

Rec'd By: _____
Date Rec'd: _____

GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street, Suite 150
Lawrenceville, Georgia 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

CPL No.: _____
SDP No. _____
FPL No. _____
(Staff Use Only)

Subdivision Plan or Plat Review Application

√ **Only One:** **Concept Plan (CPL)** **Preliminary Plat (SDP)** **Final Plat (FPL)**
(May 2017)

Please type or print legibly using blue or black ink. Incomplete applications cannot be accepted.

Subdivision Information

Subdivision Name: _____ **Unit:** _____ **Phase:** _____ **Pod:** _____

Subdivision Formerly Known As (FKA): _____

Address or Location: _____

Project Description: _____

District (s): _____ **Land Lot (s):** _____ **Parcel (s):** _____ **MRN:** _____

Zoning: _____ **Zoning/SUP Case No(s):** _____

No. Lots: _____ **Total Acres:** _____ **Floodplain Acres:** _____

Total Disturbed Acres (Preliminary Plat only): _____ **Open Space Acres:** _____

Sanitary Service (√ One): Sewer Septic **Street Type (√ One):** Public Private

Subdivision Type (√ One):

Standard Residential Modified Residential Conservation Residential Cluster Residential

Townhouse Residential Multifamily Duplex

Commercial Industrial Office Mixed-Use Mixed-Use Redevelopment

Watershed Information (√ One):

Alcovy River Big Haynes Creek Chattahoochee River N/A

Developer Information

(The developer will receive comments from the County via e-mail)

Developer (Company) Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person's Name: _____ **Phone:** _____

Developer Signature: _____ **Date Signed:** _____

Developer Printed Name: _____

Project Name: _____

Property Owner Information

Only One: *Current Property Owner* *Proposed Property Owner*

Property Owner (Company) Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person's Name: _____ Phone: _____

Applicant/Authorized Registered Professional Information

(The Authorized Registered Professional will receive comments from the County via e-mail)

Authorized Registered Professional (Company) Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person's Name: _____ Phone: _____

Authorized Registered Professional Signature: _____ **Date Signed:** _____

Authorized Registered Professional Printed Name: _____

Project Name: _____

Application for Plan Review Completeness Checklist:
SUBDIVISION CONCEPT PLAN (CPL)

Authorized Registered Professional:

Please √ each below to determine completeness of the application for plan review:

1. Complete Application Form []
2. Plan Review Fee []
3. Compact disc in a protective case with plans in PDF format []
4. 8 copies of Concept Plan []
5. 8 copies of Existing Features Site Analysis Plan (*OSC/CSO – For Conservation Subdivisions only*) []
6. Project name(s) both current & former []
7. Location map & north arrow []
8. Property boundary lines with tie point []
9. Land district, land lot and tax parcel number of property []
10. Property Zoning District []
11. Rezoning/SUP or CIC case number and conditions are on plans []
12. Adjacent property lines & zoning district(s) []
13. Name(s) of existing adjacent road(s) []
14. Location of existing driveways or roadways on the opposite side of road(s) that abut the property []
15. 1 copy of applicable Storm Water Management Checklists, ***annotated*** to indicate location of information []
16. Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown []
17. Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown []
18. Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown []
19. Gwinnett County Standard State Waters Buffer Note []
20. Streams and stream buffers shown, if applicable. []
21. FYI - Subdivision Concept Plan must be approved prior to submittal of Subdivision Development Plan for all Mixed Use, Modified OSC, CSO, TND, R-ZT R-SR, zoned developments. []
22. FYI - Specimen Tree Survey and Specimen Tree Concept Plan must be submitted and approved prior to submittal of Subdivision Development Plan. See UDO Section 320-20. []

Authorized Registered Professional Signature _____ Date

***** **Gwinnett County Development Review Coordinating Committee Use Only Below** *****

- Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- Application is **NOT** complete and is **REJECTED** for Plan Review for the following reasons:
- | | |
|---|---|
| 1. _____ | 2. _____ |
| By: _____
Sewer & Water Plan Review-Planning & Development | By: _____
Storm Water Plan Review-Planning & Development |
| 3. _____ | 4. _____ |
| By: _____
Building Plan Review-Planning & Development | By: _____
Development Plan Review-Planning & Development |
| 5. _____ | 6. _____ |
| By: _____
Traffic & Operations–Transportation | By: _____
Other: _____ |

Authorized Registered Professional Contacted By: _____ Date: _____ Time: _____
(To Be Contacted Only If Submittal Is Rejected)

Project Name: _____

Application for Plan Review Completeness Checklist:
SUBDIVISION DEVELOPMENT PLANS & PRELIMINARY PLAT (SDP)

Authorized Registered Professional:

Please check each below to determine completeness of the application for plan review:

1. Complete Application Form []
2. Plan Review Fee []
3. Compact Disc in a protective case with plans in PDF format []
4. Subdivision Concept Plan must be approved prior to submittal of Subdivision Development Plan for all Mixed Use, Modified, OSC, CSO, TND, R-ZT, R-SR zoned developments. (CPL201 _____) []
5. Approved Specimen Tree Concept Plan, one copy (STC201 _____) []
6. Project name(s) both current & former []
7. Location map & north arrow []
8. Property boundary lines with tie point []
9. Land district, land lot and tax parcel number of property []
10. Property Zoning District []
11. Rezoning/SUP or CIC case number and conditions are on plans []
12. Adjacent property line(s) & zoning district(s) []
13. Name(s) & right-of-way width(s) of existing adjacent road(s) []
14. Location of existing driveways or roadways on opposite side of road(s) that abut the property []
15. Seal of authorized registered professional.
16. 1 copy of applicable Storm Water Management Checklists, ***annotated*** to indicate location of information []
17. Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown []
18. Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown []
19. Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown []
20. Gwinnett County Standard State Waters Buffer Note, and if applicable, streams and stream buffers shown []
21. Storm water pipe chart & pipe profiles []
22. 1 copy of Flood Study (*if applicable*) []
23. 1 copy of Storm Water Management Report []
24. 8 copies/sets of Preliminary Plat & Construction Drawings ***including:***
 - a. Preliminary Plat []
 - b. Grading Plan []
 - c. Erosion & Sediment Control Plan, including Level II GaSWCC Certification Number. []
 - d. Road Plans & Profiles:
 - 1) Centerline Curve Data including:
 - 2) PC's, PT's, PVC's, PVT's, radii and K-values. []
 - e. Street Tree Placement Plan (*if required*) []
 - f. Separate Sewer Plan both on & off-site, ***including:***
 - 1) Location of existing / proposed sewer []
 - 2) Manhole identification numbers []
 - 3) Indicate both on & off-site sewer with complete design to the existing sewer tie-in manhole []
 - 4) Show all other existing & proposed utilities []
 - 5) Provide profiles indicating slope, elevations, pipe type and length, utility crossings & manhole identification numbers []
 - g. Separate Water Distribution Plan both on & off-site, ***including:***
 - 1) Location of existing water lines with their sizes & appurtenances (e.g. hydrants, valves, etc.) []
 - 2) Location of proposed water lines with their sizes & appurtenances []
 - g. Sewer Pump Station & Force Main Plan (*if applicable*) []
 - h. Storm Water Management Plan []

Authorized Registered Professional Signature

Date

Project Name: _____

Application for Plan Review Completeness Checklist (Continued):
SUBDIVISION DEVELOPMENT PLANS & PRELIMINARY PLAT (SDP)

***** **Gwinnett County Development Review Coordinating Committee Use Only Below** *****

Application is **COMPLETE** and is **ACCEPTED** for Plan Review

Application is **NOT** complete and is **REJECTED** for Plan Review for the following reasons:

1. _____
By: _____
Sewer & Water Plan Review-Planning & Development

2. _____
By: _____
Storm Water Plan Review-Planning & Development

3. _____
By: _____
Building Plan Review-Planning & Development

4. _____
By: _____
Development Plan Review-Planning & Development

5. _____
By: _____
Traffic & Operations-Transportation

6. _____
By: _____
Other: _____

Authorized Registered Professional Contacted By: _____ Date: _____ Time: _____
(To Be Contacted Only If Submittal Is Rejected)

Project Name: _____

Application for Plan Review Completeness Checklist:
FINAL PLAT (FPL)

Authorized Registered Professional:

Please √ each below to determine completeness of the application for plan review

1. Complete Application Form []
2. Plan Review Fee []
3. Compact Disc in a protective case with plans in PDF format []
4. 8 copies of Final Plat []
5. Project name (include former name under which Concept Plan or Preliminary Plat was approved if different from the name shown on the Final Plat) []
6. Location map & north arrow []
7. Property boundary lines with tie point []
8. Land district, land lot and tax parcel number for each lot []
9. Property Zoning District []
10. Rezoning/SUP or CIC case number and conditions are on plans []
11. Adjacent property line(s) & zoning district(s) []
12. Street names (interior & adjacent to the subdivision) []
13. Seal of authorized registered professional
14. 1 copy of all applicable Storm Water Management's Checklist's, **annotated**
15. Gwinnett County Standard Floodplain Note, and if applicable, floodplain areas shown []
16. Gwinnett County Standard Wetlands Note, and if applicable, wetland areas shown []
17. Gwinnett County Standard Storm Water Management Note, and if applicable, detention areas shown []
18. Gwinnett County Standard State Waters Buffer Note, and if applicable, streams and stream buffers shown []
19. Pipe Chart (As-Built Conditions) []
20. 1 copy of Storm Water Maintenance Agreement []

The following Items shall be submitted to Department of Water Resources:

1. 1 copy of FEMA approved LOMR (*if applicable*) []
2. 1 copy of Storm Water As-Built Drawing(s) & Study []
3. 1 copy of Sewer As-Built Drawing(s), **including:**
4. 1 copy of Water As-Built Drawing(s), **including:**
5. 1 copy of Pump Station & Force Main As-Built Drawing(s) (*if applicable*) []
6. For Platting Purposes Only Final Plats: Dimensions from existing building to proposed property line is shown. []

Authorized Registered Professional Signature

Date

***** **Gwinnett County Development Review Coordinating Committee Use Only Below** *****

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1. _____
By: _____
Sewer & Water Plan Review – Planning & Development

2. _____
By: _____
Storm Water Plan Review – Planning & Development

3. _____
By: _____
Building Plan Review – Planning & Development

4. _____
By: _____
Traffic & Operations – Transportation

5. _____
By: _____
Development Plan Review – Planning & Development

Designer Contacted By: _____
(To Be Contacted Only If Submittal Is Rejected)
Date: _____ Time: _____