



City of Snellville
Department of Planning and Development
Residential Development Review Checklist

Project Name			
Project Address			
Project Description			
Parcel Number		Internal Case Number	XXXXX
Zoning Case Number		Project Zoning District	
Special Use Permit		Total Acres	
Contact Name		Disturbed Acres	
Contact Number			
Contact Email			

Review Date	Project Review History	Snellville Review Staff Name
	Initial Submittal Review	
	Re-review (1)	
	Re-review (2)	
	Re-review (3)	
	Re-review (4)	
	Approval	

Re-submittal and Review Procedure

The Development Plan Review Checklist is attached. All Development Plan Review items must be clearly addressed before issuance of a permit or plan approval. All re-submittals must be a complete set of construction documents or plan set.

If all comments are not addressed after the third re-submittal/re-review, a meeting will be required with City Staff, Project Owner, Developer, Engineer, Landscape Architect, and Certified Arborist.

Review fees will be required for each submittal/re-submittal. Payment of the fee is required prior to furthering the review by the Department of Planning and Development.

City of Snellville - Residential Development Plan Review

Department of Planning and Development
Snellville City Hall, 2342 Oak Road, Snellville, Georgia 30078
770-985-3513
www.snellville.org

Residential Development Plan Review Checklist	Case Number	XXXXX
Staff, Department, and Agency Contact Information		
City of Snellville		
Jason Thompson, Director 770-985-3518 jthompson@snellville.org		
John Dennis, Zoning Administrator 770-985-3515 jdennis@snellville.org	Nelie Wilson, Administrative Assistant 770-985-3513 nwilson@snellville.org	
Josh Ferguson, Planner 770-985-3909 jferguson@snellville.org	Carole Amos, Planning Technician 770-985-3514 camos@snellville.org	
City of Snellville Engineering Consultant		
Larry Genn, P.E., Principal Associate Clark, Patterson, Lee 678-318-1071 lgen@cplteam.com		
Gwinnett County Departments Pertinent to City of Snellville plan submittal		
Department of Planning and Development One Justice Square 446 West Crogan Street Lawrenceville, GA 30046 678-518-6000 <ul style="list-style-type: none"> • Development Plan Review (Addressing) P&D-DevelopmentPlanReview@GwinnettCounty.com • Fire Plan Review P&D-FirePlanReview@GwinnettCounty.com • Water/Sewer Plan Review P&D-StormWaterSewer@GwinnettCounty.com 		
Department of Transportation One Justice Square 446 West Crogan Street, Suite 400 Lawrenceville, GA 30046 770-822-7400 DOTCommunityRelations@GwinnettCounty.com		
Related State Agencies		
Gwinnett Environmental Health Dept. 455 Grayson Highway, Suite 600 Lawrenceville, GA 30046 770-963- 5132	Georgia Department of Transportation Kevin Mullins, District 1 Engineer 1475 Jesse Jewel Parkway, Suite 100 Gainesville, GA 30501 770-532-5500	

Review 1	Review 2	Review 3	Comment Number	Standard Notes Required on Plan Development Permit Drawings	Code Section	Sheet
				STANDARD NOTES REQUIRED TO BE INCLUDED ON THE COVER SHEET		
				Notes:		
			SN-001	It is the owner's/developer's responsibility to be in compliance with applicable National Pollution Discharge Elimination System (NPDES) permit and Clean Water Act requirements.		CVR
			SN-002	City of Snellville assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded plan. City of Snellville does not assume the responsibility for the maintenance of pipes in drainage easements beyond the city right-of-way.		CVR
			SN-003	Wetland Certification: The design professional, whose seal appears hereon, certifies the following: A. The National Wetland Inventory maps have been consulted B. The appropriate plans sheet [] Does/[] Does Not indicate area of United States Army Corps of Engineers jurisdictional wetlands as shown on the maps. C. If that land disturbance of protected wetland shall not occur unless the appropriate Federal Wetlands Alteration (Section 404) permit has been obtained.		CVR
			SN-004	Notify City of Snellville inspections 24 hours before beginning of every phase of construction (770-985-3513).		CVR
			SN-005	No certificate of occupancy will be issued until all site improvements have been completed.		CVR
			SN-006	Signs, location, number, and size are not approved under this permit. A separate sign and building permit is required for each sign.		CVR
			SN-007	All construction to comply with City of Snellville (and Gwinnett County if applicable) standards.		CVR
			SN-008	No certificate of occupancy/completion will be issued until conditions of zoning or variances are completed.		CVR
			SN-009	No cut trees, timber, stumps, debris, rocks, stones, junk, rubbish, garbage, or other waste material of any kind shall be buried in any right-of-way, under any proposed structure	103-6.7	CVR
			SN-010	After the issuance of any permit authorizing clearing and grading of a site: 1. Required erosion control measures must be installed, where practical, by the developer and inspected and approved by the Director before actual grading or removal of vegetation. All control measures must be in place as soon after the commencement of activities as possible and in coordination with the progress of the project. 2. Soil sedimentation facilities must be installed and operational before major grading operations. 3. Areas required to be undisturbed by this UDO, conditions of zoning approval, or other ordinance regulation must be designated by survey stakes, flags, or other appropriate markings and must be inspected and approved by the Director before starting any clearing or grading activities.	103-5.6	CVR
				The developer or contractor must verbally notify the Director at least 24 hours before starting each of the following phases, as authorized by any permit for site work or development. Inspections must be made by the Director and passed before the continuation of further activity or proceeding into new phases. A similar notification must be made to the Gwinnett County Inspection Department for any activity involving the water or sanitary sewer system. 1. Clearing or clearing and grubbing of the site or any portion included under the permit. 2. Grading. Installation of slope stakes is required. Upon completion of roadway grading, the water certificate shall be submitted to the Gwinnett County Department of Planning and Development certifying that the centerline of the road and the offset centerline of the water line is within 6 inches of that shown on the approved plans or redlined plan submittal. Inspection and approval will be required before trenching or continuation with subbase preparation. 3. Installation of storm drainage pipe, detention or other stormwater facilities.		

