

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.