



**ROAD CONSTRUCTION PLAN REVIEW
COUNTY WIDE STANDARDS EFFECTIVE 12/6/2019**

Cover Sheet Requirements:

- ☐ Specify in title: "Road Construction Plans "
- ☐ Specify proposed name of subdivision and development stage
- ☐ Name, address, and business telephone number of primary permittee (Owner and/or Developer)
- ☐ Engineer or surveyor name, address, and business telephone number
- ☐ Engineer or surveyor stamp and original signature
- ☐ Name and number of 24-hour contact specifically responsible for erosion and sediment control
- ☐ **Certificate of Department of Planning & Community Development** *UDC Ch. 18-6.3(C)*

"Pursuant to the Unified Development Code of Forsyth County, Georgia, and all requirements of approval having been fulfilled, these construction plans have been given approval by all Reviewing Departments, with final approval by the Director, or a designee of the Planning and Community Development Department, the issuing authority for Forsyth County. Construction plan approval does not constitute approval of a final plat, if required, and does not entitle this plat and plans to recordation in the Clerk's Office, Forsyth County Superior Court. The certificate of construction plan approval shall expire and be null and void two years from the date of the Planning and Community Development Department approval stamp as found on the cover sheet of these plans."

- ☐ Site acreage
- ☐ Disturbed acreage
- ☐ Zoning District(s)
- ☐ Lot width
- ☐ Open Space
- ☐ Building setbacks
- ☐ Total number of units
- ☐ Density for each phase
- ☐ Lot size
- ☐ Maximum lot coverage
- ☐ Maximum height
- ☐ Exterior buffer
- ☐ Exterior setback
- ☐ 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.

Include these statements in **bold font**:

- ☐ **"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 trees planted in Homeowner Association maintained areas must be two (2) inch caliper minimum in size, planted before the issuance of the Final Plat.**

Plan Requirements: UDC Ch. 18, Table 18.2

- ☐ 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
- ☐ Sheet numbers and total number of sheets must be indicated on each
- ☐ 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
- ☐ Include a closed boundary survey including:
 - Bearing, distances and directions
 - Land lot lines
 - Street rights-of-way; proposed rights-of-way
- ☐ Provide adjacent areas and feature areas such as streams, lakes, residential areas
- ☐ Delineate and label State waters and Jurisdictional waters and buffers *distances must read from top of bank*
 - 50' undisturbed vegetative buffer
 - 75' impervious setback
- ☐ Delineate disturbed area and label **"limits of disturbance"**
- ☐ **If** this is proposed as a conservation subdivision, provide a yield plan showing the site developed as a conventional subdivision and the maximum number of lots the site would theoretically yield. The design of the yield plan must be realistic and account for areas that cannot be developed such as floodplain, stream buffers and wetlands

Preliminary Plat:

- ☐ Designate any areas reserved for future phases, future construction
- ☐ Label current adjoining property owner names, zoning districts and parcel identification numbers
- ☐ Label adjoining subdivision names and phase or unit, lot lines, lot numbers
- ☐ Delineate and label all flood plain, water courses, state waters, jurisdictional waters, and riparian buffers
- ☐ All approved stream crossings must be perpendicular
- ☐ Delineate and label the exterior setback - UDC Ch. 11, Table 11.2(a) & (b)
- ☐ Delineate and label all zoning buffers UDC Ch. 11, Table 11.2(b), Ch. 11-9.6(J)
 - UDC Ch. 18-10.5 Buffer Controls by Type or Zoning Conditions
- ☐ Exterior Buffer – A forty (40) foot buffer must be provided along the right(s)-of-way, with an additional ten (10) foot landscape strip adjacent to the right(s)-of-way. Shall be owned and maintained by the HOA. UDC 11-9.6(J)
 - The rear yard may face a public right-of-way when treated with front façade elements as specified:
 - a) Minimum 3-foot walkway provided from the rear pedestrian entrance of the house to the adjacent sidewalk along the public right-of-way
 - b) Any wall facing the rear yard must provide window openings whose area sum equals or exceeds 15% of the area of the wall
 - c) Trees in the rear yard must meet the front yard tree requirements of the Tree Ordinance, and
 - d) Maximum front yard fence height requirements from section 16-4.14(A) shall apply to the rear yard fencing.
- ☐ Note: **"This buffer must remain undisturbed then supplemented to buffer standards"**
- ☐ Note: **"This buffer may be disturbed and replanted to buffer standards"**
- ☐ Delineate the building envelope including front, rear and exterior setbacks
- ☐ Corner lots – the lot line with less street frontage may be considered the front - UDC Ch. 18-4.7

