



Recreational Amenity Plan Review

Project Name:

LDP #: SD

Project Manager:

Date of Review:

ZA:

ePlan #

Submit for Review:

- ☐ Lighting Plan – with photometric data including property lines and cut-sheets

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.)
- ☐ Signed resolution or letter of conditions of ZA, SP, or other formal approvals must be listed on plans.
- ☐ 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



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- ☐ 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)
- ☐ 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)
- ☐ 25-foot overlay requirement; or Board on Board fencing requirement
- ☐ Each lot shall contain an adequate building site not subject to flooding; and
- ☐ Outside limits of any existing easements of building setback lines required by this Code
- ☐ Incorporate specific zoning conditions requirement into site plan; demonstrate compliance and call out a reference to the zoning condition#: **ZA#** <http://estatus.forsythco.com>
- ☐ 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



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- ☐ 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 require vehicles to back out into the public road right-of-way are 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

Land Use and Locational Criteria

- ☐ 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, and change of proposed use shall constitute a major amendment that will require a zoning condition amendment
- ☐ Metropolitan River Protection: *OCGA 12-5-440 et seq.*
- ☐ Georgia Highway 400: *UDC Ch. 10-1.10 & UDC Ch. 18-10.5*

Common Area

- ☐ Provide common area calculations: *UDC Ch. 18-5.23*
- ☐ Active recreation cannot be located within required open space
- ☐ Stormwater areas may not be included as part of open space and common area
- ☐ The common/amenities areas must be accessible.
- ☐ Minimum access standards for lots *UDC Ch. 18-2.4 (60' minimum lot width)*

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 location of fixtures: in parking lot, on building
- ☐ Specify architectural style – per Zoning condition # <http://estatus.forsythco.com>
- ☐ Specify height – limited to **20 feet** including mounting base and fixture
- ☐ Light spillage not to exceed 1 foot-candle beyond residential property line



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- ☐ 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; Chapter 21 Article VI & Article X

- ☐ 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 E-plan 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 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, 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 (LDP) card to the Department of Engineering for a pre-construction meeting to be scheduled with the designated 24-hour contact listed.

For any questions regarding the digital submission please contact ePlan Solutions at (678) 898-0610

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-Addressing, the Department of Water & Sewer, the City of Cumming Department of Water & Sewer, NRCS, Tax Assessors Office, Environmental Health, and the Forsyth County Fire Marshal's Office. Schedule appointments for final review. The approved/stamped sets of plans and other documents are left with the staff. The plans will receive final review and approval from the Arborist and the Planner. If there are no outstanding issues the plans will be approved, stamped and processed and applicant copies sent with the permit card to the Department of Engineering for a "pre-construction" meeting.

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

1. Complete applicant section of signature route sheet, please print legibly
2. Signed by: Department of Engineering, GIS, Department of Water and Sewer, Tax Assessors Office, NRCS, Environmental Health if on septic, and the Fire Marshal's Office
3. Copy of NOI filed with EPD and payment of NPDES fee. EPD form can be obtained from its website: Submit Forsyth County portion of NPDES fee.(\$40 per acre)
4. Eleven (11) full sets of plans are required; stamps / signatures must be originals