



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

<i>Date Received:</i>	<i>Date Reviewed:</i>	<i>Reviewed by:</i>
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- 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: _____

If residential, is this a "For Sale" **or** "For Rent" development?

Proposed Number of Lots: _____

Total Acreage: _____

Future Development Map Designation: _____

Adjacent Land Uses:

North _____

South _____

East _____

West _____

Adjacent Zoning:

North _____

South _____

East _____

West _____

Approximate cubic yards of dirt:

Brought on site: _____ Taken off site: _____

COUNTY COORDINATION

Date of Submittal to Cherokee County Fire Marshal: ___/___/___

Date of Approval by Cherokee County Fire Marshal: ___/___/___

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 mete and bound 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**
 - **Cherokee County Fire Marshal – Letter of Coordination/Approval**



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
 - Truck Loads of Dirt: Approximate number of loads brought in and loads going out
 - **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 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