

**CITY of SNELLVILLE**

www.snellville.org

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**PLANNING & DEVELOPMENT REVIEW COMMENTS**  
**COMMERCIAL SITE PLAN**

Project Name \_\_\_\_\_

Review Date #1 \_\_\_\_\_

Review Date #2 \_\_\_\_\_

Review Date #3 \_\_\_\_\_

**X** = Please address

**N/A** = Not applicable

**√** = Approved

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**I. GENERAL INFORMATION**

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**PLEASE PROVIDE ENGINEERS AND OWNERS EMAIL TO REVIEWER.**

**REVIEW #**

***1 2 3***

- 1. \_\_\_/\_\_\_/\_\_\_ **REVIEW INCOMPLETE:**  
     Use shown is not permitted in this zoning district.  
     No approvals given until  
     No Certificate of Occupancy/Completion will be issued until
- 2. \_\_\_/\_\_\_/\_\_\_ State proposed use.
- 3. \_\_\_/\_\_\_/\_\_\_ Complete application form. (Blue Route Sheet) Complete and return submittal form.
- 4. \_\_\_/\_\_\_/\_\_\_ Note subdivision name, project name, site address lot number and block letter containing this site.
- 5. \_\_\_/\_\_\_/\_\_\_ Provide location vicinity map.
- 6. \_\_\_/\_\_\_/\_\_\_ Add/modify land lot, district, parcel.

7. \_\_\_/\_\_\_/\_\_\_ Add date, graphic scale, numeric scale, north arrow.
8. \_\_\_/\_\_\_/\_\_\_ State zoning of site. Show zoning district lines if more than one zoning.
9. \_\_\_/\_\_\_/\_\_\_ Show adjoining property information (subdivision name, lot numbers, block letters, and/or adjoining property owners and zoning).
10. \_\_\_/\_\_\_/\_\_\_ Note rezoning and/or conditional use permit, number(s), type(s), date(s) of approval and all conditions on plans.
11. \_\_\_/\_\_\_/\_\_\_ Note variance, waiver and/or modification number(s), type(s), date(s) of approval and all conditions on plans.
12. \_\_\_/\_\_\_/\_\_\_ Show a front, side, rear building setback line off of proposed right-of-ways. Show all setbacks.
13. \_\_\_/\_\_\_/\_\_\_ Relocate structures behind setback lines.
14. \_\_\_/\_\_\_/\_\_\_ Show closest distance from structure to side and rear property lines.
15. \_\_\_/\_\_\_/\_\_\_ Show closest distance between buildings. Minimum distance to be per Fire & Building Codes.
16. \_\_\_/\_\_\_/\_\_\_ Identify each building. Show same identification on building plans.
17. \_\_\_/\_\_\_/\_\_\_ Show all roof overhangs, if any. If there are none, please note.
18. \_\_\_/\_\_\_/\_\_\_ Show and provide access to all overhead doors. If there are none, please note.
19. \_\_\_/\_\_\_/\_\_\_ Show canopy with all dimensions, if any. If there are none, please note.
20. \_\_\_/\_\_\_/\_\_\_ Show building dimensions on site plans. They are to match dimensions shown on architectural plans.
21. \_\_\_/\_\_\_/\_\_\_ Show all easements on site plan. Show all easements which are to be abandoned.
22. \_\_\_/\_\_\_/\_\_\_ Indicate building height. Maximum allowable height is \_\_\_\_\_.
23. \_\_\_/\_\_\_/\_\_\_ Provide total number of units, density, and breakdown units by number of bedrooms (multi-family).
24. \_\_\_/\_\_\_/\_\_\_ Provide 8' tall opaque dumpster enclosure (3 sides) and concrete pad. Enclosure must be constructed out of same materials as proposed buildings. Front opening must be at least 12' wide for container fit. Show detail.
25. \_\_\_/\_\_\_/\_\_\_ Provide total square footage and square footage breakdown by use. Totals shall match amount specified in architectural plans.
26. \_\_\_/\_\_\_/\_\_\_ Show total number of seats in sanctuary, auditorium, or other place of assembly.

