

CONCEPTUAL SITE PLAN APPLICATION

General Information

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| Subdivision: | Date Submitted: |
| Engineer/Surveyor: | Developer: |

Conceptual Site Plan Checklist

| | Complete | |
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| | Applicant | County |
| 1. Tax map and parcel number. | | |
| 2. Scale – not less than 100 feet to one inch. | | |
| 3. Names and addresses of developers. | | |
| 4. Names and addresses of all property owners of the site. | | |
| 5. Names and addresses, as listed by the county assessor, of all owners of the land adjacent to the site and location of those property lines. | | |
| 6. Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north. | | |
| 7. Vicinity map showing the relationship of the subdivision to the surrounding area. | | |
| 8. Acreage to be developed. | | |
| 9. Proper identification of the boundaries of the tract to be developed with all bearings and distances indicated. The boundary survey shall be to such a degree of accuracy that the error of closure is 1:7,500 or greater. | | |
| 10. Topography by contours at vertical intervals of not more than two (2) feet. | | |
| 11. A certificate from an authorized engineer or surveyor shall be required stating that the drainage from the property is adequate and will not adversely affect adjacent property owners. | | |
| 12. Location of natural features such as streams, lakes, swamps, and land subject to flood based on a 100-year flood frequency on the property to be developed. | | |
| 13. Location of existing adjoining property lines and existing buildings on the property to be developed. | | |
| 14. Location and right-of-way of streets, roads, railroads and utility lines on the property to be developed. Specify whether utility lines are in easements or right-of-way and show location of poles or towers. | | |
| 15. Location of city limit lines and county lines (if applicable). | | |
| 16. Location of any wetlands situated on the property to be developed. | | |
| 17. Construction drawings, prepared and approved by an engineer licensed in the State of Georgia, of water supply system with pipe sizes and location of hydrants and valves. | | |
| 18. Designation of all land (if any) to be reserved or dedicated for public use. | | |
| 19. A timing schedule indicating the anticipated starting and completion dates of the development sequence and the time of exposure of each area prior to the completion of effective erosion and sediment control measures. | | |
| 20. A written legal description (metes and bounds with all bearing and distances) of the acreage to be developed. | | |
| 21. Size and location of existing sewers, water mains, drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract. Grades and invert elevations of sewers shall be shown. | | |
| 22. The acreage of each drainage area affecting the proposed development. The drainage area may extend beyond the area to be developed. | | |
| 23. All elevations shall refer to mean sea level datum where public water and/or public sewers are to be installed. | | |
| 24. Layout of streets, roads, alleys, public crosswalks, with widths, road names, or designations, grades and cross sections. | | |
| 25. Profile of proposed streets showing natural and finished grades with percent of grade slope. | | |
| 26. Existing and proposed streets conform to County adopted design standards. | | |
| 27. Proposed major contour changes to areas where substantial cut and/or fill is to be done. | | |

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| 28. Construction drawings of storm sewer system with grade, pipe size, and location of outlet. Storm sewers shall be sized to accommodate runoff from a ten-year frequency rainfall. | | |
| 29. Plans of all drainage provisions, retaining walls, curbing, planting, anti-erosion devices or other protective devices to be constructed in connection with or as a part of the proposed work, together with a map showing the drainage area of land tributary to the site and estimated runoff of the area served by any drains. | | |
| 30. Construction drawings of sanitary sewers (if applicable) with grade, pipe size, location of manholes, and points of discharge and percolation tests, soil borings and wells as specified by the Health Department. | | |

| General Requirements | Complete | |
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| | Applicant | County |
| 1. Twenty copies of the Conceptual Site Plan. | | |
| 2. Conceptual Site Plan fee paid (\$300). | | |
| 3. Letter of approval from the Health Department concerning the sewage disposal facilities. | | |
| 4. Land Disturbing Permit. | | |

Source: Subdivision Regulation – Section 8.1 Planned Developments.

In order to prevent creation of traffic hazards and insure the provision of off-street parking and the provision of necessary utilities, plans for planned developments such as mobile home parks, apartment buildings and complexes, condominiums, planned unit developments and commercial developments consisting of three (3) or more businesses shall be submitted to the planning and zoning commission for review and approval. A completed Conceptual Site Plan is due twenty-five days prior to the scheduled meeting date of the Planning and Zoning Commission.

Other Requirements

Enforcement of planned development requirements

- No building permit shall be issued and no connection to a public water system or public sewer system shall be made until the plans for the planned development have been approved by the planning and zoning commission and so noted on prints of the development plan.

Standards

- All streets within a planned development must be paved according to current county specifications.
- Special requirements may be imposed by the planning and zoning commission and governing authority with respect to street, curb, gutter, and sidewalk design and construction.
- Special requirements may be imposed by the planning and zoning commission and governing authority with respect to the installation of public utilities, including water, sewer and storm water drainage.
- Every effort shall be made to protect adjacent residential areas from potential nuisance from a proposed commercial or industrial subdivision, including the provision of extra depth in parcels backing up on existing or potential residential development and provisions for a permanently landscaped buffer strip when necessary.
- Streets carrying nonresidential traffic, especially truck traffic, shall not normally be extended to the boundaries of adjacent existing or potential residential areas.



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