			SN-011	<p>4. Installation of sanitary sewer and appurtenances. This notification must be made simultaneously with official notification by the developer or contractor to the Gwinnett County Water Pollution Control Division, and if for informational purposes only, to the Department.</p> <p>5. Curbing of roadways. Inspection should be requested before the forms have been set (if used). Roadway width will be spot checked by string line between curb stakes.</p> <p>6. Subbase or subgrade of streets. After compaction, the subgrade must be string-lined for depth and crown. The subgrade must be roll tested and must pass with no movement, to the satisfaction of the inspection department.</p> <p>7. Street base. The base must be string-lined for depth and crown and must pass a roll test with no movement to the satisfaction of the Director.</p> <p>8. Paving. The Director must be on-site during the paving process to check consistency, depth, and workmanship, as applicable. For asphalt paving, the temperature of the material will be spot-checked, and the roadways will be cored after completion to check thickness.</p>	103-5.6	CVR
			SN-012	The completion of inspections by City officials or employees and authorization for work continuation will not transfer responsibility for the quality of the work performed or materials used for the contractor or developer, nor imply or transfer acceptance of responsibility for project design or engineering from the professional corporation or individual under whose hand or supervision the plans were prepared.		CVR
			SN-013	Work which is not authorized by an approved permit, or which is not in conformance to the approved plans for the project, or which is not in compliance with the provisions of the UDO or any other adopted code, regulation or ordinance of the City, will be subject to immediate stop work order by the Director. Work which proceeds without having received the necessary inspections of the Director must be halted until all inspections of intervening work are completed.		CVR
			SN-014	If, for any reason, a clearing and grubbing, grading, or development permit expires after land disturbance activities have started, the developer must stabilize the site for erosion control, under the direction of the Director.		CVR
			SN-015	Upon completion of a site development project, silt fences and other temporary erosion control measures must be removed before the issuance of a certificate of occupancy or within 30 days of permanent stabilization or submission of a notice of termination to the State of Georgia, whichever occurs first.		CVR
				Certifications:		
			SN-016	<p><i>All requirements of the City of Snellville Regulations relative to the preparation and submission of a development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected city and county departments as required under their respective and applicable regulations, approval is hereby granted of this site plan and all other development plans associated with this project subject to all further provisions of said development and other city regulations.</i></p> <p>_____ _____ <i>Planning and Development Director or Date</i> <i>Designee City</i> <i>of Snellville</i></p> <p>THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED</p>	103-6.7	CVR
			SN-017	<p>Owners Acknowledgement and Declaration: (STATE OF GEORGIA) (COUNTY OF GWINNETT)</p> <p><i>The owner of the land shown on this plat and whose name is subscribed thereto, and in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey, and accurately depicts the land owned by the undersigned and dedicated by this declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances thereon shown, and transfers ownership of all public use areas in fee simple by deed, for the purposes therein expressed.</i></p>	103-6.7	CVR

				Subdivider	Date		
				Owner	Date		
				STANDARD NOTES REQUIRED TO BE INCLUDED ON LIGHTING PLAN			
				Certifications:			
			SN-018	<i>The owner shall submit plans and comply with Section 207-5 of the City of Snellville Unified Development Ordinance (UDO) prior to the installation of any future exterior lighting.</i>			Lighting Plan
				Owner	Date		
				STANDARD NOTES REQUIRED TO BE INCLUDED ON TREE PRESERVATION/REPLACEMENT AND/OR BUFFER LANDSCAPE PLAN			
				Notes:			
			SN-019	<p>Before starting land disturbance activities, and throughout the clearing and grading process, the following must occur for any designated tree protection area in accordance with any approved buffer and landscape plan or tree preservation/replacement plan:</p> <ol style="list-style-type: none"> 1. For those trees that are not to be removed, all temporary protection fencing, staking, and any tree protection area signs must be in place. These barriers must be maintained throughout the land disturbance process and should not be removed until landscaping is begun. 2. The tree protection areas may not be used for the storage of earth and other materials resulting from or used during the development process. 3. Construction activities, such as parking, materials storage, concrete washout, burning, etc., must be arranged to prevent disturbances in the tree protection areas. 	103-5.6.B	CVR, TPR, Buffer/ Landscape	
			SN-020	Street trees must be a minimum 3-inch caliper at the time of planting. They must be single stemmed with a single, straight leader. Trees must be located at least 3 feet from the face of the curb unless a modification is granted by the Director.	207-3.4	Buffer/ Landscape	
			SN-021	Street trees must be installed as specified on the street tree planting plan, before issuance of the certificate of occupancy. However, street tree plantings may be delayed from May 1 through October 1. In this case, the builder must enter into a performance surety agreement with the City guaranteeing tree planting by November 1. The performance surety agreement must be executed before the issuance of the certificate of occupancy for buildings or lots in this case.	207-3.4	Buffer/ Landscape	
			SN-022	Impermeable rigid tree root barriers must be installed in a linear method in all tree strips. The barriers must be a minimum of 24 inches deep and include ribs to direct root growth downward. The root barriers must be installed per the detail drawings in Sec. 207-3.9.	207-3.4	Buffer/ Landscape	
			SN-023	Street trees must be maintained by the owner of the adjacent lot. Maintenance must include, but is not limited to, watering, pruning, tree replacement and removal of leaves and litter from the sidewalks and street, as necessary. All maintenance must conform to ANSI A300 standards for tree care. A maintenance responsibility must be provided on the final plat.	207-3.4	Buffer/ Landscape	
			SN-024	Landscape materials must meet the minimum guidelines as outlined in the latest edition of American Standard for Nursery Stock.	207-3.5	Buffer/ Landscape	
			SN-025	Deciduous trees must be a minimum 3-inch caliper at the time of planting.	207-3.5	Buffer/ Landscape	
			SN-026	Evergreen trees must be 6 feet tall or larger at the time of planting.	207-3.5	Buffer/ Landscape	
			SN-027	Shrubs and ornamental grasses must be 3-gallon size or larger.	207-3.5	Buffer/ Landscape	

