



(To Be Completed & Submitted along with Civil/LDP Application)

Contact _____	Phone _____	Email _____	
1 <sup>st</sup> Review _____	2 <sup>nd</sup> Review _____	3 <sup>rd</sup> Review _____	Date Approved _____
Project Name: _____		LDP # _____	
Reviewer: <u>Brian Borden</u>	Phone: <u>(678) 297-6076</u>	Email: <u><a href="mailto:bborden@alpharetta.ga.us">bborden@alpharetta.ga.us</a></u>	

**A complete, annotated checklist MUST be provided with plans prior to any review.**

**Annotation = Provide sheet number and/or note number reference next to each item below.**

- \_\_\_\_\_ 1. Provide name of project and LDP # in large letters on cover sheet and site plan.
- \_\_\_\_\_ 2. Provide inter-parcel access. Provide access agreements or reference DB/PG on plans.
- \_\_\_\_\_ 3. Provide location map, land lot, district/section, and tax parcel ID number.
- \_\_\_\_\_ 4. Provide name, address, phone, and contact person of developer and designer.
- \_\_\_\_\_ 5. Provide bearings and distances to the nearest existing street intersection, benchmark or other recognized permanent monument.
- \_\_\_\_\_ 6. State provider of all utilities and phone number.
- \_\_\_\_\_ 7. Provide boundary lines, showing bearings & distances.
- \_\_\_\_\_ 8. An approved combination plat may be required prior to the issuance of a CO.
- \_\_\_\_\_ 9. Provide source and date of boundary survey.
- \_\_\_\_\_ 10. Provide total acreage of site and disturbed area (on and offsite).
- \_\_\_\_\_ 11. Provide scale, north arrow, and signed professional seal.
- \_\_\_\_\_ 12. State zoning classification.
- \_\_\_\_\_ 13. State proposed use.
- \_\_\_\_\_ 14. Provide zoning, master plan, variance, and Design Review Board case numbers with dates and conditions of approval. Show compliance with conditions.
- \_\_\_\_\_ 15. Provide total number of units and density.
- \_\_\_\_\_ 16. Provide owner and zoning classification of adjacent properties.
- \_\_\_\_\_ 17. Provide building dimensions and square footage on site plan.
- \_\_\_\_\_ 18. Label all structures as existing or proposed.
- \_\_\_\_\_ 19. Provide building height.
- \_\_\_\_\_ 20. Show all building lines, buffers, and landscape strips.
- \_\_\_\_\_ 21. Provide all building setbacks.
- \_\_\_\_\_ 22. Show abutting streets. Label name, centerline distance, striping, and pavement width.
- \_\_\_\_\_ 23. Provide curb and gutter along adjacent streets.
- \_\_\_\_\_ 24. Provide sidewalk along public roads.
- \_\_\_\_\_ 25. Provide sidewalk connection to public right-of-way.
- \_\_\_\_\_ 26. Provide parking summary, including basis for required and proposed parking.
- \_\_\_\_\_ 27. Provide bicycle, electric charging and loading-unloading spaces.
- \_\_\_\_\_ 28. Label typical parking stall size (9'x 19' standard).
- \_\_\_\_\_ 29. Show dumpster location (minimum of 50' from right-of-way and 5' from property line).
- \_\_\_\_\_ 30. Provide masonry utility enclosure and opaque gate to match the building materials. Enclosure and gate shall be two feet (2') taller than utilities being screened.



- \_\_\_\_\_ 31. Show parking lights, fire hydrants, transformers and other underground utilities on landscape plan. Demonstrate that they do not conflict with landscaping.
- \_\_\_\_\_ 32. Each parking lot shade tree island must be 200 square feet minimum soil area (label), which does not contain any utilities, transformers, etc.
- \_\_\_\_\_ 33. Provide detention pond screening. Trees are not allowed on the detention pond dam or within the access easement.
- \_\_\_\_\_ 34. Submit a water usage analysis and conservation plan. The water usage analysis and reduction plan shall be designed to establish a goal of not less than a ten percent (10%) reduction in the anticipated annual water usage by the project. See requirements at [www.alpharetta.ga.us](http://www.alpharetta.ga.us) (commercial projects only).
- \_\_\_\_\_ 35. Provide wetlands status.
- \_\_\_\_\_ 36. Show limits of disturbance.
- \_\_\_\_\_ 37. Show all sanitary sewer easements on site, utility and landscape plans.
- \_\_\_\_\_ 38. Label all sanitary sewer lines as existing or proposed, and public or private.
- \_\_\_\_\_ 39. Show limits of disturbance for off-site sewer on all plans.
- \_\_\_\_\_ 40. Complete and return for approval the Development Fee and Bond Calculation Excel file. Please note: The development fee, erosion control bond, tree bond, existing roads improvement bond, and tree recompense (if applicable) must be paid/posted prior to LDP sign-off.
- \_\_\_\_\_ 41. Provide address request form to Ben Kern (678-297-6077 or [bkern@alpharetta.ga.us](mailto:bkern@alpharetta.ga.us)) for all commercial projects without addressing.
- \_\_\_\_\_ 42. Provide waste generation calculations and notes as per below (for commercial projects only).

