

Bryan County

Board of Commissioners



Community Development Department
Engineering Department

COMMERCIAL SITE PLAN CONSTRUCTION CHECKLIST

All plan sheet submissions and corresponding supporting documentation shall bear the signature and date across the seal of the Georgia registered engineer or Georgia registered Landscape Architect, who prepared the plans, reports, design consideration, and calculations, pertinent to the construction and landscape plans. The drawing scale shall be in accordance with the following:

| Site Area (in acres) | Scale Not Less Than |
|----------------------|---------------------|
| Less than 10 | 1"=30' |
| 10-40 | 1"=40' |
| Greater than 40 | 1"=50' |

All plan sheets shall contain a numerical and graphic scale, legend, north arrow and title block with project name, engineer's and/or landscape architect's seal and signature, preparation date, revision dates, sheet number, and a box of not less than three inches square, in the same location on each page, which shall be reserved for the County's approval stamp.

The plan sheet shall be 24"x36".

Construction plans shall be submitted in the following format as appropriate:

1. Title sheet.
2. Boundary location and topographic survey (existing conditions plan).
3. Site Plan
4. Staking/layout plan.
5. Grading, drainage and paving plan.
6. Utilities plan.
7. Landscaping
8. Tree Protection and Preservation Plan
9. Lighting plan.
10. Approved soil erosion and sedimentation control plans (GSWCC).
11. Off-site improvements plan (if necessary).
12. Construction detail sheet(s).
13. Other plans (as required).

Title sheet

1. Development name and phase (if applicable).
2. Owner, engineer, and landscape architect's name, address, and phone number.
3. Sheet content schedule with page numbers.

4. General location map.
5. Dates (original and revisions).

Existing Conditions Plan. Provide on the existing conditions plan and where indicated, on all plan sheets, all existing features of the property including, but not limited to, the following information:

1. The bearings and distances of the boundary lines of the property. (all plan sheets)
2. If within one mile, the distance and direction to public water lines and sanitary sewer lines.
3. The name, location, and width of all rights-of-way or easements of existing streets, roads, railroads, and utilities abutting the property. (all plan sheets)
4. Existing contours of the property at one foot intervals and based on mean sea level datum.
5. Location of existing adjoining property lines with owners' names and addresses and the zoning district of the property.
6. 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 abutting the property, including the grades and invert elevations of storm and sanitary sewers.
7. Location of city limit lines and county lines, if applicable. (all plan sheets)
8. FEMA special flood hazard areas and/or wetlands with Army Corps of Engineers Jurisdictional Determination Letter reference. (all plan sheets)
9. Location of all buildings and structures. (indicate whether permanent or temporary in nature)
10. All structures and/or existing site appurtenances to be removed or demolished in conjunction with the proposed improvements.

Site Plan.

1. Location of all property lines.
2. Location of existing adjoining property lines with owners' names and addresses and the zoning district of the property.
3. Proposed buildings and structures with total square footage for each building, including dimensions and height.
4. Proposed new sidewalks, driveways, parking areas, etc., including dimensions
5. Number of parking spaces required and proposed, including number of handicap spaces.
6. Existing buildings and structures to remain or be removed.
7. Future right-of-way line for properties located adjacent to Harris Trail Road.
8. Setbacks and buffer areas, including front buffer or street yard.
9. Calculation showing total impervious and pervious areas
10. Sign locations and total square footage of sign face(s). If applicant proposes to exceed maximum allowed per ordinance, a master sign plan must be submitted.
11. Dumpster location and screening.
12. Loading dock location and screening, if applicable.
13. Internal pedestrian connections.
14. Bike rack locations and/or other site furnishings.
15. If required, buffering (walls and landscape areas) for adjacent residential uses.
16. Outdoor display areas.
17. Location of areas set aside for open space as required by Section 114-637, to include calculation.

