



## CITY OF GRIFFIN DEPARTMENT OF DEVELOPMENT SERVICES Preliminary Site & Subdivision Plan Minimum Submission Requirement Checklist

Preliminary Site Plans are required for all projects resulting in the creation of three (3) or more lots or any new development involving 1 acres or more. Preliminary plans are meant to show the general design of a site development or subdivision project and its public improvements so the City can review the proposal and comment on its approval, disapproval or applicable changes to the project prior to the submission of final plans and plats.

PROJECT NAME: \_\_\_\_\_

### ADMINISTRATIVE ITEMS

- Fee in accordance with the City of Griffin Fee Schedule
- City of Griffin “Development Application Form”
- Limited Power of Attorney form (only if Application Form is not signed by the owner)
- 10 complete sets of plans as detailed below

	Date Issued	Date Returned
o GaDOT (if applicable)	To be submitted to GaDOT by Owner/Design Engineer	
o NRCS	_____	_____
o Planning/Zoning	_____	_____
o Fire Department	_____	_____
o Police Department	_____	_____
o Water/Wastewater	_____	_____
o Stormwater	_____	_____
o Engineer Site Review	_____	_____
o Engineer Water/Wastewater	_____	_____
o Engineer Stormwater	_____	_____

### PLAN DETAIL ITEMS

- Sheet size not to exceed 36” x 48”. More than two sheets indexed with match lines.
- Plan scale of no less than 1” = 100’.
- Contours with intervals no greater than 5’, referenced to USGS datum, extending 50’ beyond parcel’s property lines.
- Date of plan, north arrow, match lines, sheet numbers.
- Vicinity map, preferably at 1” = 2,000’ scale. \_\_\_\_\_

- ❑ Present zoning and use of the project's lot(s) and all adjacent lots within 50' of project site.
- ❑ Project's tax map, block, lot number(s) and all adjacent lots within 50' of project site.
- ❑ Total project site acreage.
- ❑ Street rights-of-way, including names and widths.
- ❑ All existing drainage structures, including type of pipe, size and flow direction, on the property and within 50' of the property lines.
- ❑ Stormwater management plans and BMP facilities on the project site and within 50' of the property lines.
- ❑ Erosion, sedimentation and pollution control plan with E&SC checklist including hydrology study, erosion and sedimentation control devices, their design and locations.
- ❑ Streams, ponds, marches, approximate boundaries of wetland areas on the project site and within 50' of the property lines.
- ❑ Approximate 100-year flood area boundary.
- ❑ Existing utility lines and structures, such as water, sewer, gas, electric, telephones, wells, drainfields, including size and capacity, on the property and within 50' of the property.
- ❑ Density tabulation, provided by section and overall total number of proposed lots/dwelling units, and lot/unit numbers.
- ❑ Proposed streets, travelways, improvements to existing streets and other rights-of-ways, including widths, estimated traffic counts.
- ❑ Pedestrian systems and bike trails.
- ❑ Lot layout.
- ❑ Off-street parking layout, including typical size, number of spaces by location and overall tabulation.
- ❑ Buildings, including use, height, distances to property lines, any existing buildings on the property and within 50' feet of the property lines.
- ❑ Municipal or other publicly owned land within 50 feet of the property lines, or additional distance to the nearest school or school site.
- ❑ Schematic storm drainage system and water and sewer systems.
- ❑ Parcels to be dedicated to public use, including size and purpose.
- ❑ Seal and signature of the engineer/architect/surveyor that prepared the plan; on each plan set sheet.

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED ON THE ATTACHED PLAN.

Date	Engineer/Surveyor/Architect Signature
------	---------------------------------------



CITY OF GRIFFIN DEPARTMENT OF DEVELOPMENT SERVICES
Final Site and Subdivision Plan Minimum Submission Requirement Checklist
(Construction drawings)

Final site plans are required for all site developments and subdivision projects and their public improvements. These plans should include complete and detailed engineering and layout drawings for all public and private improvements and utilities, in addition to any necessary ancillary calculations. The final site plan shall be recorded with the Clerk of the Superior Court prior to issuance of any applicable permits.

PROJECT NAME: \_\_\_\_\_

ADMINISTRATIVE ITEMS

- Fee in accordance with the City of Griffin Fee Schedule
City of Griffin "Development Application Form"
Limited Power of Attorney form (only if Application Form is not signed by the owner)
11 complete sets of plans as detailed below

Table with 2 columns: Item, Date Issued, Date Returned. Rows include GaEPD (if applicable), Planning/Zoning, Fire Department, Police Department, Water/Wastewater, Stormwater, Engineer Site Review, Engineer Water/Wastewater, Engineer Stormwater.