- ☐ Adjust front build line to begin at the minimum lot width
- ☐ Label the proposed square footage of each lot
- ☐ Note that architectural elevations are required – based on zoning conditions and/or UDC requirements
- ☐ Lots must conform to minimum access standards for lots - *UDC Ch. 18-2.4*
- ☐ No lot within a major subdivision plat shall be approved which constitutes and flag lot
- ☐ Double frontage lots - delineate 10' no-access easement where required. *UDC Ch. 18-4.9*
- ☐ Delineate and label the location, dimensions, and purpose of all easements
- ☐ Each lot shall contain an adequate building site outside the limits of any easements
- ☐ Each lot shall contain adequate building setback lines required by this Code
- ☐ Provide a lot layout for any lot encumbered by buffers, easements, setbacks, or other unbuildable areas where minimum home size requirements may be difficult to achieve
- ☐ Incorporate specific zoning conditions into the plan; demonstrate compliance and call out a reference
- ☐ Postal Kiosks: delineate the location(s) and style of mail kiosk. Plan review and building permits would be required for roofs over or other accessory structures. Contact the U.S.P.S. 770-717-3478.
- ☐ Common mailboxes must include a roofed area to provide shelter to patrons from the elements and provide a fixed trash can or recycling bin within the covered area – *UDC, Ch. 11-9.6(D), 18-5.26*
- ☐ Private Streets - *UDC Ch. 18-9.1*
- ☐ Delineate and label the location of sidewalks
- ☐ Five (5) foot sidewalks are required on one side of all new streets – *UDC, Ch. 11-9.6(L)*
- ☐ Sidewalks and trails must form a continuous network
- ☐ Walking trails must be at least five (5) feet wide and must be surfaced with tree mulch, rock dust, pea gravel or similar material appropriate for pedestrian use
- ☐ Park and trail connection: trails or pedestrian paths within an existing public park that are located within 500 feet of the property line of a development, a connection to that pedestrian path or trail must be provided from a sidewalk or trail within the development – *UDC Ch. 11-9.6 (K)*
- ☐ If any parks or trails are proposed in any County-approved plan within 500 feet of the property line of a development, a stub out trail leading to the proposed park or trail must be provided up to the property line – *UDC, Ch. 11-9.6(K)*
- ☐ The trail or path area required by this section may count towards required common area
- ☐ Delineate and label right-of-way
- ☐ Straight street lengths are limited to no more than one thousand (1000) feet without an intervening intersection or a horizontal curve with a centerline radius of no more than two hundred (200) feet – *UDC, Ch. 11-9.6(F)*
- ☐ Delineate and label walls or decorative walls
- ☐ Show location of street entrance monument sign(s) and provide any easement(s)
- ☐ Monument signs must be setback 10' from proposed right-of-way and constructed in accordance with the Forsyth County Sign Ordinance and will require a sign permit.
- ☐ Entrance walls and retaining walls require a separate building permit and commercial plan review. Additional setbacks may be required from retaining walls; determined by the Department of Engineering
- ☐ **Retaining Walls** must be faced with natural stone, brick or a minimum four (4) inch thick manufactured stone, underlying substrate may not be visible through the facing material – *Ch. 11-9.6(A)*
- ☐ **Gabion Walls** are prohibited where visible from any adjacent or nearby lot or public street and are restricted to the location of designated common areas and stormwater facilities. Maintenance shall be the responsibility of the Homeowner's Association – *UDC, Ch. 11-9.6(B)*
- ☐ **Retaining Walls** are limited to six feet in height – *UDC, Ch. 11-9.6(C)*

- If utilizing multiple retaining walls, each wall must step back a distance equal to at least 2/3 of the maximum height of the two nearest retaining walls
- ☐ Reinforced wall systems necessary for construction proposed for the site **after** review and approval of this application (RC) shall require a **revision** to the road construction plan (LDP)
- ☐ Exterior Lighting: Limited to 20-feet in height including mounting base and fixture; full cutoff fixtures. This shall take precedence over UDC 16-4.26(B)(3)(a)
- ☐ Delineate and label designated parking area for construction vehicles – *UDC Ch. 17-6.5*

