



COMMERCIAL PLANS REVIEW CHECKLIST

Name of Development: _____ HDV: _____

Engineer: _____ Contact #/e-mail: _____

Reviewed By: _____ Date of Review: 1st _____ 2nd _____ 3rd _____

3 rd	2 nd	1 st	
			1 Any outstanding zoning violations (or failure to fully comply with zoning requirements) on this property have been resolved.
			2 A recorded plat exists for the subject parcel and is included as part of the plans.
			3 In this zoning district, the proposed use or structure a. Is inherently permitted, OR b. Has been specifically approved as a "Special Use," OR c. Is approved as part of a "Planned Development" or as part of zoning conditions, OR d. Is nonconforming but is permitted under _____
			4 The proposed use is a principal use and complies with associated restrictions OR The proposed use is an accessory use and complies with restrictions.
			5 The Cover Sheet includes: a. The tax parcel number. b. The zoning and any conditions of zoning. c. Building setbacks d. Lot density
			6 All <i>existing buildings, uses, driveways, walls, and fences</i> on the property are shown on the site plan.
			7 The lot: a. Complies with current frontage, minimum area, and width requirements, OR b. Was platted and approved in accordance with provisions in effect at the time of creation, OR c. Is a lot of record.
			8 The lot: a. Abuts a public road, OR b. Abuts a private road in a "planned development", OR c. Is a lot of record OR is recorded as a result of a judicial decree.
			9 The proposed use or structure: a. Complies with <i>setback</i> requirements, OR b. A variance from the setback requirements has been granted.
			10 The proposed structure complies with any <i>density, lot coverage, or other height provisions</i> .
			11 Does the plan comply with <i>off-street parking/loading</i> requirements? (§17.250/§17.420) a. Number of spaces correct (required for use plus handicap)? b. Number of handicap spaces correct: total and van-accessible? Access aisles correct size? Appropriate location? Grade change/slope correct? c. Space dimensions correct? d. Internal access aisles meet two-way or one-way width requirements?
			12 The proposed use complies with <i>outdoor storage</i> requirements and is permitted within the existing zoning/overlay district. (§17.260/§17.420):
			13 The proposed use complies with <i>screening/buffer</i> requirements (§17.260/§17.420): a. Is a buffer required? Structural, vegetative, or both? Opaque screening provided? b. Side buffer/width? c. Rear buffer/width?
			14 Any proposed signage complies with applicable provisions? (§17.270/§17.420) a. Does plan include statement about permitting of signs? Signs are to be permitted separately.



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			<p>15 Does the plan indicate a <i>frontage landscape strip</i>? (§17.280/§17.420)</p> <ul style="list-style-type: none"> a. Strip delineated? Wall, fences or parking within strip? b. Meets the width requirements (10 feet) c. Planted with shade trees (six feet tall, two inches caliper, dbh, at time of planting, and not less than 35 feet tall at maturity) planted not less than 40 feet on center, and shrubbery forming an intermittent hedge not less than three feet in height designed to provide an adequate screen.
			<p>16 Does the plan meet the requirements of <i>parking lot trees</i>? (§17.280/§17.420)</p> <ul style="list-style-type: none"> a. Non-Gateway (§17.280.080.F): <ul style="list-style-type: none"> ii. Deciduous shade trees shall be provided within any parking lot designed or intended to accommodate five cars or more. b. Gateway (§17.420.050.E.4) <ul style="list-style-type: none"> i. Each parking area of over 50 spaces shall include landscaped islands within the parking area equivalent to not less than five to ten percent with planning director discretion of the total paved area of the parking lot, not including pervious paving surfaces.
			<p>17 Does the <i>tree plan/tree protection plan</i> include the following? (§17.280)</p> <ul style="list-style-type: none"> a. Total site area (in acres or square feet)? b. Project area? c. Tree survey? d. Replacement Trees? e. Overall units/acre (15) f. Does the plan include a statement about all plant material conforming to the American Standard for Nursery Stock?
			<p>18 Does the subject parcel fall within an overlay district?</p> <ul style="list-style-type: none"> a. <i>Airport Overlay Zoning District</i> (§17.220) b. <i>Black and Cooley Drive Overlay District (BCOD)</i> (§17.440) c. <i>Gateway Corridors Overlay District (GCOD)</i> (§17.420) d. <i>North Oconee Water Supply Watershed District</i> (§17.225.030)
			<p>19 Does the sight contain wetlands or any state waters that will require an undisturbed buffer? Statements on plans for each?</p> <ul style="list-style-type: none"> a. Within the <i>North Oconee Water Supply Watershed District</i>? (100' wide undisturbed buffer and 150' wide non-impervious area setback from perennial streams.) b. Required undisturbed buffer provided along state waters (75' wide buffer [50' undisturbed, additional 25' non-impervious] on each side of state waters.) c. State EPD permit/variance to disturb within required buffer? d. Development within 50' of wetlands protection district? <ul style="list-style-type: none"> a. If so, an Army Corps of Engineers jurisdictional wetlands determination shall be required prior to issuance of development permit. b. Section 404 Permit from Corps of Engineers required? Section 404 Permit must be provided with final plans.
			<p>20 Does proposed <i>lighting</i> comply with applicable provisions? Does the plan include a statement about low-level, non-spill lighting?</p>

COMMENTS: _____
