



**CITY OF PEACHTREE CORNERS  
COMMUNITY DEVELOPMENT**

310 Technology Parkway, Peachtree Corners, GA 30092  
Tel: 678.691.1200 | [www.peachtreecornersga.gov](http://www.peachtreecornersga.gov)

**Chattahoochee River Corridor**

*Building, Pool, Fence, Retaining Wall Permits Checklist*

The following items are needed for all improvements\* within the 2000' Chattahoochee River Corridor:

1. Completed Building, Pool, Fence or Retaining Wall permit Application
2. Four copies of the house location plan per the attached River Corridor HLP Checklist including an as-built survey shall be submitted to determine and delineate existing clearing and impervious areas.
3. Chattahoochee River Corridor As-Built Survey Hold & Release Affidavit Form (attached) to be completed and submitted with building permit application.
4. Other requirements for permits:
  - Completed permit application and fee
  - Gwinnett County Water & Sewer Tap-in Permit (if applicable).
  - Gwinnett County Health Department Septic and Well Permits (if applicable).
  - Contractors Business License (if applicable)
  - Residential Erosion & Sedimentation Control and Tree Protection Agreement.
  - Retaining Wall Indemnification Agreement and Plan Stamped by Professional Engineer (if applicable).



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**Chattahoochee River Corridor**  
**House Location Plan (CRC-HLP) for Additions or Swimming Pools, Etc.**

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If a lot is located in a residential subdivision that is within the 2000-foot Chattahoochee River Corridor, a Chattahoochee River Corridor House Location Plan (CRC-HLP) and as-built survey must be submitted and approved prior to obtaining a Building Permit. This plan/survey must include the vulnerability categories on the lot. These categories relate to the maximum amount of land disturbance and impervious surface that is allowed. This plan must also include the actual amount of land disturbance and impervious surface existing and proposed. It must be legible, drawn to scale, and it must show the limits of disturbance including existing and proposed, any existing or proposed improvements, vulnerability category lines, and the location of erosion control devices. The plan must also include a table to indicate the amounts of allowed and actual land disturbance and impervious surface. These amounts must correspond with those shown on the Final Plat as approved by the Atlanta Regional Commission. When there are discrepancies with the amounts shown, the CRC-HLP may be required to be prepared by a Registered Land Surveyor, Landscape Architect, or Engineer. A CRC-HLP should also show the following (as applicable) on the plan:

1. The location of each area by vulnerability category and calculations of impervious surface and land disturbance by category.
2. Boundary lines of the lot with distances & bearings.
3. Location & names of all abutting streets or other street rights-of-way.
4. Minimum required front, side & rear building setback lines with dimensions.
5. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, and dimensions of buildings and distances between all structures and the nearest property lines.
6. Location & dimensions of any water, sewer, drainage or other easements, storm water management facilities, septic tank, and septic tank drain field located on the lot.
7. Subdivision name, lot & block designation.
8. North arrow & scale.
9. 100-year floodplain limits, any applicable stream buffers or other special building setback lines.
10. Any other applicable requirements of the Zoning Resolution or conditions of zoning approval.



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**Chattahoochee River Corridor As-Built Survey Hold & Release Affidavit Form**

*This affidavit must be completed & submitted in conjunction with the building permit application. Please type or print. **One Completed Copy Must Be Submitted with Building Permit Application***

The builder, contractor, or property owner to submit an as-built survey of this lot & the improvements made thereon prior to the issuance of a Certificate of Occupancy. The purpose of the as-built survey is to verify that the amount of clearing performed and impervious surface constructed meets the requirements of the approved House Location Plan (HLP) in accordance with the approved Chattahoochee River Corridor Certificate.

Building Permit Number (*provided by Building Permits Staff*): \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Site Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contractor Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**My signature hereon indicates my understanding that I must submit an as-built survey by a registered land surveyor for approval prior to the issuance of a Certificate of Occupancy (CO). I understand that a "Hold" on the issuance of the CO will not be released until the survey is submitted to and approved by Planning & Development. The survey must indicate both the allowable amount of impervious surface area and clearing under the approved House Location Plan (HLP) as well as the actual constructed impervious surface and cleared area.**

Contractor's Printed Name: \_\_\_\_\_  
Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Printed Name: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* *To Be Completed by Staff* \*\*\*\*\*

Brief permit Description:

Building Permit Released By: \_\_\_\_\_ Date: \_\_\_\_\_  
CO Hold Placed By: \_\_\_\_\_ Date: \_\_\_\_\_  
CO Issued By: \_\_\_\_\_ Date: \_\_\_\_\_