



Where Georgia comes together.

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DEVELOPMENT PLAN REVIEW

Review of Development Plans

All submittals are to be done through the Citizens Self Service Portal and shall include the project name, location type of submittal, and date. This is to be provided on all plans including those that may need to be resubmitted.

A pre-application must have been held prior to submittal.

When uploading files be sure to name each file according to the file type (i.e., site plan, preliminary plat, building plan, etc.). NOTE: Only PDF files can be uploaded. Plans shall be combined into one complete set and rotated so pages read upright, no individual sheet submittals. Reports and other documents must be submitted as a separate PDF for each document type (calculations, specifications, reports, studies, etc.) and must be labeled as such with the project name and location.

If a resubmittal is required, the entire plan set it to be revised and resubmitted.

Site Plan

A site permit is required for the review of the construction of any new commercial or residential development. The Land Management Ordinance provides the requirements and specifications based on the type of project. Submittal must include the City's Civil Development Master Checklist and hydrology report. All site plans will be submitted as a site permit, not a plan or land disturbance permit.

Once a submittal has been deemed as complete an invoice will be generated for the appropriate fees. No plans will be reviewed until all fees have been paid.

All commercial plans will be reviewed in the order they are received. Average review time is four (4) weeks depending on the workload, completeness of the submittal and size of the project. Most plans will be noted and approved if minor code corrections are found, however, plans may be rejected and will be required to be revised and resubmitted if excessive or missing information is found. If this is the case review time will start over once plans are returned.

Land Disturbance

Once the site plan has been approved a land disturbance permit will be issued. The completed application is to be provided to the permit technician for processing. Project cannot commence until a pre-construction meeting is held. An approved Notice of Intent must be submitted with the application.