			SN-028	Perennials must be 1-gallon size or larger.	207-3.5	Buffer/ Landscape
			SN-029	Sod, rather than seed, must be used in all landscape strips and no-access strips that abut the public right-of-way and may extend to the curb of the public roadway.	207-3.5	Buffer/ Landscape
			SN-030	All species must be ecologically compatible with the intended growing site.	207-3.5	Buffer/ Landscape
			SN-031	No more than 35% of the total number of trees planted in a development may be of the same genus, and no more than 35% of the total number of shrubs planted in a development may be of the same genus.	207-3.5	Buffer/ Landscape
			SN-032	Evergreen trees may only be used in the interior and/or rear landscape strips.	207-3.5	Buffer/ Landscape
			SN-033	All plant materials are subject to the approval of the Director.	207-3.5	Buffer/ Landscape
			SN-034	Landscaping must be installed in a sound workman-like manner and according to accepted good planting procedures. The Director must inspect all landscaping and no certificate of occupancy or similar authorization will be issued unless the landscaping meets the requirements of the UDO.	207-3.6	Buffer/ Landscape
			SN-035	Staking and guying materials must be flat, woven polypropylene photodegradable three-fourths-inch wide with 900-pound break strength and must be removed within 1 year of installation.	207-3.6	Buffer/ Landscape
			SN-036	Irrigation: 1. An irrigation system is required in all landscape strips, planter islands, and no-access strips. The required irrigation may include drip irrigation, gator bags, and a combination of drip irrigation and water-efficient design or a creative irrigation plan with the approval of the Director. The required irrigation must be maintained for at least 1 year after planting. 2. Irrigation systems must be designed to prevent any overspray onto adjacent public and private sidewalks and public and private streets. 3. Irrigation systems equipped with an electronic controller must have a rain sensor shut-off switch, except when the system is completely dependent upon a nonpublic water source.	207-3.6	Buffer/ Landscape
			SN-037	Maintenance. The owner, occupant, tenant, and their respective agents, if any, are jointly and severally responsible for the maintenance and protection of all required landscaping in perpetuity, and must: 1. Keep landscaping reasonably free of visible signs of insects and disease and appropriately irrigated to enable landscaping to exist in a healthy growing condition. 2. Mow or trim landscaping in a manner and at a frequency appropriate to the use made of the material and species on the site so as not to detract from the appearance of the general area. Growth of plant material at maturity must be considered where future conflicts such as view, signage, street lighting, utilities, and circulation might arise. 3. Maintain all landscaping to minimize property damage and public safety hazards, including removal of dead or decaying plant material, and removal of low hanging branches obstructing lighting along public and private sidewalks and walkways. 4. Prune only in accordance with ANSI A300 (Part 1) "Standards for Tree Care Operations - Pruning." Tree topping is not allowed. Crown reduction may not be counted toward tree density requirements.	207-3.6	Buffer/ Landscape
			SN-038	The developer or owner must post a performance bond or cash escrow guaranteeing all landscape materials and work for a period of 2 years after the approval or acceptance thereof by the City. The bond must be provided by the builder or developer before the issuance of a certificate of occupancy.	207-3.8	Buffer/ Landscape
			SN-039	The bond must be in the amount of 125% of the estimated cost of replacing all the required landscaping. An itemized estimate must be provided by the owner and based on the opinion of a landscape contractor and found to be reasonable by the Director.	207-3.8	Buffer/ Landscape
			SN-040	The Director must make an inspection upon request and notify the owner or developer and the bond company of any corrections to be made within the 2-year period.	207-3.8	Buffer/ Landscape
			SN-041	An on-site inspection must be made by the Director before starting any development activity.	207-4.3.C	TPR
			SN-042	Trees may not be removed in any tree protection zone.	207-4.4	TPR
				Trees may not be removed from any buffer area and/or floodplain except as follows:		

Review 1	Review 2	Review 3	Comment Number	Plan Submittal Specifications and Drawing Format	Code Section	Sheet
			PS-001	Submit 2 hard copies and 1 electronic copy of the permit set	103-6.1	
			PS-002	Submit 1 copy of Hydrology Report along with permit set submittal	103-6.1, 404-2	
			PS-003	Submit a Traffic Impact Analysis	103-5.2	
			PS-004	Minimum scale drawings: 1"=100'	103-6.7	
			PS-005	Maximum sheet size: 48"x36"	103-6.7	
			PS-006	Certified boundary survey with an initial field closure precision of 1 foot in no less than 10,000 feet	103-6.7	
			PS-007	Lot is a legal conforming lot of record	201-1	
			PS-008	Proposed name of development. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown	103-6.7	
			PS-009	Name, address, and telephone number of the owner of record, and developer (if not the owner). Include 24-hour contact person's name, phone number, and email address	103-6.7	
			PS-010	Name, address, and telephone number of each professional firm associated with the development plans (engineer, landscape architect, surveyor, etc.)	103-6.7	
			PS-011	Date of survey, north point, graphic and numeric scale, source of datum, date of plan drawings, and space for revision dates	103-6.7	
			PS-012	Proposed use of the site, including gross square footage for each different use type or building	103-6.7	
			PS-013	District, land lot, and parcel number	103-6.7	
			PS-014	Total acreage	103-6.7	
			PS-015	Disturbed acreage	103-6.7	
			PS-016	Location sketch or vicinity map	103-6.7	
			PS-017	Size and location of all buildings	103-6.7	
			PS-018	Building setback lines (front, side, and rear)	103-6.7, 201-1.4	
			PS-019	Typical Lot Layout drawing		
			PS-020	Density		
			PS-021	Directional flow arrows for street drainage	103-6.7	
			PS-022	Contour lines drawn at intervals not more than 2 feet	103-6.7	
			PS-023	Natural features within the proposed development, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock	103-6.7	
			PS-024	Man-made and cultural features existing within and adjacent to the proposed development including existing right-of-way measured from the centerline, pavement widths, and names of jurisdiction lines	103-6.7	
			PS-025	Existing structures and their disposition	103-6.7	
			PS-026	Location and dimensions of existing bridges; water, sewer, and other existing utility lines and structures; culverts and other existing features should be	103-6.7	
			PS-027	Existing (shown as abandoned if applicable) and proposed easements	103-6.7.G	
			PS-028	Proposed street names, roadway and right-of-way lines and widths, and sites reserved through covenants, easement, dedication or otherwise for public use	103-6.7	
			PS-029	Identify stage of development	103-6.7	
			PS-030	Show all adjoining property owners, subdivision names, lot numbers, lot lines and block letters, and zoning	103-6.7	
			PS-031	Show the location and number of parking required and provided. Indicate factors used in determining number of spaces required (Section 207-1.5). See additional parking requirements/comments sheet	103-6.7	
			PS-032	Zoning district. Indicate zoning district lines if more than one zoning	103-6.7	
			PS-033	Rezoning case number (if applicable)	103-6.7	
			PS-034	Date of approval and conditions	103-6.7	
			PS-035	Approved variances, including case number, approval date, and conditions	103-6.7	
			PS-036	Buffer, landscaping, and no access easements (see additional requirements/comment sheet)	103-6.7	
			PS-037	Location of all proposed free standing signs and note that additional permit shall be required	103-6.7	
			PS-038	Location of all known existing or previously existing landfills	103-6.7	
			PS-039	Plans stamped and signed by professional engineer, registered land surveyor or landscape architect (as appropriate)	103-6.7	
			PS-040	Provide detailed construction activity schedule, including vegetation and mulching timeline		
			PS-041	Fence required around detention facilities		
				Additional Plans if Required (May be combined where appropriate and clarity may be maintained):		
			PS-042	Erosion Control plans	103-6.7	

