



## SITE DEVELOPMENT PLAN REVIEW – COMMERCIAL DISTRICT

### Submit for Review:

- ☐ **A plat;** although not required, it is recommended that a minor plat be submitted and approved before Site Development review to avoid any issues during the as-built process.
- ☐ **Architectural Elevations,** showing:
  - Complete elevation drawings of all buildings showing dimensions and proposed materials including roofing, siding, windows, and trim
  - Include materials schedule chart listing percentages of all building materials.
- ☐ **Color and Material Board,** showing:
  - Actual physical samples of exterior colors and materials, labelled with specifications (manufacturer, style, color)
  - Location of each color and material on the proposed building(s)
  - One board no larger than 18"x24"
- ☐ **Lighting Plan** – with photometric data and cut-sheets, include property lines

### Provide the following on the cover sheet:

- ☐ Specify in title: "Site Development Plans"
- ☐ Name, address and phone number of primary permittee (*Owner or Developer*)
- ☐ Engineer's/Surveyor's name, address and phone number
- ☐ Engineer or surveyor stamp and signature
- ☐ Name and phone number of 24-hour contact specifically responsible for erosion and sediment control
- ☐ Provide a vicinity map drawn to scale showing the position of the site with principal roads.
- ☐ Site acreage; disturbed acreage
- ☐ If the development is approved for on-site septic provide the following note: **"The necessary septic system components including: a settling tank, drain field, and back-up drain field must be provided within the boundaries of each individual lot."**
- ☐ Add a note regarding Chapter 21, Article II -V Overlay Districts; address the applicability to this development  
*UDC Ch. 21*

### 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."**
- ☐ **"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 on Saturday; and there will be no outside construction on Sunday."**
- ☐ **"All structures will comply with the Fire Separation Distance requirements of the International Building Code as adopted and amended by the GA Dept. of Community Affairs. Approval of this permit will not justify any deviation from the required Fire Separation Distances."**
- ☐ **"All utility lines shall be installed underground."**
- ☐ **"Required landscaping must be in place prior to the approval of an As Built."**
- ☐ **"As-built approval required for Certificate of Occupancy on commercial projects - submitted prior to final building inspection."**

#### Plan Requirements:

- ☐ The plan sheets 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
- ☐ The sheet number and total number of sheets must be clearly indicated on each, in lower right-hand corner
- ☐ Each sheet shall contain a title block with the name of the project, graphic scale, and north arrow
- ☐ Provide adjacent areas and feature areas such as streams, lakes, residential areas
- ☐ If wetlands are on site add this note: **"This site contains wetlands. Section 404 Permit from the Corps of Engineers is required prior to disturbance of jurisdictional wetlands."**
- ☐ Delineate and label Jurisdictional waters; creeks, streams, ponds
  - 50' undisturbed vegetative buffer
  - 75' impervious setback

#### Site Plan:

- ☐ Provide a narrative that specifies the scope of the project; label the proposed use
- ☐ Designate any areas reserved for future phases. If development involves multiple zoning applications, then the overall site plan must also include the delineation between zoning boundaries
- ☐ **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](http://www.forsythco.com) – Planning and Community Development page, for these documents.
- ☐ As compared to the public hearing concept plan, a design that decreases the amount of open space by ten (10) percent or more, or a change of proposed use shall constitute a major amendment that will require a zoning condition amendment or Sketch Plat approval.
- ☐ Label adjoining property owners and zoning; include adjoining subdivision names and phase or unit, lot lines, lot numbers
- ☐ Demonstrate compliance and call out a reference to zoning condition #
- ☐ Delineate and label zoning district buffers *UDC 18-10.5*
- ☐ All approved utility or access crossings through buffers must be perpendicular
- ☐ Note: **"This buffer must remain undisturbed then supplemented to buffer standards"**
- ☐ Note: **"This buffer may be disturbed and replanted to buffer standards"**
- ☐ Note: **"This buffer shall remain undisturbed except to supplement sparse areas to buffer standards"**
- ☐ Provide justification/documentation for disturbance *UDC 18-10.5(F)*
- ☐ Buildings must conform to zoning district performance standards *UDC 12 Table 12.2*
- ☐ Delineate and label open space areas. Show calculations.
- ☐ Delineate the dimensions of all proposed structures or additions to existing structures
- ☐ Label the square footage for individual uses
- ☐ Building separations – delineate and label the distance between structures
- ☐ Delineate and label all required zoning district setbacks
- ☐ Delineate and label the distance from structure to the front, side and rear property lines
- ☐ Specify if any area will be used as outside storage; 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 landscape plan
- ☐ Plan design must be in compliance with requirements for inter-parcel access *UDC 12-10.6*
  - Cross access connection easement to confirm access
  - No development may be designed to completely eliminate street access to abutting parcels
  - Where pedestrian crossings must cross parking areas and drives, decorative paving material (i.e., pavers, stamped or textured concrete, or color concrete) shall be used to delineate the crossing

