



CLEARING AND GRADING PLAN REVIEW

Cover Sheet Requirements:

- ☐ Specify in title: "Clearing and Grading"
- ☐ Name, address, and phone number of primary permittee (Owner or Developer)
- ☐ Engineer or surveyor name, address, and phone number
- ☐ Engineer or surveyor stamp and original signature
- ☐ Provide a Level II Certified Plan Preparer Design professional's certification statement and signature that the site was visited prior to development of the plan *OCGA 12-7-9*
- ☐ Name and number of 24-hour contact specifically responsible for erosion and sediment control
- ☐ Site acreage & disturbed acreage
- ☐ Provide a project narrative including proposed use of land and scope of work:
 - Specify the scope of the project and the intended uses for proposed site
 - Specify if any areas will be used as outside storage. If applicable, delineate outside storage areas and provide a calculation for the percentage of the lot devoted to this use. Additional screening must be demonstrated in the plan.
- ☐ Provide a vicinity map drawn to scale showing the position of the site with principal roads
- ☐ Zoning District(s)
- ☐ List all County formal application numbers (ZA#, VA#, CP#, etc.)
- ☐ **Zoning Conditions:** Official signed zoning resolution or formal letter (e.g. ZA, CUP approval, etc.) shall be photocopied on plans. Visit the CSS Portal at www.forsythco.com – Planning and Community Development page, for these documents.
- ☐ If the site contains wetlands: note **"This site contains wetlands. The applicant will first obtain a wetland alteration Section 404 Permit from the Corps of Engineers prior to disturbing any jurisdictional wetlands."**
- ☐ Articles II – V *Unified Development Code Chapter 21 Overlay Districts*: note that Article II-V UDC Chapter 21, Overlays does not apply or provide notes regarding the applicability

Include these statements in **bold font**:

- ☐ **"Construction waste and/or vegetative material may not be burned or buried and must be taken to a state approved landfill."**
- ☐ **"Per UDC 10-1.13 outside construction shall be limited to the hours of 7:00 AM to 7:00 PM Monday to Friday; 8:00 AM to 6:00 PM Saturday; and there will be no outside construction on Sunday."**

Plan Requirements:

- ☐ The plans shall be no larger than twenty-four (24) inches by thirty-six (36) inches in size
- ☐ The proposed plan shall be drawn to an engineer's scale of 1 inch = 100 feet minimum unless the applicant receives pre-approval from the Project Manager that a different size is sufficient for review of the proposal

- ☐ All plans shall contain a space six (6) inches by seven (7) inches on the front page of each set to be used for county and state reviewers stamp
- ☐ Each sheet shall contain a title block with the name of the project, graphic scale, and north arrow
- ☐ Include a closed boundary survey including:
 - Bearings, distances and directions
 - Street rights-of-way
 - Easements – location and dimensions
- ☐ Delineate flood plain, boundaries and data used in its determination
- ☐ Provide adjacent areas and feature areas such as streams, lakes, and residential areas
- ☐ Delineate on-site wetlands
- ☐ Delineate and label State waters and Jurisdictional waters: *distances must read from top of bank*
 - 50' undisturbed vegetative buffer
 - 75' impervious setback
- ☐ All vehicular and utility stream crossings must be perpendicular
- ☐ Delineate disturbed area and label **"limits of disturbance"**
- ☐ Designate any areas reserved for future phases, future construction
- ☐ Label current adjoining property owner names and zoning districts
- ☐ Label adjoining subdivision names and phase or unit, lot lines, and lot numbers
- ☐ Delineate and label all zoning district buffers
 - Add note to plan: **"This buffer must remain undisturbed then supplemented to buffer standards";**
 - Add note to plan: **"This buffer may be disturbed and replanted to buffer standards"**
 - All approved utility or access crossings must be perpendicular *UDC Chapter 18-10.3*
- ☐ Delineate and label all zoning district setbacks
- ☐ Delineate and label: water courses, state waters, jurisdictional waters, and riparian buffers
- ☐ Incorporate specific zoning condition requirements into site plan; delineate compliance and call out a reference to the zoning condition #
- ☐ Label all existing structures
- ☐ Delineate and label designated parking area for construction vehicles – *UDC Ch. 17-6.5*
- ☐ Other _____

Land Use and Location Criteria: *As compared to the public hearing concept plan, any design that decreases the amount of open space by ten (10) percent or more, or that increases the density by ten (10) percent or more, or the relocation of an active amenities area from the interior to the exterior of the property or to a different location on the exterior of the property, a reduction in minimum lot size, or a change of proposed use shall constitute a major change that will require a **zoning condition amendment or sketch plat approval**.*

Additional Requirements:

- ☐ Metropolitan River Protection (MRPA) *Georgia Code 12-5-440 et seq.*
- ☐ Overlay Districts *UDC Chapter 21*
- ☐ Conservation Subdivisions/Conservation Easement *UDC Chapter 19*
- ☐ Setback and buffer from Georgia Highway 400 *UDC Chapters 10-1.10, 18-10*
- ☐ Large Scale Retail >40,000 square feet Requirements *UDC Ch. 12, Article XI*

Final approval process CSS submittal: Revise the plan to address the issues identified in the plan review comments. When uploading the revised plan, attach a comment response letter or a narrative describing the complete scope of each revision. Please be aware that if all review comments have not been addressed the plans must be re-uploaded and re-reviewed by all required staff reviewers. Remember to provide adequate space for digital stamp approvals on the cover sheet and sign all certifications. Once the project has been approved by all required departments, please download and print five (5) full sets of the stamped approved plans and deliver them to the Department of Planning & Community Development for final permitting.

Please submit the following to Planning & Community Development Department for final approval:

1. Copy of NOI filed with EPD and payment of NPDES fee (*If applicable*)
The EPD form can be obtained from their website: <http://www.epd.ga.org>
2. Submit the Forsyth County portion of NPDES fee (\$40 per disturbed acre)