



Conceptual Site Plan Design Checklist

DEVELOPMENT NAME:

LOCATION:

DATE:

VERSION:

TARGET PLANNING COMMISSION MEETING:

APPROVAL DEADLINE FOR MEETING:

per Zoning District Requirements

- Is the official plat included with the plans? Is the property subdivided in GIS?
Zoning category: Min. lot area required: Lot area provided:
Min. lot width required: Lot width provided:
Maximum building square footage permitted: SF proposed:
Adjacent property zoning: North: South: East: West: Other:
Building setback required / proposed: Front: Side: Rear:
Parking/driveway setback required / proposed:
Drive-through lanes part of principal building and must be within building setbacks (Sec 903)
Screening required per zoning category regs or Sec 714 of LDO:

Other zoning category specific regs:

per Zoning Section 916 Transitional Yard for GC, LUC, OI, LI, or GI

- Tracts adjoins a residential land: min. 75 feet
Tracts that have greenbelt between res less than 75 ft: sized to add up to 75 ft from res property line.
Tracts that have greenbelt 75 ft or greater: no transitional yard
Absolutely no clearing and/or grading, except for perpendicular utility crossings.
Stormwater detention not within the transition yard

per Land Development Section 723 Buffer Standards for Major Thoroughfares

- Is the property along a Major Thoroughfare?
If yes, major thoroughfare category:
Arterial
Existing developed lot recently rezoned or increasing intensity? (Buffer required)
Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 feet)
Existing lot with avg depth between 200 - 220 feet (buffer = 20 ft + # over 200)
Residential buffers. 100 ft (min) city-owned greenbelt required
Nonresidential buffers. 60 ft tree-save/landscape buffer
50 feet if adding 10% more caliper inches required on site
40 feet, if adding 20% more caliper inches required on site
50 feet if between arterial and parallel service road with 30 feet treesave buffer
Scenic Road (Peachtree Parkway North between Gin Branch and Flat Creek)
Existing developed lot recently changed zoning or intensity? (yes= buffer required)
Existing developed lot < 2 acres or avg depth 300 feet or less (buffer = 50 ft)

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- Residential buffers.* 100 ft (min) city-owned greenbelt required
- Nonresidential buffers.* 50 ft (min) city-owned greenbelt and a 50 ft (min) undisturbed natural buffer; or 100 foot (min) city-owned greenbelt
- Scenic Road (Aberdeen [see ordinance]& Riley Pkwy between Aberdeen and Flat Creek)*
 - Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - Residential buffers.* 50 ft (min) city-owned greenbelt required
 - Nonres. buffers* min 50 ft undisturbed natural buffer; or min 50 ft city-owned greenbelt
- Community Collector*
 - Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 ft) _____
 - Residential buffers.* 50 ft (min) city-owned greenbelt required
 - Nonresidential buffers.* 50 ft tree-save/landscape buffer
 - 40 feet if adding 10% more caliper inches on site
 - 30 feet if adding 20% more caliper inches on site
- Village Collector*
 - Existing developed lot that recently changed zoning or intensity? (yes = buffer required) _____
 - Existing developed lot < 1 acre or avg depth 200 feet or less (buffer = 20 ft) _____
 - Residential buffers.* 25 ft (min) city-owned greenbelt required
 - Nonresidential buffers.* 25 ft tree-save/landscape buffer

per Land Development Section 704 Grading Plan

- Grading minimized
- Large visible walls limited. Terracing encouraged

per Land Development Section 703 Access

- Consider future development access/ inter-parcel access, especially on collector and arterials.
- Service function circulation patterns minimize conflict with vehicles/ pedestrians

per Land Development Section 803 Design standards

- Except in residential zoning districts, access no closer than 50 feet from intersection
- Except in residential zoning, curb cuts minimum 40 feet apart (measured from back of curb)
- On arterial & collector streets, curb cuts must be min. 20 ft (measured back of curb) from property line
- Arterial road requires deceleration lane or standards required by GDOT

per Land Development Section 706 Multi-use paths

- Multi-use path nearby? If yes- a connection must be provided
- Multi-use path planned? If yes- Residential and commercial must provide an access easement and make a contribution to the multi-use path construction fund so City can construct the connection on the development when the planned path segment is constructed.

per Land Development Section 707 Utilities

- New utility lines must be underground. High tension and those placed prior to 1987 may remain above
- Industrial sites may connect to overhead lines, but the extension must be placed underground and may not connect directly to building.

