



770-730-5600
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SINGLE FAMILY SITE PLAN CHECKLIST

Building Permit Number: _____ Assigned by Staff _____ Submittal Date: _____

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Requirements

The following documents, if applicable, are required in order to obtain approval of the Single Family Site Plan (SFSP).

1. A Complete Single Family Site Plan (SFSP), per the following checklist.
2. Fulton County Sewer Tap-in Permit (if applicable).
3. Fulton County Health Department Septic and Well Permits (if applicable).
4. City of Atlanta Water Tap-in Permit (if applicable).
5. Approval from Sandy Springs Overlay District (if applicable).
6. Residential Erosion Control Agreement.
7. Retaining Wall Indemnification Agreement and Plan Stamped by Professional Engineer (if applicable).
8. Driveway Indemnification Agreement (if applicable).
9. Pool Permit (if applicable).
10. Fence Permit (if applicable).

Review Questions

Of the following, please check all that apply to the site.

- Proposed Sewer tap
- Existing or Proposed Septic System
- Proposed Water System Tap
- Existing or Proposed Water Well
- Design Review Board Action Required
- Existing Home Owner's Association
- Land Disturbance over 5,000 s.f.
- Alteration (no expansion of existing building footprint)
- Addition to existing building footprint
- New Building Construction
- Proposed Pool
- Existing or Proposed Detention Pond
- Flood Plain on site
- Sandy Springs Tributary and/or State Water Buffer(s)

Required SFSP Items

Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- ____ 1. Three (3) copies of Single Family Site Plan (SFSP). Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- ____ 2. Submittal fee and completed application.

Plan Requirements

- ____ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- ____ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district, and zoning.
- ____ 3. Owner's name and complete address including zip code.
- ____ 4. Name and telephone number of a 24-hour contact.
- ____ 5. Design firm name/address/phone, point of contact and contact phone number.
- ____ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- ____ 7. Boundary information including bearings and distances along all property lines.
- ____ 8. Street name.
- ____ 9. Lot building setback lines (per Sandy Springs Zoning Ordinance) labeled with dimensions to lot lines.
- ____ 10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- ____ 11. Locations of all proposed structures (including houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures.
- ____ 12. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- ____ 13. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- ____ 14. Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin or fire hydrant, and a minimum of 5 feet from the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.
- ____ 15. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

- ____ 16. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.

Storm Water

- ____ 1. ARC approval, if required.
- ____ 2. Location of any City of Sandy Springs tributary buffers, or state water buffers, if applicable.
- ____ 3. If land disturbance is 5,000 square feet or greater, provide stormwater management facilities that will provide stormwater storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the stormwater management facilities. Provide supporting calculations with the site plan.
- ____ 4. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

Utilities and Other Structures (Not Including the House)

- ____ 1. If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: a Pool Permit will be required prior to SFSP approval).**
- ____ 2. If a pool is proposed, evidence that a back flow preventer exists **(Note: if a backflow preventer does not exist, it must be installed as part of the pool installation and must be shown as proposed on the SFSP).**
- ____ 3. If installation of a septic system is proposed or required (including replacements), the location of the system must be shown on the plan. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the house, other structures and the property lines. The location of the septic system must coincide with the location shown on the Septic Permit documents. **(Note: a copy of the Septic Permit will be required prior to SFSP approval).**
- ____ 4. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require a Wall Indemnification Agreement from the owner/builder or plans bearing a professional seal and signature of an Engineer having registration in the State of Georgia. For wall heights 6 feet and over, plans must bear a professional seal and signature of an Engineer having registration in the State of Georgia. **(Note: a copy of Wall Indemnification Agreement or plans with a professional seal and signature will be required prior to SFSP approval).**
- ____ 5. If a fence is proposed, the location of the fence must be shown on the plan. Provide dimensions relating the fence to the house, other structures, and the property lines. **(Note: a Fence Permit will be required prior to SFSP approval).**

Trees

- ____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.
- ____ 2. Location of all landscape strips and tree save areas.
- ____ 3. Arborist approval required.

Sediment and Erosion Control

- ___ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.
- ___ 2. Existing and proposed topographic contours with adequate spot grades to define drainage.
- ___ 3. Location and type of temporary or permanent soil erosion control measures including, but not limited to silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- ___ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.

Note to Applicant and/or Design Professional

Although the following section is intended to be completed by staff during the review process, please read for applicable requirements and comments. All items must be either marked not applicable or initialed by staff before the SFSP can be approved. For items found to not be applicable, staff will duly note below and no further action by the applicant will be required for the item. All items marked with an "X" must be provided prior to approval of the SFSP.

- _____ 1. Fulton County Sewer Tap-in Permit (if applicable).
- _____ 2. Fulton County Health Department Septic Permit (if applicable).
- _____ 3. Fulton County Well Permits (if applicable).
- _____ 4. City of Atlanta Water Tap-In Permit (if applicable).
- _____ 5. Residential Erosion Control Agreement.
- _____ 6. Retaining Wall Indemnification Agreement or Plan Stamped by Professional Engineer.
- _____ 7. Pool Permit (if applicable).
- _____ 8. Fence Permit (if applicable).
- _____ 9. A Tax Status Form completed by Fulton County Tax Commissioner's office verifying taxes are paid.