- ☐ Additional right-of-way shall be dedicated to the public as required by the most current functional classification of Forsyth County roads as designated in the Major Transportation Plan *UDC 12-10.5*
- ☐ No curb cut or access drive shall be closer than 100' to the nearest intersection; or closer than 40' to a side property line
- ☐ Curb cuts and access drives shall not be narrower than 24 feet *UDC Ch. 12-10.5*
- ☐ Delineate and label the dimensions and purpose of all easements
- ☐ Delineate and label the location of sidewalks
- ☐ Delineate and label right-of-way; proposed right-of-way
- ☐ Delineate and label pavement widths
- ☐ Delineate and label all walls, retaining walls, entrance walls
- ☐ Check with the Engineering Department to verify any requirements from the Bike and Ped Plan that need to be incorporated into the plan

Screening: *UDC 12-10.10, 12-10.14, UDC 12-10.19 and Ch. 21 if applicable*

- ☐ Specify how screening will be achieved for outside storage yards of vehicles, merchandise, and/or equipment not intended for public rent, lease, or sale; areas devoted to outside storage shall be screened from view from the right-of-way along the entire property frontage, excluding approved access crossings
- ☐ Specify how screening will be achieved for open display of vehicles, equipment, and merchandise to be rented, leased, or sold: 70% of commercial property frontage abutting a public roadway, excluding exits, that consists of open display shall be screened from view
- ☐ Ground mounted equipment such as power transformers and air-conditioning units shall be screened from view from public rights-of-way by fencing or landscaping; if landscaping is proposed incorporate into the landscape plan
- ☐ All garbage dumpsters and other areas devoted to the storage of waste materials shall be screened on three (3) sides of dumpster area with a minimum six (6) foot high solid wooden fence, or wall constructed of materials substantially similar in appearance to the building on site that complies with the architectural requirements of these regulations. In addition, said dumpster areas shall be gated on the fourth side, and the gate shall be architecturally finished
- ☐ Garbage dumpster areas must meet building setbacks
- ☐ Dumpster wall construction, decorative entrance walls and retaining walls require a separate permit

Building Materials:

- ☐ Submit architectural details and/or elevations demonstrating the proposed materials for review of compliance with the UDC or refer to zoning condition(s): #
- ☐ Building exteriors not screened from view from the right-of-way or any property line shall have an architectural treatment of brick, brick/frame, stone, or stucco
- ☐ All rooftop mechanical equipment shall be screened from the view from the public right-of-way and adjacent streets by material compatible with the building architecture, by the use of a parapet wall, or by specially designed rooftop penthouse enclosures
- ☐ All water towers, cooling towers, storage tanks, and other structures or equipment incidental to the primary use of a building or site shall be architecturally compatible with the principal building or effectively screened from view from the public right-of-way

Parking and Loading:

- ☐ Site shall provide the minimum number of parking spaces
- ☐ Drawing must delineate and label parking spaces and dimensions
- ☐ Parking shall not be provided in quantities greater than 25% of minimums *UDC 17-2.7*