Open Space: *UDC Ch. 11 Table 11.2 (a) or (b)*

- ☐ Delineate and label “open space” and specify acreage
- ☐ Total open space calculations
- ☐ Provide a calculation for each phase as well as the overall project
- ☐ Stormwater areas may not be included as a part of the open space
- ☐ Passive amenities may not comprise more than 25% of open space
- ☐ Active recreation facilities may not be located in the required open space
- ☐ Open space shall not include impervious materials

Common Areas:

- ☐ Delineate and label “common areas”
- ☐ This area shall be provided at the rate of no less than five (5) percent of the total area of land.
- ☐ Common area shall be no smaller than 8000 square feet in size – *UDC, Ch. 11-9.6(H)*
- ☐ Active amenity areas, such as pools, are not permitted within two hundred (200) feet of street frontage outside of the development or to be visible from a public street outside of the development – *UDC, Ch. 11-9.6(E)(1)*
- ☐ Alternatively, the active amenity area must be screened from the public street by a twenty (20) foot wide buffer planted with evergreen trees and shrubs that will reach a minimum height of six (6) feet within a year of planting. This buffer applies in addition to the exterior buffer requirements of *UDC, Ch. 11-9.6(E)(1)*
- ☐ Amenity area must be permitted and under construction before the issuance of a Final Plat – *UDC Ch. 18-6.4(B)(7)*
- ☐ Located and designed to ensure it is capable of being used by the residents for recreation
- ☐ **Accessible via pedestrian connections** and combination of walking trails, bikeways, pocket parks, community gardens, civic gathering places; and
- ☐ Passive and/or active recreation facilities

Build to Rent *UDC 16-4.5*

- ☐ CUP required for build-to-rent development in residentially zoned districts
- ☐ Single-family detached dwellings
- ☐ Short-term rentals not permitted
- ☐ Development with 7 or more units must be managed by a single management company with an on-site office staffed at least one business day per week. The office shall be a stand-alone building similar in design and appearance to other buildings within the development.

Single-Family Attached *UDC 11-10.4(A)*

Site Standards

- ☐ Sidewalks and pedestrian pathways shall provide a continuous network that connects each unit with adjacent public streets and all on-site amenities

- ☐ Primary entrance and front façade of individual units may be oriented toward streets, private drives, or enhanced open space, and shall not be oriented toward off-street parking lots, garages, alleyways, or carports

Multi-Family Residential UDC 11-10.4(B)

Site Standards

- ☐ Sidewalks and pedestrian pathways shall provide a continuous network that connects each unit with adjacent public streets and all on-site amenities

Please submit a single sheet with addressing information for review prior to submission of the final plat to ADHamby@forsythco.com

Land Use: – Locational Criteria

- ☐ UDC, Ch. 8-3.4(F)
- ☐ UDC, Ch. 11-9.2(E)
- ☐ Southeast Forsyth Design Standards – UDC Ch. 11-9.7
- ☐ As compared to the public hearing concept plan, a 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; 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; reduction in minimum lot size; or change of proposed use shall constitute a major amendment that will require a zoning condition amendment or sketch plat approval
- ☐ Outdoor Lighting – UDC Ch. 16-4.26
- ☐ Comprehensive Plan
- ☐ 2025 Bike and Ped Plan
- ☐ North Subarea Trails Master Plan
- ☐ Metropolitan River Protection O.C.G.A 12-5-440 et seq.
- ☐ Overlay district(s) - UDC Ch. 21
- ☐ Master Planned Developments - UDC Ch. 20B
- ☐ Townhouse Regulations - UDC Ch. 16-4.35
- ☐ Setback and landscape buffer from Georgia Highway 400 - UDC Ch. 10-1.10&Ch. 18-10.5(c)
- ☐ Conservation Subdivisions/Conservation Easement - UDC Ch. 19

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.

Monument Signs: For a monument/wall with signage, details with footing design, etc., are required for the building permit. These details must be reviewed by a plans examiner. Additional contractor requirements, i.e., General Contractor or Specialty contractor is necessary for permitting and installation.

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)