



DEVELOPMENT PLAN SUBMITTAL REQUIREMENTS (COMMERCIAL)

SITE DEVELOPMENT PLAN (6) SETS)

1. **GENERAL INFORMATION (NOTE: Items may be combined on plans sheets as appropriate):**
 - a. **VICINITY MAP:** A small map, including north arrow, showing the site in relation to the surrounding area.
 - b. **OWNER INFORMATION:** Name, Address, and Phone Number of Owner/Developer, and Name and Phone Number of 24 Hour Contact.
 - c. **LOT INFORMATION:** Tax Parcel Number, Lot Area (Acres and Square Feet), Street Address, Zoning, Adjoining Property Information (Property Owner, Zoning, Tax Parcel Number), Etc.
 - d. **CERTIFICATION INFORMATION:** Name, Address, Phone Number, Seal, and Signature of PE, RLS, LA, Architect, or Erosion and Sediment Control. Hydrology Studies are to be signed by a PE.
 - e. **SURVEY INFORMATION:** Survey Date, North Arrow, Graphic Scale, Metes and Bounds Description, and Source of Boundary Information. Maximum plan size is 24" x 36".
 - f. **TOPOGRAPHIC INFORMATION:** Show existing contours. Indicate how contours were derived (i.e. Field Run Survey, Aerial Survey, USGS Quad Map, Etc.)
 - g. **EXISTING INFORMATION:**
 - i. Locate any existing structures (use and square footage), cemeteries, easements, etc.
 - ii. Public road frontage
 - iii. Minimum building setback lines (and buffers if required) as per the zoning ordinance.
 - iv. Adjoining rights-of-way and easements with purpose.
 - v. Tree lines, grassy areas, unique vegetation, wetlands vegetation, etc.
 - vi. Location of 100-year flood plain
 - vii. Locate existing utilities (and septic tank/drain fields, if applicable)
2. **PROPOSED INFORMATION (NOTE: Items may be combined on plans sheets as appropriate):**
 - a. **Site Layout Plan:** Location, square footage, and use of any proposed building or addition with proposed setbacks. Include emergency access.
 - b. **Parking Plan:** Show parking spaces (required and available); location, dimensions, and pavement sections of all on-site parking and driveway facilities to include direction of flow and intersections with public rights-of-way. Include handicap spaces/facilities as may be required.
 - c. **Access Plan:** Provide details for site access to public rights of way. Include pavement sections, dimensions, signs & markings, and sight distance certification. (See GaDOT for access requirements to State Routes)
 - d. **Sidewalk:** Include 5' sidewalk along all street frontages.
 - e. **Water Plan:** Provide a copy of City of Gainesville Water Availability Letter. See City of Gainesville Public Utilities for specific plan requirements. See Hall County Fire Marshal for specific requirements related to fire hydrants.

- f. Sanitary Sewer Plan: If project will connect to City of Gainesville Sewer, provide a copy of City of Gainesville Sewer Availability Letter. (Note: Sewer allocation must be requested thru and approved by the City of Oakwood). See City of Gainesville Public Utilities for specific plan requirements. If project will connect to other sewer system, please contact City Manager for specific details. If proposed with septic system, see Hall County Environmental Health for specific requirements.
- g. Grading Plan: including existing and finished grades/contours.
- h. Drainage Plan: Include watershed area in acres, pipe sizing calculations, line locations, pipe (size and material), drainage structures, details and elevations of key system elements, and outfalls to existing drainage. Profiles required to demonstrate freedom of conflict between sanitary and storm sewers and to show clearance requirements. Hydrology reports (3 copies) required to support all proposed storm water detention facilities. Plan and reports must conform with the City's Post-Development Stormwater Management Ordinance (Include a plan note that the design conforms with the Georgia Stormwater Management Manual and the City of Oakwood Post-Development Stormwater Management Ordinance). *Also, see Stormwater & E&SC Review Checklist.*
- i. Erosion & Sedimentation Control Plan: See NRCS requirements and the Manual for Erosion & Sediment Control in Georgia for specific requirements.
- j. Flood Plain: Show location/elevation of 100-year flood plain with proposed finished floor elevations, if required. (Development within and/or adjacent to flood plain must meet NFIP and FEMA requirements.)
- k. Solid Waste Plan: Show location/details of dumpster pad, if required. (For food service uses see Hall County Environmental Health for specific requirements).

3. FEES/MISC:

- a. Applicable codes:
 - i. City of Oakwood Municipal Code (link: www.cityofoakwood.net)
- b. Following fees are required with the plan submittal:
 - i. Hall County Fire Marshall Plan Review Fee: (see attached)
 - ii. City of Oakwood Civil Plan Review Fee: (see attached)
 - iii. Land Disturbance Activity Permit Fee: \$100 for 1st 10 acres, \$5/acre over 10 acres
 - iv. Sewer Main Review and Permit Fee (\$2.70 per linear foot) (applies only to projects connecting to the Winder Hwy/Martin Rd Sewer and Railroad Sewer systems)
 - v. Stormwater Facility Maintenance Agreement Filing Fee (\$25 fee)
- c. Following items are required prior to permit issuance:
 - i. For sites with disturbed areas greater than 1 acre,
 - 1. Copy of NOI for Coverage under GaEPD's NPDES General Permit
 - 2. Copy of EPD-Construction Land Disturbance Fees Transmittal Sheet
 - 3. Payment of Construction Land Disturbance Fees to the City of Oakwood (\$40/acre)
 - ii. Executed Agreement and Payment of Wastewater Capacity Fees to the City of Oakwood. (if applicable)
 - iii. Executed Stormwater Facility Maintenance Agreement (if applicable)
 - iv. Payment of any outstanding City of Oakwood property taxes.
 - v. Approvals from all aforementioned agencies.