Staking and layout plan

1. Parking lot and driveway locations with dimensions.
2. Curb data and roadway tie-in information.
3. Location and purpose of all easements, buffers and setbacks.
4. Building footprint with finished floor elevation.
5. Location of existing adjoining property lines with owners' names and addresses and the zoning district of the property.
6. Flood elevation statement shown with zone limits.
7. Lot line dimensions.
8. Traffic signage and striping per MUTCD standards.
9. Survey control and benchmark information.
10. Location of all curbs and sidewalks.
11. Site triangles and driveway locations.

Grading, drainage, and paving plan

1. Existing and proposed contours shown at one foot intervals.
2. Topo information on adjacent property a minimum of 50' outside of all property lines.
3. Corps approved wetland jurisdictional delineation.
4. Stormwater detention features along with 10' berm width and access for maintenance.
5. Invert elevations and size for all pipes, inlets, manholes, etc.
6. Ditch and swale invert elevations and grades.
7. Detention basin profiles with low flow channel.
8. Provide normal water surface and 100-year flood elevation for all detention facilities.
9. Spot elevations at all high and low break points.
10. Outfall information and easements for all pipes, ditches and swales where necessary.
11. Limits and types of paving.

Utilities Plan.

1. Location and size of all water lines, valves, fire hydrants and services.
2. Location and size of all sewer mains, manholes, force mains, air release valves and laterals.
3. Location of all other utility lines and easements servicing the site.
4. Location of all improvements within ROW.
5. Typical section of utility locations in ROW.

Landscape Plan.

1. Landscape Architect's name, address, phone number, and email address. Landscape plan shall be prepared by a landscape architect licensed in the State of Georgia.
2. Zoning classification and land use of the property.
3. Location of existing adjoining property lines with owners' names and addresses and the zoning district of the property
4. Location and dimensions of all proposed/existing structures, property lines, building envelopes, servitudes, parking lots and drives, roadways and rights-of-way, sidewalks, pedestrian ways, signs, refuse and disposal areas, parking facilities, fences, electrical equipment, utility easements, drainage facilities, and other freestanding structures.
5. All existing and proposed impervious surfaces.

6. Location of buffers, to include the location of plantings, walls, fences and berms. Height of walls, fences and berms shall be noted and material of the walls and fences shall be identified.
7. Tree and shrub planting schedule showing the number, type, species, caliper, and minimum height of the plantings to be used within the required buffer areas, parking lot planting islands, and other landscaped areas.
8. All existing and proposed green infrastructure. Legend showing the shading, hatching or line types used to clearly delineate green infrastructure used to meet minimum requirements.
9. Location of parking lot planting islands with dimensions and overall size shown in square feet with location of tree and shrubs.
10. Summary tabulation showing the percentage of parking area landscaped with planting islands
11. Irrigation or watering system plans if applicable. If no irrigation or water system is proposed, show closest water source.
12. Location of all plantings, including Protected Trees, shrubs, and bushes.
13. Installation and maintenance details.

Tree protection and preservation plan.

1. Tree Survey, including location, quantity, size (dbh), name (botanical and common), and condition of all existing trees over six (6) inches DBH, including those in the public right-of-way. The plan shall designate which trees are to be retained and which are to be removed. Tree Survey must be prepared by a registered arborist or forester. Overall Tree Protection and Preservation Plan must be stamped by a registered arborist or landscape architect.
2. Tree save area(s).
3. Delineation of wetlands.
4. Identify waters of the state.
5. Tree protection details for trees to be retained, to include fencing.
6. Inventory of Protected Trees, including identifying Protected Trees to be removed.
7. Mitigation calculations for Protected Trees to be removed as required by Section 114-634(f).
8. Canopy coverage analysis as required by Appendix D-3 of the UDO.

Lighting Plan.

1. Location of existing adjoining property lines with owners' names and addresses and the zoning district of the property
2. Lighting Fixture Schedule to include type, height, and lumen output.
3. Photometric site plan showing the location of fixtures and foot-candle readings.
4. Calculation summary for average lumens per square foot.