Review 1	Review 2	Review 3	Comment Number	Street Requirements/Specifications	Code Section	Sheet
			ST-001	Private streets must be designed and constructed to public standards	401-5.1.B.1	
			ST-002	Public and privited streets must incorporate width for a greenway or multi-use trail when the location has been identified for one in the Snellville Greenway Master Plan greenway, in any other City plan or project, or by GDOT. The greenway or multi-use trail must either be in the roadway or in place of the required streetscape, per Sec. 401-4.2.A.4. The Director may conduct a review of up to 90 days from the date of the permit application to determine the necessary location and design requirements of the facility. If, after the 90-day review, the Director is unable to reach a decision, there may not be any further delay of a requested permit for this situation.	401-5.2.B	
			ST-003	Right-of-way width is in accordance with widths required in Table 401-5.3		
			ST-004	When land is subdivided into larger parcels that would allow further subdivision into building lots, such parcels must be arranged and designed to allow for the opening of future strees and to provide access to those areas not presently served by streets. The right-of-way for such future streets must be reserved and dedicated on the preliminary and final plat.	401-3.4.B	
			ST-005	No subdivision may be designed to eliminate all street access to adjoining parcels of land. Proposed streets must extend to the boundaries of the tract to be subdivided. Every development must be designed to facilitate either pedestrian or vehicular access to adjoining properties that are developed or anticipated to be developed. Locations of inter-parcel access will be as required and subject to the approval of the Director.	401-3.4.B	
			ST-006	A stub street must be provided to the boundary of a development when necessary to provide access to a land-locaed abutting property, for planned continuity of future circulation, for improved access for public safety vehicles, or for the extension of public water or other utilities to neighboring lands. Such stub streets must be designed to allow their reasonable extension and must be located to be reasonably incorporated into a street design for the neighboring property. The stub street requirement may be waived by the Director, in consultation with the Director of the Departments of Public Safety and the Gwinnett County Department of Public Utilities.	401-3.4.B	
			ST-007	Stub streets on an abutting property must be extended into a proposed development and incorporated into its street design. This requirement may be modified by the Director when a serious topographical hardship or dissimilar zoning exists which would create unacceptable land use conflicts between the two developments. This modification may be conditioned on the provision of easements necessary for the extension of public utilities, the provision of a cul-de-sac or other permanent turnaround on the stub street, or the removal of the stub street back to its nearest intersection.	401-3.4.B	
			ST-008	In residential subdivisions, a dead end ("stub") street required by Sec. 401-3.4.B to provide access to an abutting property may be exempted from the construction of roadway improvements and public utilities under the following circumstances: <ul style="list-style-type: none"> a. No lot within the proposed subdivision will gain access from the stub street. b. A concept plan has not been submitted or approved on the neighboring tract. c. The "stub" street must be fully designed as part of the development plans. However, the right-of-way may only be cleared and rough graded in accordance with the approved plans, and all disturbed areas grassed. d. Connections for future extension of all public utilites must be constructed as part of the subdivision. Curb returns must be constructed as part of the subdivision. Curb returns must be provided to the future "stub" street roadway location, and curb and butter must be installed across the roadway stub at the right-of-way line (extended). e. The right-of-way for the "stub" street must be dedicated as part fo the final plat. Slope easements or construction easements, if required by the street design, must be shown on the final plat. 	401-5.2.D	

			ST-009	For any development which abuts a State route or other right-of-way controlled by the State of Georgia, improvements to the roadway and the location and design of any street or driveway providing access from the State route must comply with the standards and requirements of Chapter 4 of GDOT's Driveway and Encroachment Control Manual. A permit for the proposed access or improvements must be approved by GDOT and incorporated into the construction drawings for the project before issuance of a development permit.	401-5.2.F	
			ST-010	The arrangement, character, extent, width, grade, and location of all streets must conform at a minimum to the standards that apply to their functional classification as determined by the Gwinnett County DOT and this UDO.	401-5.3.A	
			ST-011	Local streets must be laid out that their use by high-speed through traffic will be discouraged. Minor arterials or major collectors must be provided to channel through traffic movements within a development, where appropriate to the design and a major thoroughfare is not proposed by the Gwinnett County CTP. Major collectors or minor arterials also may be provided as central routes within large residential subdivisions, where appropriate to the design, based on project traffic demands exceeding 2000 trips per day (ADT).	401-5.3.B	
			ST-012	Cul-de-sac Streets 1. Dead end streets designed to have one end permanently closed must provide a cul-de-sac turnaround and may not exceed 1,000 feet in length. Additional length necessitated by topography or property configuration may be approved by the Director. 2. The length of a cul-de-sac street is measured from the center of the cul-de-sac to the center of the intersection with another street that is part of the connected street network. Connections of cul-de-sac streets onto other cul-de-sac streets are prohibited. 3. Eyebrow cul-de-sacs (half cul-de-sacs) are prohibited. 4. Cul-de-sacs must conform to the layout and dimensional requirements as shown in the Standard Drawings.	401-5.3.C	
			ST-013	Where a development borders on or contains a railroad right-of-way, or limited access highway right-of-way or major thoroughfare, a public street may be required to be constructed and dedicated within the development approximately parallel to and on each side of such right-of-way. The service road must be separated from the major thoroughfare by a landscaped median, as shown in the City's standard drawings.	401-5.3.D	
			ST-014	Half-streets (new boundary streets with one-half of the minimum required right-of-way or pavement width) are not allowed nor is access to them permitted to exist.	401-5.3.E	
			ST-015	Land in private ownership adjacent to public rights-of-way which could be or are intended to control access to streets, alleys, or public lands are not permitted unless their control is given to the City under ownership, dedication, or easement conditions approved by the City Attorney or acceptable to the Director. No development may be designed to deny access to abutting properties.	401-5.3.F	
			ST-016	Alleys 1. Where allowed. Public or private alleys may be provided: a. Where existing topography prevents feasible access to a public street on the front of the lots; or b. Where lots front a major arterial and traffic conditions make alley access safer and more desirable; or c. Where allowed or required by the applicable zoning district; or d. Where desirable to reduce pedestrian and vehicular conflicts. 2. Administration. The use and design of alleys must be approved by the Director. 3. Design. All alleys: a. Must connect to a public street or a private street built to public standards; b. Must have a minimum public right-of-way or private easement width of 20 feet; c. Must have a minimum paved surface of 16 feet; d. May not be used to meet fire lane access requirements; and e. Are not required to provide curb and gutter or sidewalks. 4. Maintenance. Private alleys must be owned and maintained by a mandatory homeowner association.	401-5.3.G	
				Street Jogs 1. Street jogs must either directly align or have offsets of a minimum of 125 feet for local residential subdivision streets and a minimum of 200 feet for local, nonresidential subdivision streets, as measured between centerlines of said streets.		

