



770-730-5600
www.sandyspringsga.org

**MINIMUM SUBMITTAL REQUIREMENT LIST
FOR SITE PLAN REVIEW ON
SINGLE FAMILY RESIDENTIAL (DETACHED) LOTS**

Submittal Accepted /Rejected (Comments) Sandy Springs Community Development Department	I acknowledge the acceptance / rejection of plans for a site permit for the address shown below. Reasons for rejection have been explained to me. _____ (Signature) _____ (Printed Name) _____ (Company) _____ (Phone Number)
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Date: _____ Site Address: _____

REQUIREMENTS

The following information must be included in an application package before Sandy Springs will accept an application:

Three (3) copies of a site plan (24"x36" maximum size). Plan must include information regarding the following:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Location, size and type of Specimen Trees. (Impact of Specimen Tree may require Board of Zoning Appeals Hearing and approval). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Location of stream buffers. (Encroachments into stream buffers may require Board of Zoning Appeals Hearing and approval and/or a Variance from the State of Georgia EPD) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Type of proposed sanitary system
<input type="checkbox"/> Sewer
<input type="checkbox"/> Septic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Site proximity to the Chattahoochee River Corridor. (Proposed Developments within the Chattahoochee River Corridor Require Atlanta Regional Commission Approval) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Site proximity to any Sandy Springs Overlay Districts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Statement pertaining to Flood Plain per checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Zoning of property |

The plan will be initially screened by the Community Development Department to confirm that the above information is included for any clarifications or revisions required. If major deficiencies are identified, the plans will be returned to the applicant.