

Land Development Permit Handbook



November 2018

Overview

This packet contains the information required to prepare and submit plans for a City of Peachtree Corners Land Disturbance Permit for residential and non-residential projects. The LDP application should be submitted after zoning approval, if applicable. The City's Land Development Regulations can be found in Chapter 24 of the City's Municipal Code: https://library.municode.com/ga/peachtree_corners/codes/code_of_ordinances

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OBTAINING A LAND DISTURBANCE PERMIT (LDP)

1. Pre-Application Meeting

This meeting can happen early in the process to assist designers, developers and landowners of what will be expected during the permitting process. This meeting should help expedite the process.

- Schedule the pre-application meeting with the Community Development Department contact Katherine Francesconi at kfrancesconi@peachtreecornersga.gov
- Staff will answer questions and concerns regarding the development process
- Applicant shall bring plans for discussion – if the project has been rezoned, bring rezoning package with conditions.
- Discuss fees and when they must be paid during the submittal process.
- Meeting minutes are required for all meetings with the City and they are the applicant's responsibility.

2. Initial Submittal Requirements

To speed up the Plan Review Process and reduce the number of re-submittals prior to approval, please go through the City's General Plan Review Checklist located here: <https://www.peachtreecornersga.gov/home/showdocument?id=7060> Not all comments may be applicable to your project, however, this is the general checklist we use when we review every single Plan Set and Hydrology Report.

For the submittal to be considered complete and ready for review, all of the items listed below must be submitted. If any items are missing, the review process could be delayed.

- A. Land Disturbance Permit Application - must be signed by property owner and completed for the City to accept the application and plans.
<https://www.peachtreecornersga.gov/home/showdocument?id=2602>
- B. Review Fee - When the plans are initially submitted for review, the applicant can pay the review fees; if fees are not paid when the plans are submitted, the fees must be paid before the City will issue their first round of comments. For a list of fees by category, see the application.
- C. Plan Review Checklist <https://www.peachtreecornersga.gov/home/showdocument?id=2600>
- D. Overlay Review Application – A large portion of the city is covered by the Activity Center/Corridor Overlay District (“The Overlay”). The Overlay requires an additional submittal for review of architecture and site design <https://www.peachtreecornersga.gov/home/showdocument?id=2141> For any questions pertaining to Overlay District requirements, please contact Jeff Conkle, the Planning and Zoning Administrator at jconkle@peachtreecornersga.gov
- E. Electronic Copy of the Plans and Hydrology Study. The LDP site plan sheets need to be all in one pdf.
- F. The applicant must submit two (2) hard copies of the full set of plans and two (2) hardcopies of the hydrology reports. The Community Development Department will keep a copy of each set of plans and hydrology study for the file, the other set will be reviewed, redlined, and returned to the applicant.
 - The Civil Plan Set should include, at a minimum, the following:
 - Cover Sheet – provide existing impervious surface area, proposed impervious surface area, area of disturbance
 - General Notes - Zoning conditions and all applicable private agreements
 - Existing Conditions Survey
 - Demolition Plan – if required

- Preliminary Plat (if subdivision) – requirement checklist found here <https://www.peachtreecornersga.gov/home/showdocument?id=2173>
- Site Plan
- Drainage & Grading Plan
- Storm Pipe Profiles and Chart
- Utility Plan (with sanitary sewer profiles)
- Site Details
- Phased Sediment and Erosion Control Plans (initial, intermediate, & final). E&S plans must be in compliance with the Manual For Erosion and Sediment Control in Georgia (Green Book) found here: https://gaswcc.georgia.gov/sites/gaswcc.georgia.gov/files/related_files/site_page/GSWCC-2016-Manual-As-Approved-by-Overview-Council.pdf
- Sediment and Erosion Control Notes & Details– Include the completed GSWCC Erosion and Sediment Control Checklist.
- Landscaping and Tree Protection Plan - Details found here: <https://www.peachtreecornersga.gov/home/showdocument?id=7232> Additionally, the City's approved tree replacement list can be found here: <https://www.peachtreecornersga.gov/home/showdocument?id=6944>
- Site/Street Photometric Lighting Plan and Details – Plans must be in compliance with the City's Green Building Lighting Standards <https://www.peachtreecornersga.gov/home/showdocument?id=1574>
- Retaining Wall Plans - if the Plans contain a Retaining Wall greater than 4 feet in height, a separate Retaining Wall Permit is required and the retaining wall building details must be included in the LDP Plan Set. To apply for a retaining wall building permit, contact Mark Mitchell for details mmitchell@peachtreecornersga.gov