Review 1	Review 2	Review 3	Comment Number	Open Space/Recreation Area Requirements	Code Section	Sheet
				Open Space:		
			OS-001	Open Space requirements apply to the following developments: 1. Residential subdivisions over 10 acres in size, except in the TCO, TC, MU, NR, or RO districts. 2. Residential developments over 5 acres in size or with more than 36 units, except in the TCO, TC, MU, NR, or RO districts.	401-2.1.A	
			OS-002	At least 20% of the site must be set aside as open space.	401-2.1.D	
			OS-003	Open space required by this section may be used in a variety of ways, including natural areas for wildlife and ecological functions, parks, gardens, landscaped medians, squares, village greens, courtyards, recreational space, or recreational facilities, provided the use is consistent with the requirements of this section.	401-2.1.D	
			OS-004	Land designated as unsuitable under Sec. 401-1.3 (Land Suitability and Site Analysis) counts toward the 20% open space requirement. Where the unbuildable area of a site is equal to or greater than 20% of the total area in the site, the open space requirement has been fulfilled. Where the unbuildable area is less than 20% of the total site area, additional land must be set aside so that the overall 20% open space requirement is fulfilled.	401-2.1.D	
			OS-005	Open space may not include areas devoted to public or private streets or any	401-2.1.D	
			OS-006	Undeveloped and natural a. General. Open space must remain undeveloped and natural except for the provision of non-motorized passive recreation opportunities such as running, walking, biking, and similar outdoor activities, except as provided in sentence b below. b. Exceptions. "Greens" may be constructed and maintained in open space. A "green" is a landscaped area larger than 0.33 acres constructed for gathering or play, or visual enhancement. "Greens" may not exceed 10% of the total open space. At least 75% of the open space must be contiguous with a minimum width of 40 feet.	401-2.1.E	
			OS-007	The open space must adjoin any neighboring areas of open space, other protected areas, and non-protected natural areas that would be candidates for inclusion as part of a future area of protected open space, as defined by the Comprehensive Plan, the Gwinnett county Open Space and Greenway Master Plan, the Snellville Greenway Master Plan, or any other official City plan or project.	401-2.1.E	
				Uses of open space may only include the following: a. Conservation of natural, archaeological, and/or historical resources. b. Meadows, woodlands, wetlands, wildlife corridors, game preserves, or similar conservation-oriented areas. c. Walking or bicycle trails, provided they are constructed of porous paving d. Passive recreation areas, such as open fields. e. Active non-commercial recreation areas, such as playing fields, playgrounds, courts, and bikeways. They may be credited to no more than 25% of the required open space or 10 acres, whichever is less, and may not be located within primary conservation areas. Active recreation areas over this limit must be located outside of the protected Active recreation areas and may include impervious surfaces. Parking facilities for the same must also be permitted provided they may not be included in the required minimum open space. f. Agriculture, horticulture, silviculture, and/or pasture uses, provided that all applicable best management practices are used to minimize environmental impacts and such activities are not conducted within primary conservation areas. g. Pastureland for horses and other grazing livestock used solely for recreational purposes. Equestrian facilities, including commercial facilities, are permitted but may not consume more than 25% of the minimum required greenway land. Outdoor riding arenas are permitted. Rodeo facilities, indoor arenas, seating areas, and facilities for audiences are specifically excluded. h. Outdoor open space amenities such as village greens, commons, picnic areas, community gardens, trails, and similar low-impact passive recreational uses specifically excluding motorized off-road vehicles, rifle ranges, and other uses similar in character and potential impact as determined by the Department. i. Golf courses may comprise up to 50% of the minimum required open space, but may not include driving ranges or miniature golf. Golf course		

Review 1	Review 2	Review 3	Comment Number	Buffers, Landscaping, and Tree requirements/specifications	Code Section	Sheet
				BUFFERS (IF REQUIRED)		
			BLT-001	Minimum buffer width of _____ feet is required based on Table 207-2.1.B	207-2.1	
			BLT-002	Required buffer(s) must be designated on the required site plan as "Undisturbed Buffer" as provided in the UDO	207-2.1	
			BLT-003	Orange fencing indicating buffer limits must be installed before development (provide detail)		
			BLT-004	Required buffer may be eliminated or reduced if adjacent site is designated for commercial, office institutional, or light manufacturing on the future land use plan with written consent of the abutting property owner	207-2.1	
			BLT-005	Buffers must be undisturbed and may contain no structures except walls, fences, or structures otherwise allowed in the buffer by this UDO	207-2.1	
			BLT-006	When the buffer includes a utility or pipeline easement, a buffer area at least 20 feet wide is required outside of the easement	207-2.1	
			BLT-007	Screening must be established in buffers along the entire length of the side (interior) and rear lot lines. This requirement may be adjusted in order to observe the site distance required in Sec. 201-1.8 or as a condition of zoning, special use, or variance approval, or as approved by the Director	207-2.1	
			BLT-008	Nonresidential uses that abut residential districts must provide dense landscaping to provide visual screening. A 5-foot high permanent berm may be required in the first 20 feet of the buffer at a 2:1 slope, as determined by the Director. The slope is measured from the elevation of the residential property. The top of the berm must be planted in accordance with paragraph 207-2.1.G. The top of the berm and the side facing the residential property must be planted with a staggered row of evergreen trees	207-2.1	
			BLT-009	A 20-foot undisturbed buffer is required when a nonresidential use is separated from a residential district by a public right-of-way that is 60 feet wide or less. No access through this buffer is allowed. The buffer may be reduced or eliminated with the written consent of the affected residential property owner		
			BLT-010	When the Director determines that the natural vegetation and topography are insufficient to achieve the desired level of screening, a screening buffer and landscaping must be provided as follows: <ol style="list-style-type: none"> Newly planted landscaping must be of a species identified in Table 207-2.1.C All overstory and understory trees must be a minimum of 4-inch caliper at planting 	207-2.1	
			BLT-011	Stream Buffer and Setback Requirements <ol style="list-style-type: none"> An undisturbed natural vegetative stream buffer must be maintained for 50 feet, measured horizontally, on both banks (as applicable) of the stream as measured from the toe of the stream bank An additional setback must be maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative stream buffer, in which all impervious cover is prohibited. Grading, filling and earthmoving must be minimized within the setback 	403-1.4	
			BLT-012	Stream buffer and setback requirements shall be increased to 100 feet and 150 feet, respectively, if the stream is within a 7 mile radius of the Big Haynes Water Supply Intake or Water Supply Reservoir	403-1.5	
			BLT-013	All proposed trees are listed in the recommended tree species list found in Sec. 207-4.18 or has been approved as an alternate	207-4.18	
				LANDSCAPING		
			BLT-014	Landscape plan has been prepared and sealed by a Georgia registered Landscape Architect, Certified Arborist, or Georgia registered forester	207-3.1	
			BLT-015	Landscape strip depths must be designated on the site plan and landscape plan in accordance with minimum requirements	207-3.2	
			BLT-016	Landscape strips are measured from the lot line into the lot, except may be measured from the back of the sidewalk into the lot when there is insufficient right-of-way to accommodate a required sidewalk	207-3.2	
			BLT-017	Inter-parcel access driveways and alleys are allowed in all landscape strips but may not exceed 24 feet in width and must be placed generally perpendicular to the yard	207-3.2	
			BLT-018	For properties zoned MU and NR, landscape strip requirements only apply to the overall site before development and not to any existing or proposed lots within it	207-3.2	