per Zoning Section 909 Parking

- Spaces required
 - Land use category(ies) used/ ratio: _____
 - Square foot of land use(s): _____

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- Number required: _____ Number provided: _____
- If zoned commercial or industrial, no more than 125% of required spaces provided (variance by City Council needed if yes). 125% of required: _____
- Parallel parking spaces not to exceed one-fifth of the number of required spaces
- Access to parking does not block external traffic; adequate stacking space provided for drive-thrus

per Land Development Section 1108 Parking Design

- No more than 12 spaces in a row
- Planting areas shall be located in front and on sides
 - Front planting areas minimum of ten feet
 - Side planting areas minimum of six feet

per Zoning Section 910 Off-Street Loading

- Minimum spaces required:
 - Retail business < 2,000 ft in floor area: None
 - Retail business > 2,000 ft in floor area: One per 25,000 ft
 - Industrial /institutional uses: One for the first 25,000 ft of floor area, and:
 - 25,000 to 99,999: a total of two spaces.
 - 100,000 to 159,999: a total of three spaces.
 - 160,000 to 239,999: a total of four spaces.
 - 240,000 to 349,999: a total of five spaces.
 - For each additional 100,000 square feet or fraction thereof, above 350,000, one additional loading space shall be required.
 - Multifamily residences < 10 du = 0 spaces; 10-30 du = 1 space; > 30 = 1 per 30 du

per Land Development Sec 1109 Screening

- All HVAC screened by an opaque wall/ fence and/or evergreen plant
- Equipment on roof fully screened from streets and/or adjoining property.
 - Site line studies provided as a part of the conceptual site plan
 - Baffles and/or other noise reducing devices provided if adjoin residential property
- All trash containment enclosed and located not visible from streets and/or properties.

per Land Development Ordinance Sec 505 Conceptual site plan submittal requirements

- The plans shall be clearly and accurately drawn by a design professional licensed to practice in the state
- Name and address of the owner of record, developer, and seal of the engineer, architect or landscape architect who prepared the conceptual site plan;
- Name of the project, address, boundaries, date, north arrow, and scale of the plan;
- A vicinity map showing streets within an area of one thousand (1,000) feet from site
- Name, address, present zoning, and parcel numbers of all abutting and contiguous parcels;
- Existing lot lines, easements, and rights-of-way, including area in acres of square feet, abutting land uses, proposed or existing driveways, and structures within two hundred (200) feet of the property line of the development site;
- The location of steep slopes, significant stands of trees, creeks, watercourses, stormwater detention and drainage ways, floodplains, wetlands, and any environmentally sensitive areas;
- A generalized summary of land use arrangements within the proposed project, showing types of uses and intensities proposed within areas of the development (tabulation of building square footages);
- A copy of an accurate, up-to-date and certified plat of the property on which the project is to be built.
- A tree survey, prepared in accordance with the requirements of section 1104 of these regulations.

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- A conceptual stormwater management plan prepared in accordance with the requirements of section 1011(f)(2) of these regulations.
- And the following if applicable:
 - Schematic architectural elevations for all buildings or a set of design guidelines that includes the unifying elements that are to be incorporated within the overall project (including each outparcel);
 - Identification of primary physical characteristics of each building including predominant color(s), exterior materials and architectural features, proposed building heights and lighting plans as identified within section 733 of these regulations; and
 - Master sign program, including size, fonts and colors as indicated in section 66-15 of these regulations.
 - If the proposed project calls for construction over a period of years, a schedule showing the proposed time and sequence within which the applications for final approval of all sections of the developments are intended to be filed shall be submitted.
 - Any additional information deemed necessary by the city planner.

per Land Development Div 5 Standards for Lighting Design

- A lighting plan required for all non-single family res. dev. of one acre or more in size.
- Lighting plan and light fixture specs shall be submitted with lighting permit. See *Lighting Checklist*

per Land Development Division 4 Standards for Retail, Commercial, and Industrial Building Design

- Project within 500 ft of major thoroughfare? (If yes, use *Building Design Checklist*)
 - if a proposed development not visible from road, the PC may waive review

per Land Development Ordinance Sec 307 Development Impact Fees

- All new square footage will be assessed an impact fee
 - City planner to estimate new square footage and enter into database. Official letter will be sent when a building permit is applied for. The City may not issue a building permit until the impact fee is collected.