

## COMMERCIAL DEVELOPMENT SITE PLAN CHECKLIST

A **Site Plan** must be provided that is based on a **Survey** prepared by a **Registered Surveyor**. The **Site Plan** shall be prepared and signed by a **Registered Surveyor, Landscape Architect, Engineer, or Architect**. **Provide three (3) copies.**

This **Site Plan** must include:

- \_\_\_\_\_ 1) A statement describing in narrative form the character and intended use of the development and the current zoning classification of the property
- \_\_\_\_\_ 2) **Owner's** name, address and phone number
- \_\_\_\_\_ 3) **Vicinity Map**
- \_\_\_\_\_ 4) Name of the project, name of the planner, name of the developer
- \_\_\_\_\_ 5) Date and revision dates of the Site Plan
- \_\_\_\_\_ 6) **North Arrow**
- \_\_\_\_\_ 7) Based upon an **exact survey of the property**, drawn to a scale of **not less than 1" = 40'**, show the following:
  - \_\_\_\_\_ **Boundaries** of the project, adjacent existing streets, state waters within 200 linear feet, lakes, creeks, wetlands, etc., as well as building setbacks, easements or other encumbrances
  - \_\_\_\_\_ **Exact location and dimensions of all existing and proposed buildings and structure including each floor level and roof peak relative to mean sea level(MSL)**
  - \_\_\_\_\_ Access ramps, sidewalks, highways curb cuts, existing and proposed
  - \_\_\_\_\_ All screens and buffers existing and required by zoning
  - \_\_\_\_\_ Refuse collection provisions (dumpsters and pads are not allowed in setbacks)
  - \_\_\_\_\_ Access to all utilities and details of connections
  - \_\_\_\_\_ A Right-of-Way Permit is required for any work performed in Wayne County rights-of-way in addition to all other permits
- \_\_\_\_\_ 8) **Drainage Design Report prepared by a licensed Georgia Professional Engineer including:**
  - A. Narrative of the proposed drainage plan
  - B. Drainage area map with time of concentration pathway
  - C. Runoff coefficient calculations with pipe size calculations
  - D. Pre-development and post-development runoff calculations
- \_\_\_\_\_ 9) **Signage-** show location and size of all exterior visible signage
- \_\_\_\_\_ 10) Tree survey of all trees 24" diameter or more at 4.5' from base
- \_\_\_\_\_ 11) **Flood Hazard Area Statement-** show specific zone(s) and demarcation lines between any zones on the site
- \_\_\_\_\_ 12) **Sedimentation and Erosion Control Permit**, if required
- \_\_\_\_\_ 13) **Storm Water NOI** must be submitted to GA EPD with copy to Wayne County Inspection Department a minimum of 14 days prior to beginning construction on site larger than 1 acre