



**City of Ball Ground**  
**Plan Review-Application**

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

***STAFF USE ONLY***

***Date Reviewed:***

***Date Received:***

***Reviewed by:***

- Plan review is required for all commercial and industrial projects, residential projects greater than 5 dwelling units and all projects disturbing more than 1 acre of land.
- A pre-application meeting is required before submission of application. Contact City Hall at (770) 735-2123 for more information.
- Please check all information supplied on the following pages to ensure all spaces are filled out accurately before signing this form.
- All documents required as part of the application package shall be submitted at the same time as the application.

**APPLICANT INFORMATION**

Name (First and Last; Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PRIMARY CONTACT INFORMATION**

*Same as above*

Name (First and Last; Printed): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER(S) INFORMATION**

*Same as above*

Name (First and Last; Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY LOCATION INFORMATION**

Property Address (If Applicable): \_\_\_\_\_

Tax Identification Number (TIN): \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

**PROPERTY USE INFORMATION**

Current Land Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Future Development Map Designation: \_\_\_\_\_

Adjacent Land Uses:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

Adjacent Zoning:

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

**EXPECTED PROJECT TIMELINE**

Clearing and Grading

Begin Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Roads Construction

Begin Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Water/Sewer Installation

Begin Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Building Construction

Begin Date: \_\_\_\_\_ Complete Date: \_\_\_\_\_

Anticipated building permits pulled per month: \_\_\_\_\_

Landscaping and Final Completion: \_\_\_\_\_

**APPLICANT AND PROPERTY OWNERS SIGNATURE SECTION:**

Applicant Name (First and Last, Printed): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Property Owner Name (First and Last, Printed): \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*If additional signatures are required, please copy and use this page, then attach to the application.

State Law requires a disclosure report to be filed by applicant if within the past two years an applicant has given campaign contribution or made gifts of \$250 or more to the Mayor, a Council Member of the City of Ball Ground or a member of the Planning Commission of Cherokee County who may consider the application. Indicate if applicant needs to file a disclosure report.

Yes  No

## **SUPPORTING DOCUMENTS REQUIRED FOR SUBMISSION:**

- Please include the following:
  - **Plan Submittal** - showing any and all proposed improvements to be constructed if the application is approved. See attached *Checklist of Requirements for Plan Review and Approval*
  - **Record of NOI Permitting and Coordination with EPD** for projects disturbing more than one acre and/or disturbing within 200' of a state water.
  - **Warranty Deed** - A copy of the warranty deed that reflects the current owner(s) of the property. Security deeds are not acceptable.
  - **Legal Description** - The legal description must be a metes and bounds description. It must establish a point of beginning and from the point of beginning cite each dimension bounding the property, calling the directions (ie. North, Northeasterly, Southerly, etc.) that the boundary follows around the property returning to the point of beginning.
  - **Plat or Boundary Survey** - One copy of a boundary survey to scale for the subject property, displaying all metes and bounds. This is not necessary if the Site Plan includes this information
  - **Property Owner's Tax Receipt** (Can be obtained from the Cherokee Co. Tax Commissioner)
  - **Authorization of Property Owner**



## City of Ball Ground

### Plan Review-Checklist of Requirements

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**\*\*\*PLEASE CONTACT CHEROKEE COUNTY FOR FIRE REVIEW,  
ADDRESSING, AND COUNTY ROADWAYS\*\*\***

- **ALL PAGES OF ALL PLANS**

- Project name with “formerly known as:” names
- Address. If no address, contact Cherokee County GIS for assignments
- Tax ID and parcel ID numbers
- North arrow
- Graphic and written scale
- Legend
- Date of first submission and any subsequent plan revisions
- Approval stamp block. In the upper right-hand corner of each sheet please leave a designated space in the same spot on each plan sheet for approval stamps.

- **COVER SHEET**

- Project name with “formerly known as:” names
- Location map
- Tax and parcel id numbers
- Street address (if vacant, have address assigned by Cherokee county GIS)
- Zoning district
- Zoning requirements
  - Setbacks
  - Buffers
  - Parking
  - Lot size and dimensions
  - Building coverage
  - Building height
  - Variances and Administrative Variances
- Total Area
- Disturbed Area
- Project contacts
  - Name, address, telephone, email address of:
    - Primary contact. All correspondence shall go through primary contact
    - Current property owner
    - Others: developer, architect, engineer, landscape architect, etc.

- If part of a subdivision
  - Subdivision name
  - Lot and block
- County Approvals (If applicable)
  - Fire
  - GIS
  - Environmental Health
- Sheet index
  
- **SURVEY AND EXISTING CONDITIONS**
  
- **DEMOLITION PLAN**
  
- **GRADING PLAN**
  - Contours
  - Retaining walls and details
  - Pipes
  - Ponds
  - Details, Profiles, Charts, Notes
  
- **ESPC PLANS**
  - Walls
  - Berms
  - Dams
  - Construction exits
  - Barriers
  - Silt fencing
  - Basins
  - Traps
  - Tree protection
  - Stabilization
  - Details, Profiles, Charts, Notes
  
- **SITE LAYOUT PLAN**
  - Boundary data and reference
  - Proposed lot lines
  - Building footprints and dimensions graphically noted and plans to scale
  - Building setback lines labeled with dimensions noted
  - Buffer lines labeled with dimensions noted
  - Hydrology
    - Ponds
    - Wetlands
    - Streams
    - Required stream buffers labeled with dimensions noted
  - Community/amenity/open space areas
  - Existing and proposed easements labeled with dimensions noted
  - Parking areas
    - Total spaces

- Number required by ordinance
      - Cite “use or use category” from zoning code table
    - Space dimensions (graphically noted and plans to scale)
  - Sidewalks internal and external, labeled with dimensions noted
  - Other site elements: mail kiosks, dumpster enclosures, etc.
- **ENTRANCES AND ROADWAYS PLAN**
  - Streets and parking areas
  - Right of way lines
  - striping
  - signage
  - sidewalks and cross walks
  - radii
  - Adjacent curb cuts both sides of the street for a distance of 200 feet either side of property line
  - Distance to nearest intersection from proposed curb cuts (measured from point of tangency)
  - Site distance triangles
  - Street/traffic/parking signs/monument signs and locations
  - Adjoining street right-of-way and geometrics including turn lanes and curb setback
  - Details, Profiles, Charts, Notes
- **STORMWATER PLAN**
  - Pipes
  - Head walls
  - Catch basins
  - Inlets
  - Boxes
  - Existing and Proposed Easements
  - Details, Profiles, Charts, Notes
- **WATER PLAN**
  - Mains
  - Hydrants
  - Valves
  - Tee intersections
  - Services
  - Existing and Proposed Easements
  - Details, Profiles, Charts, Notes
  - Materials
- **SEWER PLAN**
  - Lines
  - Manholes- Locations with Rim and Invert Elevations
  - Cleanouts
  - Existing and Proposed Easements
  - Details, Profiles, Charts, Notes
  - Materials



- **LANDSCAPE PLAN**
  - Community/amenity/open space areas
  - Plant schedule
  - Street Trees
    - Requirements
    - Number provided
    - Sizing
    - Spacing
  
- **LIGHTING PLAN**
  - Lamppost locations
  - Details, Profiles, Charts, Notes