27. \_\_\_/\_\_\_/\_\_\_ Add a Certificate of Development Plans approval statement to the plans.
28. \_\_\_/\_\_\_/\_\_\_ Show total acreage of the site and the acreage for the limits of disturbed area.
29. \_\_\_/\_\_\_/\_\_\_ Show all existing structures, if any, and note their disposition. If there are none, please note.
30. \_\_\_/\_\_\_/\_\_\_ Provide a current parcel number for the combined or subdivided tracts.
31. \_\_\_/\_\_\_/\_\_\_ Provide a complete certified closed boundary survey, to scale with north arrow. Provide date of survey.
32. \_\_\_/\_\_\_/\_\_\_ Contact the Mapping Division in the Gwinnett Co. Tax Assessor's Department to combine all parcels into one parcel.
33. \_\_\_/\_\_\_/\_\_\_ Withdraw previously submitted/approved plans in writing.
34. \_\_\_/\_\_\_/\_\_\_ Provide developer's name, address, and phone number. Include a contact person.
35. \_\_\_/\_\_\_/\_\_\_ Provide the owner's name, address, and phone number. Include a contact person.
36. \_\_\_/\_\_\_/\_\_\_ Add/sign Owner's Certification. Place on plans.
37. \_\_\_/\_\_\_/\_\_\_ Provide designer's name, address, and phone number. Include contact person.
38. \_\_\_/\_\_\_/\_\_\_ Add State of Georgia Professional Engineer Stamp, signature, and date.
39. \_\_\_/\_\_\_/\_\_\_ Development is located in Corridor Overlay District or Town Center Overlay District.
40. \_\_\_/\_\_\_/\_\_\_ Reference the legal survey, including date.
41. \_\_\_/\_\_\_/\_\_\_ Outside storage to be located out of required front yard and to be screened by solid fence. Provide details of fence.
42. \_\_\_/\_\_\_/\_\_\_ Complete and return the attached Solid Waste Disposal Management Plan Affidavit prior to issuance of a permit. If applicable, complete the Notification of Permit By Rule Operations form, mail to the Department of Natural Resources, Environmental Protection Division and provide a copy of said application to this Department.
43. \_\_\_/\_\_\_/\_\_\_ Provide four (4) sets of corrected/approved plans to the Planning and Development Department for issuance of a permit. (These sets are to be made after the Certificate of Development Plans has been signed on the original. One set must contain original seal and signatures (P.E., LS, LA, etc).
44. \_\_\_/\_\_\_/\_\_\_ This project appears to meet or exceed the threshold established for a Development of Regional Impact. Please refer to the attached Request for Review Form to determine the threshold established for your development type. Contact the Planning Division to submit the form for processing to the Atlanta Regional Commission.
45. \_\_\_/\_\_\_/\_\_\_ Multi-tenant commercial shopping center or strip center, a covered arcade/structural canopy (min. of 5' wide) shall be provided along the front façade of the building. Show

canopy and overhang detail.

46. \_\_\_/\_\_\_/\_\_\_ Add note: "Building will comply with Architectural design standards of Article 7.7 of the Snellville Zoning Ordinance."
47. \_\_\_/\_\_\_/\_\_\_ Please show detailed construction activity schedule, including vegetation and mulching timeline.
48. \_\_\_/\_\_\_/\_\_\_ Please submit a .dwg or .pdf digital file of all approved plans to the Planning Office.
49. \_\_\_/\_\_\_/\_\_\_ Installation of a fence is required around the detention facilities. Please reference Article 8.2.7 of the Development Regulations for requirements.

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## II. PARKING, DRIVES

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1. \_\_\_/\_\_\_/\_\_\_ Show factors used in determining the number of parking spaces as required by the Zoning Ordinance. Numbers of spaces are to be based on.
2. \_\_\_/\_\_\_/\_\_\_ State total number of parking spaces required and total number provided. Based on information submitted required number of parking spaces to be.
3. \_\_\_/\_\_\_/\_\_\_ Additional or less parking is/may be needed.
4. \_\_\_/\_\_\_/\_\_\_ Show parking spaces drawn to scale with typical dimensions labeled. Space size to be 9' X 19'. (9' X 17' if for compact car spaces [Max. 20%]. Label each compact space with painted text or individual signs. Show detail.
5. \_\_\_/\_\_\_/\_\_\_ Show all interior driveways with dimensions (one 12', two way 24'). Show one way arrows and provide details.
6. \_\_\_/\_\_\_/\_\_\_ Provide loading and unloading space(s). Size = Label the loading and unloading area.
7. \_\_\_/\_\_\_/\_\_\_ Show potential location of drive thru window with adequate lane width, if proposed. Show dimensions. (A min. 10' drive and stacking of 6 vehicles required.) If there are none, please note.
8. \_\_\_/\_\_\_/\_\_\_ Sidewalks are required along the frontage of \_\_\_\_\_. Show location and provide detail. Sidewalks shall be located 4' from the back of curb and shall be constructed of concrete a minimum of 6' in width and 4" thick. Concrete shall be class "B" and have a strength of 3000 PSI at 28 days.
9. \_\_\_/\_\_\_/\_\_\_ Provide Handicap ramps at sidewalk intersections. Sidewalks shall continue across intervening driveway including any control or expansion joints. Hatched or stamped pattern concrete sidewalk shall be used. Show detail.
10. \_\_\_/\_\_\_/\_\_\_ Adjacent road \_\_\_\_\_ is classified as a \_\_\_\_\_ per \_\_\_\_\_ the Road Classification Plan. Provide \_\_\_\_\_ of right-of-way from centerline with improvements from centerline to back of curb per Gwinnett/Georgia DOT.
11. \_\_\_/\_\_\_/\_\_\_ Provide a minimum of eleven (11) feet of Right-of-Way from back of curb.