G. Hydrology Report is required for projects disturbing more than 5,000sf. If project disturbs less than 50% of subject property, stormwater management only be provided for the redeveloped portion of property. If project is disturbing more than 50% of the site, the pre-development will be taken back to a CN of 55. The City's Stormwater regulations can be found in our Ordinance, chapter 34, found here: https://library.municode.com/ga/peachtree_corners/codes/code_of_ordinances The City also follows the Georgia Stormwater Management Manual, known as the Blue Book, which can be found on the ARC's Website here: <http://atlantaregional.org/wp-content/uploads/2017/03/gsmm-2016-edition-final-v2.pdf> For properties apart of a master regional detention pond, show that the proposed CN is within the CN limits of the designed master pond. You do not have to do routing of the 2-100year storm if you show the CN is within the designed range of the regional pond study.

- Stormwater management requirements:
 - Water Quality. Provide 80% TSS removal for the first 1.2 inch of rainfall. The City's approved proprietary Water Quality devices can be found here: <https://www.peachtreecornersga.gov/home/showdocument?id=5400> If you want to claim runoff reduction, we will need an infiltration test prior to LDP issuance.
 - Channel Protection. 24 hour extended detention storage of the one year, 24 hour return frequency storm event (channel protection volume).
 - Downstream overbank protection. The Post Developed peak discharge rate cannot exceed the predeveloped peak discharge rate for the 2-100year 24 hour storm.
- The Hydrology Report should include the following (see Stormwater Management section of our general checklist for details: <https://www.peachtreecornersga.gov/home/showdocument?id=7060>)
 - Narrative explaining the purpose of the report

- An executive summary of the report's findings, including pre-developed and post developed conditions
- Following tables:
 - Flow Summary Table - which includes the Return Frequency (1,2,5,10,25,50,100), Pre and Post Developed flow, Ponding Elevation, 10% Point at the Pre and Post Developed flow
 - Energy Dissipation Summary Table - Provide Energy dissipater calculations/designs for outlet headwalls of pipes and detention ponds. Energy Dissipation Summary Table to include the 25 year post developed flow velocity at outlet headwall, non-erosive velocity from Stormwater Design Manual, Froude Number, Energy Dissipation Measures proposed
 - Downstream Receiving Conveyance Velocity Summary Table
 - Times of Concentration Summary Table
 - Curve Number Summary Calculations and Table
 - Gutter Spread Calculations Summary
- Georgia Stormwater Management Manual Stormwater Quality Site Development Review form to perform the water quality analysis for the project site. The form can be downloaded from the Atlanta Regional Commission's website <http://www.atlantaregional.com/environment/georgia-stormwater-manual> Instructions are on the first tab of the spreadsheet.

3. Plan Review Procedures

Since several agencies outside of the City will be reviewing the plans, the applicant should begin getting approvals concurrently with the City Review. It is the responsibility of the applicant to obtain all required agency approvals.

- Outside agencies are required to sign and date the Route Sheet and/or stamp the plans, which will include date and signature. The revision date must be shown on the plans and the agency who required the changes should be noted in the comments. Completed Route Sheet, with all applicable signatures, is required prior LDP issuance and can be found here: <https://www.peachtreecornersga.gov/home/showdocument?id=2604>
- City Staff will complete their review, which will include Erosion and Sediment Control review for compliance with NPDES. Plan reviews will take between 10-14 business days, or longer depending on Staff availability. After the City has reviewed the Plan Set submittal, the City will contact the applicant via email and will let you know if the plan has been approved or will issue comments back.

4. Re-submittal Requirements

For the re-submittal to be considered complete and ready for review, all of the items listed below must be submitted. If any items are missing, the review process could be delayed.

- Return redlined Plan Set and Hydrology Report
- Provide digital annotated copy of the comments issued by the City. State how comments were addressed and indicate which page and quadrant the change was made on.
- Provide a digital copy and 2 hard copies of the full site plans and hydrology report. Provide initial date of the Plans submittal and dates of resubmittal on the Cover Sheet of the full plan set.

