



RECREATIONAL AMENITY PLAN REVIEW

Cover Sheet Requirements

- ☐ Specify in title: "Site Development Plans – Amenity"
- ☐ 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 original signature
- ☐ Name and number of 24-hour contact specifically responsible for erosion and sediment control
- ☐ Site acreage
- ☐ Disturbed acreage
- ☐ Provide a project narrative specifying individual uses on site
- ☐ List all approval application numbers (e.g., ZA#, SP#, AP#, 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.
- ☐ Indicate provisions of water supply & sewage disposal
- ☐ 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."

Include these statements in **bold** text:

- ☐ **"Construction waste may neither be burned nor 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; there will be no outside construction on Sunday."**
- ☐ **"All structures will be required to conform to the Standard Building Code's Horizontal Separation Standards. Approval of this permit will not justify any deviation in Horizontal Separation Standards as adopted and amended by the Georgia Department of Community Affairs."**
- ☐ **"All utility lines shall be installed underground."**
- ☐ **"Required landscaping must be in place prior to the approval of an As Built"**
- ☐ **"As-built required for CO prior to final building inspection."**

Minimum 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 ft minimum unless the applicant receives pre-approval from the Project Manager
- ☐ All plans should include a space six (6) inches by seven (7) inches on the front page of each set of plans to be used for county and state reviewer's stamp
- ☐ Each sheet shall contain a title block with the name of the project, graphic scale, and north arrow
- ☐ Street rights-of-way
- ☐ Provide adjacent areas and feature areas such as streams, lakes, residential areas

- ☐ Delineate and label State waters and Jurisdictional waters
 - ☐ 50' undisturbed vegetative stream buffer
 - ☐ 75' impervious stream setback
 - ☐ Distances must read from top of bank
- ☐ All vehicular and utility stream crossings must be perpendicular
- ☐ Delineate disturbed area and label "limits of disturbance"
- ☐ Delineate and label existing and planned contours at 2' intervals
- ☐ Provide a Level II Certified Plan Preparer Design professional's certification number, statement and signature that the site was visited prior to development of the Plan (GA Code 12-7-9)

Site Plan

- ☐ Label current adjoining property owner names and zoning districts
- ☐ Label adjoining subdivision names and phase or unit, lot lines, lot numbers
- ☐ Delineate the building envelope including front, side and rear setbacks
- ☐ Delineate and label all zoning district buffers
- ☐ Note: "This buffer must remain undisturbed then supplemented to buffer standards"
- ☐ Note: "This buffer may be disturbed and replanted to buffer standards"
- ☐ Delineate and label all zoning district setbacks, UDC Ch. 11, Table 11.2(a) or (b)
- ☐ Delineate and label landscape strips: UDC Ch. 17-5.7
 - ☐ 10-foot minimum along the front property line
 - ☐ Along Minor arterial or greater – 15-feet or 10-feet w/ planted berm - UDC Ch. 17-5.7(C)
- ☐ Incorporate specific zoning conditions requirement into site plan; demonstrate compliance and call out a reference to the zoning condition number.
- ☐ Provide architectural details and/or elevations demonstrating compliance with zoning condition #
- ☐ Delineate and label the distance between structures
- ☐ Delineate and label the distance from structures to front, side and rear property lines
- ☐ Delineate the dimensions of all proposed structures or additions to existing structures
- ☐ Tennis Courts and Swimming Pools must meet setbacks
- ☐ Label the square footage (break up for individual uses)
- ☐ Label the proposed uses
- ☐ Delineate and label all proposed impervious areas
- ☐ Label all existing structures
- ☐ Label pavement widths
- ☐ Delineate and label the location of sidewalks
- ☐ Delineate and label the location, dimensions and purpose of all easements

Parking Plan

- ☐ Drawing must delineate parking spaces and dimensions: minimum 9' x 18'
- ☐ Site shall provide the minimum number of parking spaces
- ☐ Swimming Pools = 1 space per 150 square feet of surface water area; Tennis Courts = 2 spaces per court
- ☐ Parking shall not be provided in quantities greater than 25% of minimums *UDC Ch. 17-2.7*
- ☐ Delineate 10-foot landscape strip between parking areas and any vehicular use area - *UDC Ch. 17-5.7*
- ☐ Parking that requires vehicles to back out into the public road right-of-way is prohibited
- ☐ Parking areas shall be surfaced with dust-free surface

- ☐ Delineate and label dimensions for Accessible parking spaces: *UDC Ch. 17-6.1; Georgia Accessibility*
- ☐ Delineate the location of a Bike Rack
- ☐ Delineate and label designated parking area for construction vehicles – *UDC Ch. 17-6.5*

Land Use and Locational Criteria

- ☐ Metropolitan River Protection: *OCGA 12-5-440 et seq.*
- ☐ Georgia Highway 400: *UDC Ch. 10-1.10 & UDC Ch. 18-10.5*
- ☐ Southeast Forsyth Design Standards: *UDC 11-9.7*

Exterior Lighting UDC Ch. 16-4.26

- ☐ Submit plan for review. Include photometric data including property lines
- ☐ Include cut-sheets for fixtures and poles with selected options clearly specified
- ☐ Specify location of fixtures: in parking lot, on building
- ☐ Specify architectural style – per Zoning condition #
- ☐ Specify height – limited to **20 feet** including mounting base and fixture
- ☐ Light spillage not to exceed 1 foot-candle beyond residential property line
- ☐ Light spillage not to exceed 2 foot-candles along a street or nonresidential property line
- ☐ Must be full cutoff fixtures unless pedestrian lighting is specified; if less than 14’ may be Cutoff/Semi-Cutoff

Fences and walls UDC Ch. 16; Ch. 11 – subdivision standards

- ☐ Fences and freestanding walls up to forty-eight (48) inches in height are allowed in front yards established by the zoning district in which the subject property is located. Fences up to eight (8) feet high are allowed in required side or rear setbacks. Building permits are required for fences and walls over six (6) feet in height.
- ☐ Regardless of height, Retaining Walls and Non-Integral Wing Walls are permitted in the building setback. Retaining Walls and Non-Integral Wing Walls over six (6) feet in height (measured from the bottom of the footing to the top of the wall) require a permit and must be engineered. Terraced combinations of walls that are separated by a distance greater than the height of the tallest individual section will be considered separate walls
- ☐ Reinforced wall systems not included in this design that are proposed for the site **after** review and approval of this application (SD) shall require a formal revision to the plan (LDP)

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)