit).
58.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An erosion bond must be posted in the amount of \$3000 per disturbed acre. Erosion Control Affidavit to be signed by individual responsible for the site (property owner or contractor).
59.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide 4 executed original copies of the BMP Maintenance agreement.
60.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City NPDES fee ____ (\$40 per disturbed acre).
61.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of State NPDES fee ____ (\$40 per disturbed acre).
62.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Primary Permittee NOI. Proof of submittal to state.

Zoning Review Checklist

AGENCY APPROVALS

X = Non-Compliance

√ = Compliance

n/a = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
63.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off or approval letter from Geogial Soil and Water Conservation Commission (the Commission). Provide copy of approved erosion control plan stamped by the Commission).
64.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from City Engineer for erosion control plans (sites less than 1 acre).
65.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from Gwinnett County Health Department.
66.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from (Gwinnett County Department of Public Utilities / City of Suwanee Public Works and Inspection Department) for water.
67.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from Gwinnett County Public Utilities for Sewer.
68.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from Gwinnett County Development Department.
69.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from City Engineer and a minimum of 4 sets of plans with the City Engineer's stamp.
70.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from Gwinnett County Department of Transportation.
71.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from Georgia Department of Transportation.
72.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from _____.
73.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sign off from City of Suwanee Public Arts Commission (PAC).

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 for any questions: **Bill Stinehart**: 770-904-3381

Landscape Review Checklist

PLANNING DIVISION Review / Comments

Project: _____
NAME

Date of Review: ____ / ____ / ____
MONTH DAY YEAR

Project Location: _____
STREET NUMBER STREET NAME SUITE NUMBER CITY ZIP CODE

X = Non-Compliance √ = Compliance n/a = not applicable

REVIEW:

1st

2nd

3rd

N/A

Plan and Project Information

1.

Provide landscape/tree protection/replacement/buffer plan.

Show Density Factor Analysis. If trees are proposed to be saved, clearly delineate on plans. Show complete existing and replacement tree inventory and density calculations. Separate into existing trees and replacement trees the following: species name, common name, number, caliper, density factor units. Existing Density Factor(EDF) plus Replacement 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.

Replacement Density Factor – Replacement trees being provided

Species	Common Name	Number	Caliper or Gallons	Density Factor Units*	Total DFU's
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.

EXAMPLE

Existing Density Factor – Trees being preserved

Species	Common Name	Number	Caliper or Gallons	Density Factor Units*	Total DFU's
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

EXAMPLE

Site Density Factor (SDF) is equal to 20 Tree Density 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 would meet the requirement. (See Section 1704.6 of the City of Suwanee Zoning Ordinance for a complete explanation of the Density Factor Analysis.)

Landscape Review Checklist

LANDSCAPE STRIP REQUIREMENTS (SECTION 1703.2)

X = Non-Compliance

√ = Compliance

n/a = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a 15' landscape strip adjacent to _____ . (Section 614).
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 evergreen shrub per 25' of length of 15' landscape strip. Provide calculations.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a 5' landscape strip on sides and rear of property. (Section 614).
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide one tree and one evergreen shrub per 50' of length of 5' landscape strip. Provide calculations.

PARKING LOT REQUIREMENTS (SECTION 1703.3)

6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All off-street parking lots shall be concealed from public view by a minimum three-foot high evergreen hedges. 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. Evergreen Hedge plantings shall be comprised of species off the approved Hedgerow list.

Landscape Review Checklist

SPECIMEN TREE AND TREE SAVE AREA REQUIREMENTS

X = Non-Compliance

√ = Compliance

n/a = not applicable

	1st	2nd	3rd	N/A	Plan and Project Information
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The replacement density units provided must be double the density value of the tree removed. (Section 1704.9).
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For specimen trees please provide tree protection fencing around 1.5 times the critical root zone. (Section 1704.6.3).
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide tree protection fencing around all tree save areas.
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide silt fence along the uphill side of all tree save areas. (Section 1704.6.4).