PLAN DETAIL ITEMS

- Sheet size not to exceed 24" x 36". More than two sheets indexed with match lines.
Plan scale of no less than 1" = 50' for subdivision & 1" = 30' for site plans.
Contours with intervals no greater than 2' referenced to USGS datum, extending 50' beyond parcel's property lines.
Date of plan, north arrow, match lines, sheet numbers.
Vicinity map, preferably at 1" = 2,000' scale.
Existing & proposed streets, roads, travelways, and other rights-of-way, including street classification, names, numbers, widths, vertical curve with sight distances at all intersections, existing and/or estimated traffic counts and all improvements in the ROW. Handicapped curb ramps at all street intersections.

- ❑ Off-street parking and loading layout, including typical size, number of spaces by location and tabulation by use.
- ❑ Proposed buildings and structures, including use, height, square footage, distance to property lines and between buildings.
- ❑ Proposed utility lines and structures, including sewer, water and gas showing size, types of pipe, plan and profile views, location of fire hydrants, control valves, pump stations and anticipated flows and calculations (3 copies of fire flow calculations submitted separately).
- ❑ Utility lines and structures, such as water, sewer, gas, electric, telephone, wells, drainfields on the project parcel(s), including size and/or capacity, and within 50 feet of the property lines, or additional distance as may be necessary in order to show major features or conditions that might affect the project.
- ❑ Utility easements, including gas, electric, telephone and cable television, with the width and type indicated.
- ❑ Storm drainage system, including all required computations on the project parcel and within 50' type of pipe, size and flow direction on the property and within 50' of the property lines.
- ❑ Stormwater management plans and BMP facilities on the project site and within 50' of the property lines, including hydrology study (4 copies submitted separately), 10, 25 & 100 year water surface elevations and all required computations, access and maintenance easements.
- ❑ Present zoning and use of the project's lot(s) and all adjacent lots within 50' of the project site.
- ❑ Project's tax map, block and lot number(s) and all adjacent lots within 50' of the project site.
- ❑ Total project site acreage.
- ❑ Plans showing revisions to approved plans shall have a completed revision block on each sheet.
- ❑ After 1<sup>st</sup> cycle review, all subsequent plan revisions shall be circled in "red" on all plans.
- ❑ Boundary survey with 1/10,000 closure ratio, including area tabulations.
- ❑ All existing & proposed easements, including type and width, covenants and other restrictions on use shown.
- ❑ Streams, ponds, marshes, wetland areas on the project site and within 100' of the property lines.
- ❑ Evidence of proper regulatory permit(s) if the development includes wetlands that are subject to permitting by the US Corps of Engineers under Clean Water Act.
- ❑ Indemnity statement for compliance with Section 404 of Clean Water Act and other Applicable Laws
- ❑ 100-year flood area boundary.
- ❑ Permanent open spaces, tabulation in acres, buffers, parks and recreation areas including ownership and size of facility.
- ❑ Existing utility lines and structures, such as water, sewer, gas, electric, telephones, wells, drainfields, including size and capacity on the property and within 50' of the property.
- ❑ Existing buildings and other structures on the project property and within 50' of the property lines.
- ❑ Traffic counts including traffic impact analysis.

- ❑ Percent of grade noted at all driveway entrances.
- ❑ Subdivision, easement and/or dedication plat(s).
- ❑ Floodplain study.
- ❑ Proposed lot layout (for subdivision), including lot numbers, area of each lot and street dedication areas area tabulations.
- ❑ Density tabulation, provided by section and overall total number of proposed lots/dwelling units and lot/unit numbers. (Names for Streets, Roads and or Avenues)
- ❑ GaEPD approval letter for water and wastewater extension of system.
- ❑ Final grading plan.
- ❑ Limits of clearing and grading, clearly labeled.
- ❑ Erosion, sedimentation and pollution control plan with E&SC checklist including hydrology study, erosion and sedimentation control devices, their design and locations and a copy of the State NPDES NOI permit. (Dated letter of submittal is acceptable)
- ❑ Buffer areas as required, screening and landscaping including number, species and size.
- ❑ Tree save areas and/or individual trees to be saved, including type and size (DBH).
- ❑ Seal & signature of engineer that prepared plan; on each plan set sheet.

I HEREBY CERTIFY THAT THE STATED INFORMATION IS INCLUDED ON THE ATTACHED PLAN.

Date	Engineer/Surveyor/Architect Signature
------	---------------------------------------