			BLT-019	No permanent structures except walkways, walls (excluding retaining walls), and fences are allowed in landscape strips. This prohibition includes, but is not limited to, pavement, retaining walls, curbing, dumpsters, drainage structures, detention facilities, etc	207-3.2	
			BLT-020	Walls and fences are only allowed in side (interior) yard and rear yard landscape strips when they are installed to satisfy the use standards of Chapter 200 Article 6 (Use Provisions) or Sec. 207-2.2.H (Other Screening Requirements). Walls and fences are not allowed in front yard or side (street) yard landscape strips	207-3.2	
			BLT-021	Signs may be located within landscape strips but are subject to the following: 1. Signs may only be located in areas of turf or groundcover and must not conflict with the growth potential of trees and shrubs 2. Signs must be located at least 10 feet from all trees 3. Signs are not allowed within required stream buffers or zoning buffers		
			BLT-022	Stormwater runoff shall not be directed into drainage swales through landscape strips except in conformance with 207-3.2.F	207-3.2.F	
			BLT-023	Landscape strips must be planted with a combination of trees, shrubs, perennials, groundcovers, and grass as approved by the Director	207-3.2	
			BLT-024	Landscape strips must be designed with a minimum of 60% coverage in trees and large shrubs (4 ft. x 4 ft. or larger).	207-3.2	
			BLT-025	Small shrubs, perennials, ornamental grasses, groundcover, and grass may not constitute more than 60% coverage of the landscape strip	207-3.2	
			BLT-026	All landscape strips along the public street must be planted in a manner to achieve a 2 to 3 feet tall evergreen screening buffer	207-3.2	
			BLT-027	Landscape material coverage calculated as follows: 1. Trees greater than 8-inch caliper = 400 sf 2. Trees 6-inch to 8-inch caliper = 250 sf 3. Trees less than 6-inch caliper = 100 sf 4. Large shrubs (4 ft. height x 4 ft. spread or larger) = 16 sf 5. Ornamental grasses = 12 sf 6. Small shrubs = 9 sf 7. Perennials = 6 sf	207-3.2	
			BLT-028	Landscape strips must have a minimum of 1 tree for every 50 linear feet of a landscape strip to the nearest whole number	207-3.2	
			BLT-029	Tree clumping is only allowed when adequate spacing is allowed for future tree growth. The TPR requires all proposed trees to be drawn at 75% mature diameter. Sec 207-4.18 (Recommended Tree Species) includes a "75% Mature Diameter (feet)" column in all tree species tables for reference purposes	207-3.2	
			BLT-030	Curb stops must be used when parking perpendicular to 5-foot landscape strip, or shrubs or trees adjacent to a landscape strip must be set back at least 3 feet from the edge of the curb	207-3.2	
			BLT-031	Parking lots designed for eight or more spaces must be designed as follows:	207-3.3	
			BLT-031 A	Planter islands must be sized according to two different options: 1. Each planter island must be a minimum of 300 sf. Planter islands must be located at the terminus of each parking row and no further apart than every ten spaces 2. Each planter island must be a minimum of 200 sf. Planter islands must be located at the terminus of each parking row and no further apart than 25 parking spaces. Planting strips at least 8 feet wide must run continuously between all planter islands. These strips must be planted with 1 overstory tree for every 30 linear feet of the strip	207-3.3	
			BLT-031 B	Planter islands must conform to the following planting requirements: 1. Each planter island must be designed with at least 60% coverage in trees and shrubs 2. Each planter island abutting double rows of parking must include two overstory trees 3. Each planter island abutting single rows of parking must include one overstory tree 4. No plants, except trees may exceed 3 feet in height 5. Turf grass is not allowed 6. All groundcover must be an evergreen ground cover (ex. liriope)	207-3.3	
			BLT-031 C	All planter islands and landscape strips must be curbed to prevent vehicular encroachment	207-3.3	
			BLT-031 D	Planter islands and strips must be designed to prevent compaction. This may be accomplished by planting a dense shrub cover or by elevating the planting area at least 1 foot above the curb	207-3.3	
			BLT-031 E	Trees and underground utilities must be placed per the detail drawings in Sec. 207-3.9	207-3.3	

			BLT-032	<p>Street trees must be planted in the planter on all streets in accordance with Sec. 401-4.2 unless:</p> <ol style="list-style-type: none"> 1. Along State Routes and routes controlled by Gwinnett County, when street trees are prohibited by GDOT or Gwinnett County 2. Along other streets when the Director determines that street trees in the planter conflict with authorized utilities (power, gas, cable TV, water and sewer) 3. Along other streets when the Director determines that street trees in the planter are a threat to the public health, safety, and welfare <p>When 1, 2, or 3 above apply :</p> <ol style="list-style-type: none"> 1. Street trees must be installed in the right-of-way behind the required sidewalk; or 2. Street trees must be installed in an adjacent yard; or 3. An in-lieu contribution must be made to the Tree Replacement, per Sec. 207-4.9 (Tree Recompense) 	207-3.4	
			BLT-033	A street tree planting plan must be submitted to and approved by the Director before issuance of a development permit. The plan must be prepared and sealed by a Georgia registered landscape architect, certified arborist, or Georgia registered forester. All proposed trees must be individually located on the plan with an included species list	207-3.4	
			BLT-034	Street trees must be planted no more than 50 feet apart (except as otherwise required in the UDO) and no closer than 25 feet to street intersections	207-3.4	
			BLT-035	Street trees must be overstory or mid-canopy trees identified in Sec. 207-4.18	207-3.4	
			BLT-036	All utilities (including but not limited to overhead power lines, underground power lines, water lines, and sewer lines) must be shown on the street tree planting plan. Where tree plantings conflict with overhead power lines the designer must note the mature height of the tree(s)	207-3.4	
			BLT-037	No more than 35% of the total number of street trees planted in or adjacent to a development may be the same genus	207-3.4	
			BLT-038	Street trees must be a minimum 3-inch caliper at the time of planting	207-3.4	
			BLT-039	Street trees must be installed adjacent to each building or residential lot, as specified on the street tree planting plan before issuance of the certificate of occupancy	207-3.4	
			BLT-040	Street trees may count towards the minimum individual lot tree density requirements of Sec. 207-4.5	207-3.4	
			BLT-041	Irrigation system requirements met	207-3.6.C	
			BLT-042	Minimum tree space requirements met	207-3.6.D	
			BLT-043	All proposed trees are listed in the recommended tree species list found in Sec. 207-4.18 or has been approved as an alternate	207-4.18	
				TREE PROTECTION/REPLACEMENT (TPR)		
				Tree Protection Plan Requirements:		
			BLT-044	<p>Survey. The survey must be a to-scale map or site plan that has been prepared and sealed by a registered landscape architect, certified arborist, registered forester, registered surveyor, or registered engineer no more than 12 months before the date of submittal. The survey must show the following:</p> <ol style="list-style-type: none"> 1. The location, species, and size (DBH) of existing specimen and/or heritage trees on the site. Their critical root zone (CRZ) must also be delineated and the spot elevation at the base of their trunk must be indicated. Trees must also be labeled in a way to determine if they are intended for removal or preservation 2. The location, species, and size (DBH) of existing trees on the site with a diameter breast height (DBH) measurement of 4 inches or larger 3. The location, species, and size (DBH) of existing trees within the public right-of-way with a DBH measurement of 3 inches or larger 4. The location, species, and size (DBH) of existing boundary trees with a DBH of 4 inches or larger that have a CRZ that lies anywhere on the site 		
			BLT-045	<p>Required Definition of Spatial Limits:</p> <ol style="list-style-type: none"> 1. Lot line and lot acreage 2. Limits of land disturbance, clearing, grading, and trenching 3. Tree protection zoned 4. Areas of revegetation 5. Indication of staging areas for parking, material storage, concrete washout, debris burn, and other areas where tree protection may be affected 6. Locations of existing and proposed utilities, structures, paving, driveways, cut and fill areas, detention areas, utilities, etc. 		