A. Calculate daily waste generation based on the following table:

Type of Development	Daily Generation Factor
Cafeteria	1 lb/meal served
Church	1 lb/100 sf
Grocery Store, not Inc. Food Service	100 lbs corrugated/\$1000 in sales + 65 lbs/\$1000 other waste
Hotel	3.2 lbs/room
Hospital	16 lbs/bed
Manufacturing, 1-400 Employees	3 lbs/employee
Manufacturing, 401-3000 Employees	7 lbs/employee
Office, No Food Service	1 lb/100 sf
Office with Vending Machine	1.5 lbs/100 sf
Office with Food Service	1 lb/100 sf + 1 lb/meal served
Recreation Use	0.5 lb/100 sf
Residential	5 lbs/person
Restaurant	1.5 lbs/meal served
Restaurant, Fast Food (Inc. Fast Food within Another Use)	200 lbs/\$1000 in sales
Retail, not including Food Service	2.5 lbs/100 sf OR
Retail, not including Food Service	75 lbs corrugated/\$1000 in sales + 15 lbs/\$1000 other waste
Retirement Home, No Food Service	5 lbs/person
Retirement Home with Food Service	5 lbs/person + 1 lb/meal served
School, Day Care	1 lb/person
Sports Arena	1 lb/spectator + 1 lb/employee
Warehouse	1 lb/100 sf



- B. Provide the frequency of pick-up service and calculate the storage volume required for your project. Provide a minimum of 25% storage for recyclables.
- C. Use the following to convert weight to area:
  - 150-lbs/ cubic yard (cy) for office/ dry trash or recyclables
  - 40 lbs/ cy (loose) or 900 lbs/ bale for cardboard
  - 1 cy = 205 gallons
- D. Calculate the required recyclable container size based on the following:

Container	Volume (cy)	Capacity (Weight in lbs)	Dimensions (Width x Depth x Height)
Rolling Cart, 95 gallons	0.47	70	34" x 34" x 44"
Front Load, 2 cy	2.33	350	6 x 3 x 3.5
6 cy	6.11	915	6 x 5.5 x 5
8 cy	8	1,200	6 x 6 x 6
Compactor, 20 cy	20	3,000	8 x 20
30 cy	30	4,500	Height Varies
40 cy	40	6,000	

E. Label location, size, type and dimensions of the required recycling bin(s) on the site plan. The area required is determined by the waste generation analysis and must be accommodated within the dumpster enclosure. Sufficient area must also be provided to accommodate the Fulton County Health requirements, which must be included on the plans.

43. Provide the following under "COMMUNITY DEVELOPMENT NOTES":

1. An 18-month performance and maintenance bond will be required for all landscaping and irrigation.
2. Parking lot lights will be located outside of landscape islands. Site lighting must be approved by the zoning department prior to issuance of electrical permit.
3. The owner is responsible for annual reporting of the waste generation for this project on an ongoing basis. The waste generation analysis must demonstrate a 25% overall waste reduction due to recycling.
4. Off street parking shall be provided and maintained throughout construction.
5. All revisions to these plans must be submitted to the City of Alpharetta Community Development Department prior to continuing construction.
6. All rooftop appurtenances, satellite dishes and/ or other communication devices will be screened from all public rights-of-way.
7. All temporary and permanent signs to be permitted separately.
8. Contact the following departments for approval of the permanent Certificate of Occupancy: Community Development, Arborist, Traffic Engineering, and Fire Marshal. Allow a minimum of a 3-day notice for a site inspection appointment.
9. On-site burial is not allowed.
10. An engineer's certification will be required for all retaining walls prior to issuance of the certificate of occupancy. All retaining walls greater than 4-feet in height must obtain a building permit.
11. Irrigation notes:
  - a. Irrigation systems are not allowed within the public right-of-way. (Systems will be allowed inside medians if an indemnification letter is provided absolving the City of Alpharetta of any responsibility for damages.)
  - b. Irrigation spray onto public roadways is not allowed.
  - c. Irrigation systems must be shut off or operated manually during winter months to prevent unnecessary ice on roads.



**Prior to LDP Sign-off**

- \_\_\_\_\_ 44. Provide 8.5" x 11" site plan.
- \_\_\_\_\_ 45. Provide copy of sewer permit (orange card).
- \_\_\_\_\_ 46. Provide proof of City of Alpharetta property tax payment.
- \_\_\_\_\_ 47. Provide one (1) CD with CAD and PDF files of the LDP and hydrology report at LDP sign-off.
- \_\_\_\_\_ 48. Provide a copy of the GA EPD Notice of Intent (NOI) submittal, if applicable.
- \_\_\_\_\_ 49. Provide the original copy of any required bond (Erosion Control, Tree and/or Existing Road).
- \_\_\_\_\_ 50. Provide payment for Tree Recompense, if applicable.
- \_\_\_\_\_ 51. Provide payment for the LDP Fee.

**After LDP Sign-off**

- \_\_\_\_\_ 52. Provide a scanned image of the stamped and signed front cover of the plan set, as well as scanned images of any redlined sheets.

**Contact Brian Borden at (678) 297-6076 or [bborden@alpharetta.ga.us](mailto:bborden@alpharetta.ga.us) with any questions about these comments or the review process.** Please note that prior to the issuance of a Building Permit, one (1) set of building elevations showing colors and materials for all four (4) sides must be submitted to Community Development for review, if the project is not subject to review by the Design Review Board.