- ☐ Ground mounted equipment, such as power transformers and light poles, and any impervious surfaces are prohibited within required landscape parking islands
- ☐ Parking areas shall be set back at least 10' from public right-of-way *UDC 12-10.8*
- ☐ Site shall provide the minimum number of loading spaces *UDC 17-3.2 & 17-3.3*
- ☐ Loading area shall be located at the side or rear of the building *UDC 12-10.7*
- ☐ Delineate and label dimensions for Accessible parking spaces *UDC 17-6.1*
- ☐ Delineate and label by-pass lane for drive-thru *UDC 17-6.2*
- ☐ Delineate loading spaces: minimum 14' x 60', with 14' of height clearance
- ☐ All parking and loading spaces shall be located on the same lot as the structure or use
- ☐ Delineate and label designated parking area for construction vehicles – *UDC Ch. 17-6.5*
- ☐ Parking and loading that require vehicles to back out into the public road right-of-way are prohibited
- ☐ Parking and loading areas shall be surfaced with a dust-free surface
- ☐ Chain link fencing is prohibited along the road frontage

**Exterior Lighting:** *UDC 16-4.26*

- ☐ Include photometric data with property lines
- ☐ Include cut-sheets for fixtures and poles with selected options clearly specified
- ☐ Specify selected options; fixture types; number of fixtures
- ☐ Specify location of fixtures: in parking lot, on building, outdoor architectural lighting requires submission of an elevation drawing at time of building permit plan review
- ☐ Specify height – limited to 25-feet including mounting base, pole and fixture. Lighting may exceed the 25-feet up to a maximum of 35-feet *if the site is surrounded* by commercial or industrial property and no residential uses
- ☐ Fixtures must be full cutoff fixtures unless pedestrian lighting is specified; pedestrian lighting - If less than 14' may be Cutoff or Semi-Cutoff
- ☐ Specify architectural style – per zoning condition #
- ☐ Uplighting - narrow beam, shielded luminaries not to exceed 10 foot-candles at the level of the illuminated object
- ☐ Light spillage not to exceed 1 foot-candle beyond a residential property line
- ☐ Light spillage not to exceed 2 foot-candles along a street right of way or non-residential property line
- ☐ Ground mounted equipment, such as power transformers and light poles, and any impervious surfaces are prohibited within required landscape parking islands

**Signage:** *Forsyth County Sign Ordinance & UDC Ch. 21 Overlay Districts*

- ☐ If billboards are located on site, additional proposed signage will not meet the requirements of the Forsyth County Sign Ordinance

**Additional Requirements:**

- ☐ North Subarea Trails Master Plan – check with Matt Pate, Parks & Rec regarding active plans
- ☐ Large Scale Retail – *UDC Ch. 12, Article XI*
- ☐ Commercial Establishments in South Forsyth - *Ch. 12, Article XIII*
- ☐ Comprehensive Plan
- ☐ Metropolitan River Protection (MRPA) *OCGA 12-5-440 et seq.*
- ☐ Overlay district(s) - *UDC Ch. 21*
- ☐ Commercial Athletic Fields, Outdoor *UDC 16-4.6*

- ☐ Self Service Storage - A conditional Use Permit is required within Industrial Districts. *UDC Ch. 16-4.31*
- ☐ Fences and Walls – *UDC Ch. 16-4.14*
- ☐ GA Hwy 400 Buffer - *UDC Ch.10-1.10; UDC 18.10*
- ☐ Animal Control Ordinance – pet sales prohibited.

- ✓ A conditional use is required for any establishment conducting around the clock business hours.
- ✓ Certain specific uses are regulated by Chapter 16 of the Unified Development Code.

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)

***All commercial projects require an as-built plan. Please note that a Certificate of Occupancy will not be issued until the as-built has been approved and recorded. Allow approximately two weeks for the approval process. An as-built plan is a civil drawing depicting completed site development and building construction or as-built profile of utilities as it exists in the field. As-built plans and sewer profiles must be prepared by a licensed land surveyor and/or licensed engineer. The plan must delineate all infrastructure improvements and building footprints as they were actually constructed in the field. Please review the minimum as-built plan checklists on the web site.***