			BLT-046	Provide Detail Drawings of Tree Protection Measures: <ol style="list-style-type: none"> 1. Protective tree fencing 2. Erosion-control fencing 3. Tree protection signs 4. Planting and transplanting specifications 5. Tree wells, and aeration systems 6. Staking specifications 		
			BLT-047	All trees shown on the plan as "saved trees" must have no more than 25% disturbance of the critical root zone (CRZ)	207-4.4	
				Tree Replacement, Afforestation Plan Requirements:		
			BLT-048	Tree replacement in the minimum required landscape areas, as determined by the UDO, must occur under the following conditions: <ol style="list-style-type: none"> 1. To establish the minimum tree density requirements for the site 2. Where grading occurs outside of the buildable area of the lot 3. If the buildable area of the lot leaves not protected zone 4. If no trees are present within an existing protected zone 5. Where specimen and/or heritage trees or specimen and/or heritage stands of trees within the buildable portion of the lot are to be removed 6. Where specimen and/or heritage trees or specimen and/or heritage stands of trees, and trees within otherwise designated tree-protective zones have been irreparably damaged or removed through development or construction activities 	207-4.5	
			BLT-049	Replacement trees must be overstory or mid-canopy unless permitted due to specific site conditions	207-4.5	
			BLT-050	If authorized, understory trees may not constitute more than 25% of the required tree density	207-4.5	
			BLT-051	Replacement tree species must be among those listed in Sec. 207-4.18	207-4.5	
			BLT-052	Overstory trees must be spaced a minimum 30 feet on center	207-4.5	
			BLT-053	Mid-canopy trees must be spaced a minimum 20 feet on center	207-4.5	
			BLT-054	Understory trees must be spaced a minimum 12 feet on center	207-4.5	
			BLT-055	Proposed deciduous trees must be a minimum of 3-inch caliper to receive credit towards the replacement density factor (RDF)	207-4.5	
			BLT-056	Existing and proposed evergreen trees may be applied towards the site's tree density requirements. Trees must be a minimum 6 feet high and may not constitute more than 20% of the required tree density	207-4.5	
			BLT-057	Conversion chart must be used if evergreen trees are being applied towards tree density requirements	207-4.5	
			BLT-058	Replacement ratios: <ol style="list-style-type: none"> 1. Proposed trees less than 4.5 inches will receive 1:1 ratio 2. Proposed trees from 4.5 inches to 6 inches will receive 1.5:1 ratio 3. Proposed trees from 6 inches to 7.5 inches will receive 2:1 ratio 4. Proposed trees than 7.5 inches will receive 3:1 ratio 5. Saved trees will be given 1:1 ratio towards existing density factor (EDF) 6. Saved multi-trunked trees are given 1:1 ratiior credit based only on the largest trunk and not the cumulative total of the various trunks 7. No credit (or partial credit) will be given to existing trees with more than 25% CRZ disturbance 	207-4.5	
			BLT-059	The following trees may not be given credit towards EDF: <ol style="list-style-type: none"> 1. Mimosa 2. Tree of Heaven 3. Leyland Cypress 4. White Mulberry 5. Paper Mulberry 6. Chinaberry 7. Princess Tree 8. Carolina Cherry Laurel 9. Bradford Pear 	207-4.5	
			BLT-060	Tree Density Requirement (TDR) - Existing Density Factor (EDF) = Replacement Density Factor (RDF)	207-4.6	
			BLT-061	Site density factor of _____ per acres shall be used based on the zoning district	207-4.6	
			BLT-062	Minimum number of overstory and/or mid-canopy trees provided	207-4.6.D	
			BLT-063	Both existing and new trees must be reasonably distributed throughout the site, with emphasis on tree groupings to achieve aesthetic results following professional landscaping standards. Trees, including street trees, may be retained or planted for credit within a public street right-of-way if granted by the Director	207-4.6	
			BLT-064	Existing trees (3-inch DBH or greater) within the public right-of-way that are removed must be replaced at ratio of 1" DBH : 1" caliper	207-4.7	
			BLT-065	Replacement trees for public right-of-way trees must be overstory or mid-canopy, 3" min caliper and meet requirements of Sec. 207-4.5	207-4.7	

Review 1	Review 2	Review 3	Comment Number	Towne Center Overlay District Requirements	Code Section	Sheet
				NOTE Sec. 205-1 applies to all properties in the TCO, and properties zoned TC-MU and TC-R	205-1	
			TC-001	Proposed use is allowed per overlay requirements	205-1.4 and table 206-2	
			TC-002	Include the following note on the site plan: Building architecture must meet all requirements as outlined in Sec. 201-4 (Enhanced Architectural Standards)	205-1.5.A	
			TC-003	Proposed building type is allowed	205-1.5.B	
			TC-004	No building with a single use, tenant, or occupant may exceed 10,000 square feet without obtaining a special use permit from the City County and in accordance with Sec. 103-10 Exception: For properties zoned TC-MU as of 10-26-2021, no building with a single use, tenant or occupant may exceed 45,000 square feet without first obtaining a special use permit from the City Council	205-1.5.C	
			TC-005	The following space limit standards are met: 1. Lot area: 1,600 sf. Min. 2. Lot width: 32 ft. min. 3. Minimum building height: For properties with any portion within one-half (1/2) mile radius from the intersection of Oak Road and Clower Street, two (2) stories or twenty-four (24) feet, whichever is greater. 4. Maximum building height: Five floors or 80 feet, whichever is less 5. Minimum front yard street (side) yard: Zero ft 6. Maximum front yard: 10 ft 7. Maximum side (street) yard: No maximum 8. Minimum rear yard: 15ft., but 30 ft. if abutting a residential district not within the overlay 9. Minimum side (interior) yard: Zero (0) ft., but 40 ft. if abutting a residential district not within the overlay 10. Lot coverage: 100% max Front yards may exceed maximum distances listed above upon request of GDOT or the Gwinnett County DOT and with approval of the Director	205-1.6	
			TC-006	Front and side (street) yards may not be higher than 24 inches above the adjacent public sidewalk for a minimum distance of 15 feet from the nearest edge of said sidewalk, unless existing topographical considerations render this requirement unreasonable		
			TC-007	Block standard requirements are met	205-1.7 and 401-3.2	
			TC-008	Maximum number of driveways allowed on a site may not exceed an amount equal to one driveway every 300 feet of total frontage or fraction thereof	205-1.8	
			TC-009	All sidewalk materials must continue across driveways	205-1.8	
			TC-010	Parking Structures: 1. Internal lighting fixtures may not be visible from a public or private street (not including an alley) 2. Parking structure facades must be designed so cars and ramps are not visible from ground level view from an adjacent lot or adjacent public or private street (not including an alley) 3. Parking structure facades must have the appearance of a horizontal storied building when adjacent to or visible from a public or private street (not including an alley)	205-1.9	
			TC-011	Storefront Street Requirements (for parking structures): When a parking structure abuts a storefront street, it must conform to one or more of the following along such street (except at pedestrian or vehicle access points): 1. Active Uses. The ground floor must provide conditioned interior space for active uses (such as, but not limited to, residential, commercial, office, or civic uses) along said street. The space must have a minimum depth of 20 feet and must provide a minimum of 65% fenestration. 2. Display Cases and Landscaping. The ground floor must provide display caes with a minimum depth of 5 feet and a minimum 65% fenestration. A minimum 10 feet wide landscape strip must also be provided between the sidewalk and parking structure. The landscape strip must be planted in accordance with Sec. 207-3.2.G and Sec. 207-3.2.H of the Landscape Ordinance 3. Outdoor Vending and Landscaping. An outdoor vending or market area with a minimum depth of 10 feet must be provided between the sidewalk and the parking structure	205-1.9	