GENERAL LANDSCAPE REQUIREMENTS

16.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 1700-1703.3).
17.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a _____ foot natural, undisturbed buffer adjacent to _____. (Varies Depending zoning of Subject Property and the zoning of the surrounding properties).
18.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structures to be a minimum of 5' off of buffer. Show the 5' structure setback off of buffer.
19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide details of buffer showing existing tree line and replanting where sparsely vegetated. (Section 1702).
20.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide additional planting to screen this development from residentially zoned property across the street. (Section 1700-1702).
21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide complete plant list, giving botanical names, common names, and sizes (This is for the landscaping aside from trees).
22.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than 30% of all replacement trees to be planted on site may be of any one species. (Section 1704.6).
24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide Planting specifications on plan (Section 1704.7.2).

Landscape Review Checklist

X = Non-Compliance

√ = Compliance

n/a = not applicable

	1st	2nd	3rd	N/A	
Plan and Project Information					
25.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please provide tree planting detail.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans stamped by a registered landscape architect.
28.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all easements.
29.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than 15% of all replacement trees may be from the limited species list.

ADD THE FOLLOWING NOTES TO YOUR PLANS:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notify city of Suwanee inspections department 24 hours before the beginning of every phase of construction at 770.945.8996.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No certificate of occupancy will be issued until all site improvements have been completed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All buffers and tree save areas shall be clearly identified by flagging and/or fencing prior to commencement of any land disturbance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 for any questions: **Bill Stinehart:** 770-904-3381

Commercial/Multi-family Site Plan Review Application

Project: _____
NAME

Project Address: _____
STREET NUMBER STREET NAME SUITE NUMBER CITY ZIP CODE

Tax Parcel ID #: _____

Owner Name: _____
FIRST MIDDLE LAST

Owner Address: _____
STREET NUMBER STREET NAME SUITE NUMBER CITY ZIP CODE

Owner Phone/Fax: _____ / _____ / _____
PHONE FAX

Contact Firm: _____

Contact Person: _____
FIRST MIDDLE LAST

Contact E-mail: _____ @ _____

Contact Phone/Fax: _____ / _____ / _____
PHONE FAX

PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES NO

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Is the project in compliance with the Development Regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are the plans sealed by a Georgia State Landscape Architect or Engineer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did the applicant meet with the City Planning and Inspections Department for a pre-review environmental meeting? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do the plans include a completed tree replacement/tree preservation plan sealed by a registered landscape architect? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do the plans include an Erosion Control Plan sealed by a certified professional? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Did you provide 2 copies of the complete site plan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Did you provide 2 copies of the hydrology study? <i>(If connecting to an existing pond please provide 2 copies of the applicable hydrology).</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Did you provide the review fee? <i>(\$100/site acre. \$600.00 minimum). Review fees are non-refundable.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

IF THE ANSWER TO ANY OF QUESTIONS 1-8 IS **"NO"** THEN THE CITY MAY NOT ACCEPT THE APPLICATION FOR REVIEW.

Commercial/Multi-family Site Plan Review Application

- | | YES | NO |
|--|--------------------------|--------------------------|
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11A. Do the plans indicate any disturbance within the floodplain? If yes, please provide a flood study. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11B. 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). | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is there any off-site land disturbance (not-including work in existing right-of-ways)? If yes, please provide copies of appropriate easements. | <input type="checkbox"/> | <input type="checkbox"/> |

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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Is the project located farther than 200 feet from a stream, river, lake or other body of water? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Is there a change in the occupancy or use? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Is the property undeveloped? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Do the plans include a preliminary plat? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Will this project be on public water? If yes, circle one Gwinnett County City of Suwanee | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Will this project be on public sewer? | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Will this project use a septic tank system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do the plans include a constructed stormwater BMP facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 _____ / _____ / _____
MONTH DAY YEAR

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 _____ / _____ / _____
MONTH DAY YEAR

OFFICE USE ONLY

DATE ACCEPTED: ____ / ____ / ____ PROJECT #: _____ AMT. PAID: _____ CHECK NO.: _____
MONTH DAY YEAR

RECEIVED BY: _____



CITY OF SUWANEЕ, GEORGIA
330 Town Center Avenue
Suwanee, GA 30024
suwanee.com