



Community and Regulatory Affairs Department
5440 Fulton Industrial Boulevard
Atlanta, Georgia 30336
470-809-7200

PLANNING REVIEW CHECKLIST

Project Name: _____ Tax ID #: _____

Project Number: _____ Date: _____

Land Lot: _____ District: _____

PLEASE ADDRESS ALL ITEMS MARKED WITH AN "X"

I. GENERAL PLAN REQUIREMENTS

The following information shall be indicated on the cover sheet:

- ___ 1. Name and address of project
- ___ 2. Owner/developer (name, address, telephone number)
- ___ 3. Engineer (name, address, telephone Number)
- ___ 4. Signed seal of registered engineer
- ___ 5. Location sketch (scale no smaller than 1" = 2000')
- ___ 6. Land Lot and District of project
- ___ 7. Index of plan sheets; Provide sheet numbers as necessary
- ___ 8. Revision box (with space for date, sheet number, and the description of the revision).
- ___ 9. Tax parcel identification number.
- ___ 10. The following notes must be shown on the cover sheet of all plans:
LAND DISTURBANCE PERMIT DISCLAIMER:
The approval of these plans and the issuance of this Land Disturbance Permit does not in any way suggest that all other requirements for the legal or appropriate operations for this activity, which may require additional permitting have been met. The onus is on the owner/developer/builder to discover what additional permitting or approvals may be necessary to operate from this point in an appropriate and legal manner. Plan approval or permit issuance does not absolve the applicant from complying with all applicable laws, policies, standards or other permits which may be required for this project.
- ___ 11. Include the following general Notes:
 - ___ a. Acreage of site /or unit /or area of disturbance

- b. Number of units in the development with unit per acre density
- c. All construction must conform to South Fulton standards and specifications, whether or not review comments were made.
- d. All silt barriers must be placed as access is obtained during clearing. No grading shall be done until silt barrier installation and detention facilities are constructed.
- e. Silt barriers to be placed as shown and/or as directed by project engineer and/or South Fulton Inspector.
- f. Notify Inspector 24 hours prior to construction.
- g. As-built drawings of roadways, storm drains, sewers and water; field approvals by the inspector; and all applicable bonds required prior to acceptance or issuance of a cert. of occupancy.
- h. Indicate state or county roads. Show nearest intersection.
- i. All proposed subdivisions shall conform to the South Fulton Comprehensive Plan
- j. This project to be served by public gravity sewer /or septic tanks. All sewers must be gravity fed, unless specifically approved by the Fulton County Department of Public Works, and so noted on development plans.
- k. Indicate the date of survey and by whom and location of benchmark.
- l. Water service to be provided by _____
- m. Indicate whether or not the site is located in the flood plain. Refer to a Fulton County Community F.I.R.M. panel number.
- n. Prior to the acceptance and approval of any asphaltic concrete binder and/or topping which is installed for the purpose of on County maintenance, a representative of this department may require one or all of the following tests: 1) coring, 2) extraction, 3) compaction, 4) density. The frequency and location of these tests will be left to the discretion of the inspector.
- o. All erosion and sedimentation controls, and tree protection measures shall be installed prior to grading (This note shall appear in bold letters, on the cover sheet).
- p. Signing and striping to be provided by the developer according to South Fulton Specifications.
- q. Off-street parking shall be provided and maintained throughout construction.
- r. All fill areas must be compacted to minimum 95% Standard Proctor. A report from a geotechnical engineer may be required by the Construction Inspector for all fill areas within the Right-of-Way.

II. ZONING

- 1. Indicate the Zoning of the property, and the Zoning and/or Special Use Case Number (if applicable). This shall appear in bold print on the cover sheet. If the property lies within more than one zoning district, indicate the zoning lines on the site plan.
- 2. Clearly indicate compliance to all applicable items in the Zoning Resolution and the conditions of the zoning case (if applicable) on the construction plans.

- ___ 3. Vesting of Zoning. The following note shall be shown on the cover sheet of all construction plans used for the purpose of acquiring a Land Disturbance Permit:

"It is understood that the approval of a Land Disturbance Permit, in itself, does not constitute vesting of Zoning. In order for zoning to be vested by virtue of the issuance of a Land Disturbance Permit, it is necessary that substantial progress shall have been made toward the completion of a designated phase of the project, as depicted on the site plan approved as a condition of the rezoning. Substantial progress is defined as when, in the opinion of the Director of the Community and Regulatory Affairs Department, adherence to the construction schedule previously approved indicates a minimum of fifty percent (50%) of the public improvements specified for one phase, has been achieved. By acceptance of this Land Disturbance Permit, the applicant acknowledges and accepts the construction schedule incorporated herein.

