

PLAN SUBMITTAL APPLICATION

Project Information	
Project or Subdivision Name _____	Unit _____ Phase _____
Address/Location _____	
District _____ Land Lot _____ Parcel _____	Zoning _____ Total Acres _____ Disturbed Acres _____
Type of Review (CIRCLE ONE) : CONCEPT / PRELIMINARY PLAT / SITE / FINAL PLAT / RE-REVIEW / OTHER(explain below)	
OTHER _____	

(CIRCLE ONE): Design Professional/Owner Information	
Company Name: _____	Name _____ Phone _____
Address _____ City _____ State _____ Zip Code _____	
Phone _____ Fax _____	Email _____
Signature _____	Printed Name _____ Date _____
I have consulted the City of Sugar Hill Rules and Regulations for the preparation of these plans and the development of this site. I understand that it is entirely my responsibility as the developer to maintain full compliance with all codes, ordinance and other regulations of the city in accordance with paragraph 4.1.6 of the Development Regulations of the City of Sugar Hill.	

DIGITAL COPIES ARE REQUIRED FOR ANY DOCUMENTS LARGER THAN 11" X 17"

NEW SUBMITTAL – 2 Hard Copies, 1 copy on disc in PDF or DWF format if exported from CAD or TIFF format if scanned from hard copy, Review Fee.
 Level 2 GSWCC Certification number and signature on plans. The appropriate general permit (E&S) checklist completed. Receipt showing submitted to GSWCC.

RE-SUBMITTALS – 1 Hard Copy, 1 copy on disc in PDF or DWF format if exported from CAD or TIFF format if scanned from hard copy, Review Fee.

FINAL PLAT – 1 Hard Copy, 1 copy on disc in PDF or DWF format if exported from CAD or TIFF format if scanned from hard copy, Review Fee.

PROJECT CLOSE OUT – Signed CDC, Draft PMA, Draft Bond Calculation worksheet, As-built Hydrology Report/Record drawing of Detention Facility (1 hard copy, 1 copy on disc in PDF or DWF format if exported from CAD or TIFF format if scanned from hard copy) NOTE: Must receive all Final Approvals from Water/Sewer, DOT, Environmental Health for Septic or Food Service User..

ELECTRONIC SUBMITTAL- 1 copy in Autodesk .DWF format of each on CD: Plans, Hydrology Report, Flood Study; Review Fee.

ANYTHING NOT LISTED REQUIRES A MINIMUM OF 2 HARD COPIES AND 1 COPY ON DISC.

Applicants must pick up a Route Sheet from Sugar Hill for review by GSWCC, County Water, Sewer, Septic, Fire Marshall, DOT (County/State), Gwinnett Planning Street Assignment, and Sugar Hill Gas Department.

LIST BELOW ALL ITEMS SUBMITTED FOR REVIEW

COPIES	DESCRIPTION	√ Received by Staff

MINIMUM SUBMITTAL REQUIREMENTS- YOU ARE ENCOURAGED TO MAKE AN APPOINTMENT WITH STAFF TO GO OVER THE SUBMITTAL. WITHOUT AN APPOINTMENT STAFF MAY TAKE UP TO 3 DAYS TO ACCEPT OR REJECT IT. IF ANY OF THE FOLLOWING ITEMS ARE MISSING THE APPLICATION, ALL MATERIALS, AND REVIEW FEE WILL BE RETURNED TO THE APPLICANT WITHOUT FURTHER REVIEW.

Page # Staff Use

1. Project Name, Owner, Developer, and Engineer 24 hours contact information; address, phone, fax, and email.
2. Parcel number(s), Land Lot, District, Street Address, Zoning, Property Owner, location map, Roads, Right-of-ways.
3. Annexation, Rezoning, SUP, and Conditions of Zoning with case number and date of approval.
4. Georgia Professional Engineer or Landscape Architect stamp/signature on every page.
5. Tree Preservation/Replacement/Landscaping Plan, utility plans, lighting plans..
6. Annotated Review Checklist.
7. Drawings clear and legible, MAXIMUM SHEET SIZE = 42" x 30"

4988 West Broad Street, Sugar Hill, GA 30518. 770-945-6734 . 770-945-2145 Fax

www.cityofsugarhill.com

REVISED 09-07-10