



SITE DEVELOPMENT PLAN REVIEW – INDUSTRIAL 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
- ☐ Architectural Elevations – may be submitted at time of commercial permit plan review

Provide the following on the front cover:

- ☐ 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 original signature
- ☐ 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 intended uses for proposed structures
- ☐ 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.
- ☐ Provide a vicinity map drawn to scale showing the position of the site with principal roads
- ☐ 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."
- ☐ Note that Chapter 21, Article II, III, or IV Overlay Districts are not applicable - or provide a narrative addressing the overlay requirements.
- ☐ Regarding Chapter 21, Article V provide the following note if applicable:
- ☐ "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."

List the Following Regulations: UDC Ch. 14; Table 14.2

- ☐ Setbacks
- ☐ Buffers
- ☐ Gross square footage per business establishment

Include these statements in bold letters:

- ☐ **"Construction waste and/or vegetative material may not be burned or buried and must be taken to a state approved landfill."**
- ☐ **"All structures will comply with the requirements of the Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs."**
- ☐ **"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."**

- ☐ **“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’s on projects - prior to final building inspection.”**
- ☐ **“As-built approval required for Certificate of Occupancy on commercial projects - submitted prior to final building inspection.”**

Plan Requirements: *UDC Ch. 18, Table 18.2*

- ☐ 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 foot minimum
- ☐ If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated
- ☐ All plans shall set aside a space six (6) inches by seven (7) inches on the front page
- ☐ 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
- ☐ Delineate and label State waters and Jurisdictional waters, streams
 - 50’ undisturbed vegetative buffer
 - 75’ impervious setback
 - Distances must read from top of bank
- ☐ UDC Ch. 21 Overlay Standards
- ☐ All vehicular and utility crossings must be perpendicular
- ☐ Delineate disturbed area and label “limits of disturbance”
- ☐ 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*
- ☐ Provide the name and GSWCC Level II certification number
- ☐ Copies of official signed zoning resolutions shall be photocopied on all plans. Copies may be found on the county’s eStatus Web site at <http://estatus.forsythco.com>. If the information is not available please contact staff.

Screening:

- ☐ Demonstrate how ground mounted equipment such as power transformers and HVAC units shall be screened from view from right-of-ways by fencing or landscaping; incorporate into the landscape plan
- ☐ Areas devoted to outside storage of vehicles, merchandise, and/or equipment shall be screened from view from the right-of-way along the entire property frontage, excluding approved access crossings.
- ☐ Additional screening must be demonstrated in the plan *UDC Ch.14-4.8*

Site Plan:

- ☐ 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, lot numbers
- ☐ Side lot lines shall be at right angles to straight street lines or radial to curved street lines *UDC Ch.18-4.6*
- ☐ Lots must conform to zoning district performance standards *UDC Ch. 14 – Table 14.1*
- ☐ Delineate and label all zoning district buffers *UDC Ch.18-10.5 Buffer Controls by Type*
- ☐ All approved utility or access crossings 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”*
- ☐ Provide justification/documentation for disturbance *UDC 18-10.5(E)*
- ☐ Delineate and label all zoning district setbacks *UDC Ch. 14 – Table 14.2*
- ☐ Minimum access standards for lots *UDC Ch. 18-2.4*
- ☐ Delineate and label required landscape strips *UDC Ch. 14-4.13; table 14.2*
- ☐ Delineate and label: flood plain areas, water courses, state waters, jurisdictional waters, and riparian buffers
- ☐ Each lot shall contain an adequate building site outside the limits of any easements or setback lines
- ☐ Incorporate specific zoning conditions requirement into site plan; demonstrate compliance and call out a reference to the zoning conditions: ZA# <http://estatus.forsythco.com>
- ☐ Building separation – delineate and label the distance between structures
- ☐ Delineate and label the distance from structure to front, side and rear property lines
- ☐ Delineate the dimensions of all proposed structures or additions to existing structures
- ☐ Delineate and label all walls, retaining walls, entrance walls
- ☐ Label the square footage (break up for individual uses)
- ☐ Label the proposed use
- ☐ Delineate and label all proposed impervious areas
- ☐ Label all existing structures
- ☐ Delineate and label pavement widths
- ☐ Delineate and label the location of sidewalks
- ☐ Delineate and label right-of-way
- ☐ Private Streets - *UDC Ch. 18-9.1 through 18-9.6*

Screening and Building Materials:

- ☐ Provide an architectural detail and/or elevations that demonstrate screening methods and materials for dumpster areas and building and utility appurtenances *UDC Ch. 14-4.9 and 14-4.12*
- ☐ Dumpster area must be screened by a solid fence, a minimum of 6’ high and constructed of materials substantially similar in appearance to the building site; provide detail of proposed materials and specifications
- ☐ Building exteriors not screened from view from the right-of-way or any property line shall be of masonry or decorative type metal construction with a twenty (20) year finish, its equivalent, or superior construction. Uncolored or exposed galvanized iron or aluminum or fiberglass shall not be utilized as an exterior finish. Prohibited construction materials shall include, without limitation, exposed concrete block, weeping mortar joints, unnatural brick tones, uncolored or exposed galvanized iron or aluminum or fiberglass.
- ☐ 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 towers, 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-ways
- ☐ Dumpster walls, decorative entrance walls and retaining walls require a separate building permit

Parking and Loading: *UDC Ch. 17; Table 17.1*

- ☐ Drawing must delineate and label parking spaces and dimensions: minimum 9' x 18'
- ☐ Loading spaces and dimensions: minimum 14' x 60', with 14' of height clearance
- ☐ Site shall provide the minimum number of parking spaces
- ☐ Parking shall not be provided in quantities greater than 25% of minimums: UDC Ch. 17-2.7
- ☐ Ground mounted equipment, such as power transformers and light poles, and any impervious surfaces are prohibited within required landscape parking islands
- ☐ Delineate and label 25' landscape strip between parking areas and any vehicular use area
- ☐ Site shall provide the minimum number of loading spaces UDC 17-3.3
- ☐ Loading area shall be located no closer than 50' of a public street: UDC Ch. 14-4.7
- ☐ 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
- ☐ Delineate & label dimensions for accessible parking spaces: UDC Ch.17-6.1 & GA Accessibility Code

Exterior Lighting: UDC Ch. 16-4.21

- ☐ Include photometric data including property lines
- ☐ Include cut-sheets for fixtures and poles with selected options clearly specified
- ☐ Specify selected options
- ☐ Specify Fixture types
- ☐ Specify location of fixtures: in parking lot, on building, outdoor architectural lighting requires submission of an elevation drawing
- ☐ Specify height – limited to **25'** including mounting base and fixture; 35-feet if surrounded by industrial or commercial uses
- ☐ Fixtures must be full cutoff fixtures unless pedestrian lighting is specified
- ☐ Pedestrian lighting - If less than 14' may be Cutoff or Semi-Cutoff
- ☐ Light spillage not to exceed 1 foot-candle beyond any residential property line
- ☐ Light spillage not to exceed 2 foot-candles along a street or nonresidential 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

Land Use and Locational Criteria: UDC Table 14.1 Permitted Uses

- ☐ Metropolitan River Protection (MRPA) OCGA 12-5-440 et seq.
- ☐ Overlay district(s) UDC Ch. 21
- ☐ Self Service Storage - A conditional Use Permit is required within the Industrial Districts. UDC Ch. 16-4.20
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 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.

Additional Requirements:

<input type="checkbox"/> Junk Yards	<i>UDC Ch. 16-4.15</i>
<input type="checkbox"/> Convenience Stores	<i>UDC Ch. 16-4.9</i>
<input type="checkbox"/> Commercial Athletic Fields	<i>UDC Ch. 16-4.5</i>
<input type="checkbox"/> Commercial Recreational – Outdoor	<i>UDC Ch. 16-4.6</i>
<input type="checkbox"/> Hotels, Motel and Extended Stay	<i>Not permitted in Industrial Zoning District</i>
<input type="checkbox"/> Vehicle Sales Dealerships	<i>Conditional Use in Industrial Zoning District</i>
<input type="checkbox"/> Drive-Through Facilities	<i>Not permitted in Industrial Zoning District</i>
<input type="checkbox"/> Airports and Heliports	<i>UDC Ch.16 Article 1</i>
<input type="checkbox"/> Transportation and Utility Facilities	<i>UDC Ch. 16-4.27</i>
<input type="checkbox"/> Communication Towers	<i>UDC Ch.16. Article II</i>
<input type="checkbox"/> GA Hwy 400 Buffer	<i>UDC Ch.10-1.10; UDC 18.10</i>

- ✓ 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 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.

Final Approval Process ePlan Solution submittals: 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.

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

1. Complete applicant section of a route sheet. Sign application form and please print legibly
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 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.