				<p>4. Landscaping. When the existing average grade, before construction of a parking structure, is more than 5 feet above or below the average grade of the adjacent required sidewalk (measured at a line 5 feet from the back of the required sidewalk), a minimum 15 feet wide landscape strip must be provided between the sidewalk and the parking structure. The landscape strip must be planted in accordance with Sec. 207-3.2.G and Sec. 207-3.2.H of the Landscape Ordinance</p>		
			TC-011	<p>Non-Storefront Street Requirements When a parking structure abuts a street that is not a storefront street, it must conform to one of the following along such street (except at pedestrian or vehicle access points):</p> <ol style="list-style-type: none"> 1. Conformance with Storefront Street Requirements above; or 2. Landscaping. A minimum 10 feet wide landscape strip must be provided between the sidewalk and the parking structure. The landscape strip must be planted in accordance with Sec. 207-3.2.G and Sec. 207-3.2.H of the Landscape Ordinance 	205-1.9	
			TC-012	Inter-parcel access must be provided per 401-3.4.H	205-1.10	
			TC-013	<p>Off-street parking for the following building types must be accessed from alleys:</p> <ol style="list-style-type: none"> 1. Townhouses on lots of any width; and 2. Other building types on lots less than 50 feet in width 	205-1.11	
			TC-014	Permitted parking locations are determined by the building type standards of Sec. 201-2 (Building Types). When multiple buildings exist on site, the standards apply to each building independently. When a building is located on the interior of a block and does not abut a public or private street and is screened from view by an intervening conforming building, the Director may grant an administrative variance to the parking location restrictions	205-1.11	
			TC-015	No off-street parking lot fronting a required storefront street sidewalk may exceed 120 feet in width (measured at the back of the required sidewalk) without an intervening building. The required intervening building must have a minimum width of and depth of 30 feet	205-1.11	
			TC-016	Fences and walls must conform to Sec. 207-2.3	205-1.12	
			TC-017	Retaining walls must be made of finished poured concrete and must be faced with stone, brick or smooth true hard coat stucco	205-1.12	
			TC-018	<p>Fences and walls on commercial property must conform to the following additional requirements:</p> <ol style="list-style-type: none"> 1. No fixed fences/walls or retaining walls are allowed in front or side (street) yards unless an administrative variance is granted for topographic hardship, except for those surrounding authorized outdoor storage, or screening required by Sec. 207-2.2 (Screening) 2. Movable fences/walls up to a maximum height of 30 inches are allowed in front or side (street) yards surrounding outdoor dining, but may not occupy the required sidewalk 	205-1.12	
			TC-019	<p>Yard Landscaping</p> <ol style="list-style-type: none"> 1. Yards between a parking lot and a street must comply with Sec. 205-1.13.C and the applicable provisions of the Landscape Ordinance 2. Yards between a building and a street must comply with Sec. 207-3.2 (Landscape Strips) except for areas used for: <ol style="list-style-type: none"> a. Front porches and stoops b. Outdoor dining or display c. Pedestrian walkways used to access a street-facing pedestrian entrance d. Amenity space or civic space 	205-1.13	
				Parking Lot Landscape Strips		
			TC-020	Applicability. Surface parking areas (of any size) abutting a public or private street (not including an alley) must be screened using one of the following options. All options must include wheel stops to prevent vehicles from overhanging the landscaped area		
			TC-021	Landscape Strip with Shrubs. A minimum 8 feet wide landscape strip planted with a minimum of 10 shrubs per 35 linear feet of street frontage, excluding driveway openings. Shrubs must be provided to screen paved areas and parking lots from the street. Shrubs must be 2 feet tall at the time of planting. They must be planted two rows deep and must provide a screen within 3 years of planting		
			TC-022	<p>Landscape Strip with Wall</p> <ol style="list-style-type: none"> 1. A 2.5 feet high wall in a minimum 4-foot landscape strip 2. Walls must be close to the parking lot in order to provide a minimum 2-foot landscaped strip facing the street 3. Walls must be opaque and constructed of one or a combination of the following: decorative blocks; brick; stone; cast-stone; split-faced block; or true hard coat stucco over standard concrete masonry blocks 		

Commercial Development Plan Review Checklist		Case Number	XXXXX
Comment Number	Additional Instructions and Informational Items		
OI-001	Contact the Mapping Division in the Gwinnett County Tax Assessor's Department to combine all parcels in to one		
OI-002	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.		
OI-003	Provide four (4) sets of corrected/approved plans and one digital .pdf file 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 (PE, LS, LA, etc.).		
OI-004	The project appears to meet or exceed the threshold for a Development of Regional Impact. Please refer to the attached <u>Request for Review Form</u> to determine the threshold established for your development type. Contact the Planning Division to submit the form for processing to the Atlanta Regional Commission.		
OI-005	Development permit fee of \$150.00/project acre or fraction thereof with a minimum fee of \$150.00 will be required. This fee is to be paid at the time of issuance of development permit only.		
OI-006	A Certificate of Development Conformance must be completed, submitted, and approved prior to the issuance of a Certificate of Occupancy.		
OI-007	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 6 months following the initial review of this submittal, this review file will be discarded by the Department of Planning and Development.		
OI-008	A Land Disturbance Fee required by the Environmental Protection Division (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 paid to the EPD. More information on this fee and the required forms can be found on the City of Snellville website (snellville.org) under Planning and Development/Forms and Applications/Development Permit Process/Land Disturbance Activity Permit Fee Submittal Form.		
OI-009	An Erosion Control Bond is required to be posted prior to a site development permit being issued. The bond amount is \$3,000.00 per acre with a minimum of \$3,000.00. More information on this fee and the required forms can be found on the City of Snellville website (snellville.org) under Planning and Development/Forms and Applications/Development Permit Process/Erosion & Sedimentation Control Bond Information.		

OI-010

Specifications for all lights and street furniture, along with .pdf files of all certifications and approval blocks to be put on plans with sent along with this checklist for insertion on appropriate plans.