5. Plan Approval Requirements – the following are required prior to LDP issuance:

- Four complete sets of LDP site plan and two sets of the hydrology report to be stamped and signed by the Public Works Director
- Development Permit Fee <https://www.peachtreecornersga.gov/home/showdocument?id=5588>
- Erosion Control Affidavit <https://cofptc.seamlessdocs.com/f/ErosionControlAffidavit>
- Erosion Control Surety in the amount of \$3,000.00 per disturbed acre. Letter of Credit or Bond template can be found on our website under “forms”
<https://www.peachtreecornersga.gov/government/public-works/land-development>
- ROW performance surety, for any work done in the ROW, due prior to issuance of LDP permit. The “ROW Performance Surety calculator” can be found on our website under “forms”
<https://www.peachtreecornersga.gov/government/public-works/land-development>
- Digital copy of approved and stamped plans by all applicable outside agencies found on route sheet prior to LDP Approval. *Note: route sheet does not to be signed by outside agency because not all outside agencies want to sign a route sheet. We just need digital stamped plan with their approval. <https://www.peachtreecornersga.gov/home/showdocument?id=2604>
- Draft Stormwater Maintenance Agreement - Provide the City an unsigned draft of the Maintenance Agreement for approval. SWFMA form can be found under “forms” on the Land Development page: <https://www.peachtreecornersga.gov/government/public-works/land-development>
- Proof of Payment of State NPDES Fee to the Georgia Environmental Protection Division and Copy Primary Permittee Notice of Intent (NOI) (for developments over 1 acre of disturbance)
- City NPDES (NOI) Fee of \$40 per disturbed acre (for developments over 1 acre of disturbance)

6. Pre-Construction Meeting

Meeting to go over the erosion control measures with the Contractor selected for the project. All plans approved for a development permit shall expire after six months if no permit is issued within said time period. A development permit shall expire 12 consecutive calendar months after issuance unless development activity as authorized by the permit is initiated within the 12-month period or if such authorized activities lapse and the project is abandoned for a period exceeding 60 consecutive calendar days.

- The Contractor and owner or engineer shall schedule the meeting with the City. At the meeting, the approved/stamped plans and the Erosion and Sediment Control Installation Permit will be issued.
- The Land Disturbance Permit will be issued to the Contractor on the site after the Initial Phase Erosion Controls have been installed and approved by the City, the City will approve the Initial Phase after the 7-day letter from Designer of Record (stamped the plans) has been submitted to the City and there are no deficiencies.
- All outstanding fees must be collected before any permits will be issued, including Permit Fees, NOI Fees and any outstanding review fees.

7. Post-Construction Site Final

Items needed prior to Final Plat approval, Certificate of Occupancy, or Certificate of Completion.

- Pass site final inspection with the Land Development Inspector Salim Maalouf smaalouf@peachtreecornersga.gov BMPs must be completely cleaned of sediment
- Signed Certificate of Development Conformance, attachment A on the following link <https://www.peachtreecornersga.gov/home/showdocument?id=5280>
- Maintenance and Performance Sureties. A maintenance surety is required for all planted landscaping and work completed in the Right of Way. A performance surety is required for all incomplete work, approved in the LDP, at the time of Final Plat approval, CO issuance, or COC. Surety calculator can be found on our Land Development website under “forms” <https://www.peachtreecornersga.gov/government/public-works/land-development>
- On the CDC packet (<https://www.peachtreecornersga.gov/home/showdocument?id=5280>) Attachment B and H are required to be filled out. For maintenance sureties, either attachment E, F, or I will be filled out depending on surety type selected. For performance sureties, either attachment D, G, or J will be filled out.
- Recorded Post-Construction BMP Maintenance Agreement. Two copies need to be signed by the City’s Director (after owners sign) prior to being recorded. Please provide a hard copy and digital copy of the recorded SWFMA.
- Post-Construction As-Built Hydrology Study. Study must verify that the Stormwater Facility was constructed in conformance with the designed and approved construction plans. Please provide a pdf of the study. Detailed list of the Stormwater As-built requirements can be found here: <https://www.peachtreecornersga.gov/home/showdocument?id=7038>
- Post-Construction As-Built Survey of Site Plan, Storm Drainage System and Stormwater Facility. Provide table with the parcel number and impervious surface area for each lot on the As-Built. Include building setback lines and include stormwater plan and profile. Please provide a digital pdf of the as-builts.
- Approval of as-built site plans by all applicable outside agencies that approved LDP before it was issued (county and state transportation, county fire, sewer, water, land development, environmental health, etc).
- Provide DWG AutoCAD file of the as-builts so the stormwater structures can be added to our GIS. See detailed guidance <https://www.peachtreecornersga.gov/home/showdocument?id=6980>
If you have additional questions, please contact our GIS Manager, Layi Taylor ltaylor@peachtreecornersga.gov.
- If property disturbs more than 1 acre, a Notice of Termination is needed as required
- For subdivisions: provide digital copy of Recorded Final Plat <https://www.peachtreecornersga.gov/home/showdocument?id=2125>
- If any sureties were paid by escrow Cashier’s Check, please fill out the surety release form in its entirety: <https://www.peachtreecornersga.gov/home/showdocument?id=7180>