12. \_\_\_/\_\_\_/\_\_\_ This development requires deceleration lanes along \_\_\_\_\_. See Snellville Development regulations section 6.3.3 for information.
13. \_\_\_/\_\_\_/\_\_\_ Provide striped (yellow) pedestrian paths (min. 4' wide) from main entrance of building(s) and/or each tenant to general parking.
14. \_\_\_/\_\_\_/\_\_\_ Provide striped/paved pedestrian paths (min. 4' wide) from sidewalks to buildings. From building(s) to building(s).
15. \_\_\_/\_\_\_/\_\_\_ For developments in excess of 100 spaces, pedestrian walkways (minimum of 4' width) shall be provided. Where walkways cross internal driveway, pedestrian walkways shall include raised walkways to slow traffic and provide safe access. Provide detail. No parking spaces shall be farther than 150 feet from a pedestrian walkway.
16. \_\_\_/\_\_\_/\_\_\_ FYI Development permit fee \$ \_\_\_\_\_. \$150.00/Project acre or fraction thereof with a minimum fee of \$150.00. **This fee is to be paid at the time of issuance of development permit only.**
17. \_\_\_/\_\_\_/\_\_\_ FYI A Certificate of Development Conformance must be completed, submitted, and approved prior to the issuance of a Certificate of Occupancy.
18. \_\_\_/\_\_\_/\_\_\_ FYI Please be advised that in order to keep our records current it has become standard procedure for the Planning and Development Department to purge files regularly. If there is no action toward addressing the Review Comments within the 6 month period following the initial review of this submittal, this review file will be discarded by the Department of Planning and Development.
19. \_\_\_/\_\_\_/\_\_\_ FYI A Land Disturbance Fee required by the EPD of Georgia will need to be paid before any site disturbance is allowed. The fee is \$80.00 per acre, with half paid to the city and half to the EPD. More information on this fee and the forms themselves can be found on the Snellville Website (snellville.org) under Planning and Development/Dev. Permit Process/LDA Fee Permit Submittal Form.
20. \_\_\_/\_\_\_/\_\_\_ FYI An Erosion Control Bond is required to be posted prior to a site development permit being issued. The bond amount is \$3000.00 per acre with a minimum of \$3000.00. For more information and the bond form, go to snellville.org /Planning and Development/Dev. Permit Process/Erosion and Sediment Control Bond Form.
21. \_\_\_/\_\_\_/\_\_\_ FYI Specifications for all lights and street furniture, along with .pdf files of all certifications and approval blocks to be put on plans will be sent along with this checklist for insertion on appropriate plans.

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**COPY THE FOLLOWING MARKED NOTES ONTO THE DRAWINGS**

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1. \_\_\_/\_\_\_/\_\_\_ Notify City of Snellville Inspections 24 hours before beginning of every phase of construction. (770-985-3513).

2. \_\_\_/\_\_\_/\_\_\_ No Certificate of Occupancy will be issued until all site improvements have been completed.
3. \_\_\_/\_\_\_/\_\_\_ No outside storage proposed. This includes supplies, equipment, vehicles, products, etc.
4. \_\_\_/\_\_\_/\_\_\_ Signs, location, number, and size are not approved under this building permit. A separate sign and building permit is required for each sign.
5. \_\_\_/\_\_\_/\_\_\_ All construction to comply with City of Snellville (& Gwinnett Co. if applicable) Standards.
6. \_\_\_/\_\_\_/\_\_\_ No Certificate of Occupancy/Completion will be issued until conditions of zoning, or Variances are completed.

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**LIGHTING ORDINANCE – DEVELOPMENT REGS 6.5.6**

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1. \_\_\_/\_\_\_/\_\_\_ Submit site lighting plan in accordance with Section 6.5.6 (2) (b)(2) of the Development Regulations. Include all exterior building lights. If none are to be installed, note as such.
2. \_\_\_/\_\_\_/\_\_\_ Details of all fixtures must be shown.
3. \_\_\_/\_\_\_/\_\_\_ Site lighting plan does not conform to Section 6.5.6 of the Development Regulations
4. \_\_\_/\_\_\_/\_\_\_ Illumination levels are not in conformance with Lighting Standards.
5. \_\_\_/\_\_\_/\_\_\_ Add note: “Any lighting fixture shall be a cutoff down-directional luminary whose source is completely concealed with an opaque housing.”
6. \_\_\_/\_\_\_/\_\_\_ Add note: “No free-standing fixture shall exceed 420 watts. Wall pack lighting shall not exceed 250 watts.”
7. \_\_\_/\_\_\_/\_\_\_ Add note: “The maximum mounting height for free-standing fixtures is 28-feet, including a 3-foot base.”
8. \_\_\_/\_\_\_/\_\_\_ Add statement with owner’s signature: “The owner shall submit plans and comply with Section 6.5.6 of the City of Snellville Development Regulations prior to the installation of any future exterior lighting.”
9. \_\_\_/\_\_\_/\_\_\_ Location of light poles conflicts with proposed trees.
10. \_\_\_/\_\_\_/\_\_\_ Sidewalk lights needed. See Corridor Overlay District regulations.

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**IV. ADDITIONAL COMMENTS**

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