- ___ 4. Show all minimum building setback lines, existing and proposed curbing, existing and proposed R/W, landscape strips, buffers, non-improvement setbacks, etc., on the site plan and grading plan. (Refer to the zoning Resolution, Conditions of Zoning, Subdivision Regulations and Tree Preservation Ordinance.)
- ___ 5. Indicate compliance to zoning in regard to parking space requirements and quantities. Minimum space size is 153 square feet, 8.5 minimum widths, and minimum aisle width is 22 feet. See the Zoning Resolution, Section 18, for further parking guidelines. (Note: 2% of all required parking space must be designed as handicapped spaces.)
- ___ 6. When Right-of-Way dedication is required prior to the issuance of the Land Disturbance Permit, complete the attached Right-of-Way Deed(s) and the Owners Affidavit of Title, attach an 8.5 x 11 site plan and submit to Community and Regulatory Affairs Dept.

III. DEVELOPMENT

- ___ 1. Show sidewalks (per Fulton County Standard 303) within the right-of-way adjoining the development. Where a development is a single family subdivision, show sidewalks to be constructed along the streets that provide access to the subdivision.
- ___ 2. Obtain South Fulton County Fire Department (Fire Marshall) approval for designated fire lanes, water mains, fire hydrants, access for fire-fighting equipment, and signage and striping of handicap parking areas. For further information call (470)-809-7522.
- ___ 3. Provide interparcel access within the subject property and to adjacent property (ies).

IV. SITE DEVELOPMENT

- ___ 1. Provide off-site topographic information 400' from the property boundary.
- ___ 2. Provide the limits of proposed construction to be permitted.
- ___ 3. Provide names of adjacent property owners.
- ___ 4. Provide an easement from the adjacent property owner(s) to encroach upon the adjacent property (ies).
- ___ 5. Grading plans must be SIGNED and SEALED by a P.E., registered in the State of Georgia.
- ___ 6. Exact boundary lines of the tract, indicated by a heavy line, giving lengths and bearings. The boundary lines shall include the entire tract to be subdivided eventually and data, as required herein, shall apply to the entire tract.

- ___ 7. Provide the scale or scales of the drawing.
- ___ 8. Structures and layouts such as storm and sanitary sewers, paving, utilities, building outlines, rights-of-way, and property lines etc., should be identified as existing or proposed.
- ___ 9. Provide magnetic or grid north indicator.
- ___ 10. Clearly identify the distance of the property under consideration from an established intersection centerline.
- ___ 11. In case that a development due to a road widening or extension of service necessitates the replacement or relocation of overhead utilities, such utilities must be replaced or relocated as an underground service.
- ___ 12. Location of all bury pits or waste disposal means of debris from all clearing and grubbing activities.
- ___ 13. All permit revisions should be submitted with a letter stating the proposed changes, these changes should be highlighted on all sheets affected.
- ___ 14. State whether or not the site is located within the Chattahoochee River Corridor (within 2000' of the Chattahoochee River: See River Corridor Checklist for more information).

V. PLANNING AND COMMUNITY DEVELOPMENT

- ___ 1. Affix the following Discipline Sign-Off Chart to the **cover sheet** of your project. This chart (on the following page) should be placed along the right-c and margin on the lower 1/3 of the page. The print of the chart should be smaller that it appears here upon (Times Roman, 12 pt. or equivalent).

SECTION	SIGNATURE	APPROVAL DATE
PLANNING		
DRAINAGE		
HYDROLOGY		
FLOOD PLAIN		
EROSION CONTROL		
WASTE WATER		
WATER		
LANDSCAPE/TREE PROTECTION		
TRAFFIC		
HEALTH		
RIVER CORRIDOR		

____ 2. The following information will be shown on the **cover sheet** of all construction plans used for the purpose of acquiring a Land Disturbance Permit (LDP)

24-HOUR CONTACT:

CONTACT NAME

TITLE OR POSITION

COMPANY AFFILIATION

PHONE NUMBER (and type of phone)

This information must be written in bold, capitalized, min. 24 pt. type, (or an equiv.). This is the minimum print size allowable to state a contact source. The contact person must be accessible 24 hours a day, 7 days a week with no exceptions. This note must be located at the center lower margin of the cover page of all Land Disturbance Permit plans.

VII. PERMIT FORMS

____ 1. Submittal of **correctly** executed originals of required forms, as indicated below, shall be completed by the

____ a. Permit Application Form (notarized)

____ b. Indemnification Form (notary or corporate seal, as applicable)

____ c. Flood Plain Indemnification Form (notarized and recorded with the Clerk of Superior Court, Fulton County)