8. Additional Applicable Forms

- General LDP Plan Review Checklist - To speed up the Plan Review Process and reduce the number of re-submittals prior to approval, please go through the City’s General Plan Review Checklist located here: <https://www.peachtreecornersga.gov/home/showdocument?id=7060> Not all comments may be applicable to your project, however, this is the general checklist we use when we review every single Plan Set and Hydrology Report.

- Land Development Regulations Modification Application – Application for a modification of design standards in the development regulations
<https://www.peachtreecornersga.gov/home/showdocument?id=7036>
- Floodplain Management Variance Application – Application for a variance of design standards in the City’s Floodplain Ordinance. <https://www.peachtreecornersga.gov/home/showdocument?id=7034>
- Approved Water Quality Devices - a list of proprietary Bumps that can be used on developments in Peachtree Corners by engineers to meet water quality requirements.
<https://www.peachtreecornersga.gov/home/showdocument?id=5400>
- Tree Species List – a canopy tree species list with botanical and common names and canopy area in square feet. <https://www.peachtreecornersga.gov/home/showdocument?id=6944>

Reviewing Agency Contact List

Georgia Soil & Water Conservation Commission

State Headquarters
4310 Lexington Road
Athens, Georgia 30605
706-552-4470

Georgia Department of Transportation

William Edwards/Gary Day
410 Hurricane Shoals Road
Lawrenceville, Georgia 30045
770-339-2308

Gwinnett County Department of Planning

Water and Sewer Plan Review
One Justice Square
446 West Crogan Street
Suite 150
Lawrenceville, Georgia 30046
678-518-6175

Gwinnett Co. Development Department

Sharon Cook
One Justice Square
446 West Crogan Street
Suite 150
Lawrenceville, Georgia 30046
678-518-6017

Gwinnett County Dept. of Transportation

Lewis Cooksey 75
Langley Drive
Lawrenceville, Georgia 30046
770-822-7428

Gwinnett County Fire Department

Gwinnett County Department of Planning
Fire Plan Review Section
One Justice Square
446 West Crogan Street, Suite 150
Lawrenceville, Georgia 30046
678.518.6000 (Phone)
678.518.6144 (fax)

Gwinnett Environmental Health (Restaurants or Septic)

455 Grayson Highway
Suite 300
Lawrenceville, Georgia 30046
770-369-5132 (Phone)
770-339-4282 (Fax)

Atlanta Regional Commission (MRPA – Chattahoochee River Corridor)

229 Peachtree St NE
Suite 100
Atlanta, Georgia 30303
404-463-3100

For additions, revisions or redevelopment along the Chattahoochee River Corridor, the applicant or property owner must file an Open Records Request to Gwinnett County for any previous permitting information. The following information must be sent to the County, Tax Parcel Identification Number(s) 0000-000 and address, with City and Zip Code. The applicant must request the following information for the parcel(s) or property(s) they are wishing to develop:

1. Any previous Building Permits
2. Land Vulnerability Categories
3. Impervious and cleared square footage allowance
4. Chattahoochee River Corridor- House Location Plan (CRC-HLP) associated with Building Permit Numbers BLDYEAR-000000 or as found on item 1 above