



**ROAD CONSTRUCTION PLAN REVIEW
SOUTHEAST FORSYTH EFFECTIVE 12/6/19**

In addition to what is outlined in the Unified Development Code (Version 80), a submitted or approved RC permit prior to December 6th, 2019, exempts a developer from the UDC Version 80 **Subdivision Standards**; other exemptions relate to compliance with either a zoning condition or **UDC Section 8-3.4(F)**.

Cover Sheet Requirements:

- Specify in title: "Road Construction Plans"
- 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
- 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 one year 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
- Exterior buffer
- Exterior setback
- List all approval application numbers (e.g., ZA#, SP#, AP#, etc.)

➤ Include these statements in **bold font**:

- Construction waste may neither be burned nor 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 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

- 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
- 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 all flood plain, water courses, state waters, jurisdictional waters and riparian buffers
- All approved stream crossings must be perpendicular
- 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**"
- All conditions of zoning or other approvals must be listed on plans. Signed resolutions/letters must be photocopied/digitized on plans and are typically available on our website at estatus.forsythco.com. If the resolution or approval letter is not available through eStatus, please contact staff at (678) 455-8472.
- Designate any areas reserved for future phases
- Label current adjoining property owner names and zoning districts
- Label adjoining subdivision names and phase or unit, lot lines, lot numbers

Preliminary Plat:

- Delineate and label all zoning buffers; *UDC Ch. 11 Table 11.2(b)*
- 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 *UDC Ch. 11-9.6(J)*
- UDC Ch. 18-10.5* – Buffer Controls by Type, or zoning conditions
- Note: **This buffer must remain undisturbed then supplemented to buffer standards**
or
- Note: **This buffer may be disturbed and replanted to buffer standards** *UDC Ch. 18-10.1*
- Lots along the exterior property line of a development that do not adjoin a right-of-way or public space must provide a thirty (30) foot buffer, *UDC Ch. 11-9.7(D)(6)(d)*
- Delineate and label the exterior setback
- Delineate the building envelope
- 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
- 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 a flag lot
- Double frontage lots, *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 areas where minimum performance standards may be difficult to achieve
- 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)*
- For streets that provide vehicular access to thirty (3) or more houses, a five (5) foot wide sidewalk must be provided on both sides of the street, *UDC Ch. 11-9.7(D)(2)(b)*
- Sidewalks and trails must form a continuous network
- Walking Trail Connections: Cul-de-sacs greater than five hundred (500) feet in length must be connected to the closest adjacent cul-de-sac that is greater than five hundred (500) feet in length by a walking trail, *UDC Ch. 11-9.7(D)(2)*
- 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 segments are limited to no more than six hundred (600) feet in length without an intervening intersection or a horizontal curve with a centerline radius of no more than ninety (90) feet, *UDC Ch. 11-9.7(D)(6)(c)*
- Delineate and label walls or decorative walls
- Retaining Walls** must be faced with natural stone, brick or minimum four (4) inch thick manufactured stone, underlying substrate may not be visible through the facing material, *UDC Ch. 11-9.7(D)(6)(a)*
- Retaining Walls** are limited to six feet in height, *UDC Ch. 11-9.6(C)*
- Gabion Walls** - retaining walls constructed of metal cages filled with rock or similar material are prohibited, *UDC Ch. 11-9.7(D)(6)(b)*
- Exterior Lighting**: Limited to 20-feet in height including mounting base and fixture; full cutoff fixtures *UDC Ch. 11-9.6(G)*
- Provide a consistent streetlight fixture throughout the development
- The provided lighting must illuminate all sidewalks and common areas intended for use after dark and provide a minimum of 1 foot-candle average of illuminance, with a range of 0.5 to 2 foot-candles to avoid excessive dark and bright spots, *UDC Ch. 11-9.7(D)(4)(b)*
- Incorporate specific zoning conditions into the plan, demonstrate compliance and call out a reference

- 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

Postal Kiosks: Delineate the proposed location(s) and style of mail kiosk. Setbacks would be requisite, plan review and building permits for roofs over or other accessory structures. Contact the USPS at **770-717-3478**.

AT THE TIME OF FINAL PLAT, design information and graphics for houses shall be provided. Please visit the Permitting Division website for additional information. All new, major subdivisions within RES2, RES3 and RES4 zoning districts must comply with UDC Sections 11-9.3, 11-9.5 and 11-9.6 and 11-9.7; when required by the applicability standards of UDC Section 11-9.2 and not otherwise waived, materials as enumerated in 11-9.3(B) shall be submitted with a building permit application.

Please review UDC Chapter 11-9.7 Southeast Forsyth Design Standards

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:

- This area shall be provided at the rate of no less than five (5) percent of the total area of land UDC Ch. 18-5.23
- Common area shall be no smaller than 8000 square feet in size, UDC Ch. 11-9.6(H)
- 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)
- Delineate and label “common areas”
- 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)
- 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

Land Use: – Locational Criteria and Performance Standards

- ❖ Unified Development Code Section 8-3.4(F)
- ❖ Unified Development Code Section 11-9.2(E)
- ❖ 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
- ❖ Unified Development Code, Chapter 21

Walls:

- Reinforced wall system 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)
- Entrance walls and retaining walls require a separate building permit and commercial plan review

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 is necessary for permitting and installation.

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

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 and released, please download and print eleven (11) full sets of the **stamped** approved plans and deliver them to the Intake Coordinator or the front counter staff of the Department of Planning & Community Development for final permitting. The plans will receive final review by staff and sent to the District Commissioner for approval 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.

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, and the City of Cumming Department of Water & Sewer, NRCS, Tax Assessors Office, the Fire Marshal's Office, and Environmental Health (if on septic). Please schedule appointments with each reviewer for final approvals. 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 Arborist and the Planner, and sent to the District Commissioner for approval if required. 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 to be scheduled with the designated 24-hour contact listed.

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

1. Complete applicant section of a route sheet – be sure to sign application form and please print legibly
2. Copy of NOI filed with EPD and payment of NPDES fee to the state
Visit their website for more information: <https://geos.epd.georgia.gov>
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)

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.

