



SITE DEVELOPMENT PLAN REVIEW – COMMERCIAL DISTRICT

Submit for Review:

- ☐ **A plat;** property lines shown on plan shall match the property lines on a plat approved by the Forsyth County Department of Planning & Community Development and recorded with the Forsyth County Clerk of Court. If a *lot of record* cannot be verified, then plat approval shall be required
- ☐ **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 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
- ☐ **Conditions of Zoning** Copies of official and signed zoning resolution shall be copied on plans, and are available online at <http://estatus.forsythco.com>
- ☐ 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
- ☐ 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 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*
- ☐ 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

Screening: *UDC 12-10.10, 12-10.14 and UDC 12-10.19*

- ☐ 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 right-of-ways 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 16-4.11 & 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
- ☐ 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 16-4.21*

- ☐ 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-candle 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

Commercial Athletic Fields, Outdoor UDC 16-4.5 Outdoor lighting for outdoor commercial athletic fields shall:

- ☐ 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
- ☐ be designed to provide the minimum lighting necessary to ensure adequate safety, night vision, and comfort, and not create or cause excessive glare onto adjacent properties and public street right-of-way
- ☐ Full Cutoff Fixtures
- ☐ Designed so that any illuminated lighting faces are not visible to any residences within 600' of the face
- ☐ Designed so as to minimize light spillage to not more than one (1) foot-candle along any residential or agricultural property line and two (2) foot-candles at any public street right-of-way, commercial, or industrial property line
- ☐ Lighting designed solely as security lighting shall not constitute field illumination necessitating prior review

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

Self-Service Storage

- ☐ The minimum lot size for a self-service storage development shall be two acres, and the maximum developed area for a self-service storage development shall be four acres
- ☐ Individual storage units shall not exceed eight hundred (800) square feet and may not be used for the storage of hazardous materials or toxic substances. The use of individual storage units for living, sales, or hobbies is prohibited. No individual self-service storage building shall be more than two hundred (200) feet long. In the Heavy Commercial (HC) and Business Park (BP) districts, self-service storage developments are limited to single-story buildings. Multi-story buildings are permitted for self-service storage developments in the Highway Business (HB) Commercial Business District (CBD) district, the Restricted Industrial District (M1), and the Heavy Industrial District (M2)
- ☐ Access to self-service storage developments is limited to passenger vehicles and two-axle trucks (no semis are permitted). Interior drives between buildings shall be a minimum of twenty (20) feet wide
- ☐ Fencing adjacent to a public right-of-way shall be required for self-service storage mini-warehouses, in the form of an architecturally finished wall
- ☐ Outdoor storage is prohibited unless an open storage yard is permitted in the zoning district in which the development is located
- ☐ Note on Plan - Self-service storage developments shall not be accessible to the general public (excluding on-site managers) between the hours of midnight and 5:00 a.m.
- ☐ **Separation Distances Between Self-Service Storage businesses must be documented by a survey.** Separation distances between self-service storage businesses shall be measured between the lot of the proposed self-service storage businesses and the lot of any existing self-service storage business. A self-service storage business shall be deemed to exist when it has received land development or building permit approval from the County. Separation distances shall be measured by a straight line connecting the closest distance between the lots. The minimum separation distance shall be three fourths (¾) of a mile. No two self-service storage businesses shall be located on the same lot.

- ✓ 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.
- ✓ **Building Height:** The vertical distance on the front face of a building or structure from the finished grade at the lowest point at the foundation adjacent to the front side of the structure to the highest finished roof surface in the case of flat roofs; or in the case of a gable, hip, or gambrel roof, the mean height between the eaves and the ridge of a gable, hip or gambrel roof.

Final approval process ePlan Solutions submittal: Revise the plan to address the issues identified in the plan review comments. When uploading the revised plan, attach in the **Open Files** a comment response letter or a narrative in the text box 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 eleven (11) full sets of the stamped approved plans and deliver them to the Department of Planning & Community Development for final permitting the plans will receive final review and approval from the County Arborist and the Planner/Project Manager, and the District Commissioner if required. If there are no outstanding issues the plans will be processed and copies sent with the Land Disturbance permit card to the Department of Engineering for a pre-construction meeting to be scheduled with the designated 24-hour contact listed on the cover page of the plans.

Final approval process traditional paper submittal: Revise the plan to address the issues identified in these review comments as well as provided by the Department of Engineering, GIS Department, the Department of Water & Sewer, the City of Cumming, NRCS, Environmental Health, Forsyth County Fire Marshal's Office, the County Arborist, and the Tax Assessors Office. Once the plan is amended, schedule appointments with the other departments for final "sign-off". The approved/stamped eleven (11) sets of plans and other documents, including the LDP signature route sheet, are left with the Intake Coordinator or the front counter staff of the Department of Planning & Community Development. The plans will receive final review and approval from the County Arborist and the Planner/Project Manager, and the District Commissioner if required. If there are no outstanding issues the plans will be processed and copies sent with the Land Disturbance permit card to the Department of Engineering for a pre-construction meeting to be scheduled with the designated 24-hour contact listed on the cover page of the plans.

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

1. Complete applicant section of a route sheet;
2. 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>
3. Submit the Forsyth County portion of NPDES fee (\$40 per disturbed acre)
4. Eleven (11) full sets of plans are required with stamps and signatures (must be originals)

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.

To eliminate duplication of efforts and reduce processing time, final plan approval can take place at the Wednesday Plan Review Meeting. This method is effective only if the plan is in full compliance with the standards of each agency and the project conditions of approval. Plan review comments should be resolved with the affected agency(s) prior to the Wednesday meeting.

Additionally, we ask that you provide notice to our office by the Monday before the Wednesday meeting so staff is aware of the need to bring pertinent plans, files, and approval stamp.