

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_

**OCONEE COUNTY  
SITE DEVELOPMENT PLAN CHECKLIST**

Submit 8 full size sets (no larger than 24" x 36") and 1 set reduced to 11" x 17". One set consists of all applicable printed drawings, as itemized below, bound together. All sheets in a set should be of the same size. Also, please submit 2 Hydro Reports for the site.

*Please review your submittal using this checklist. Check "YES" for items included. If an item is not applicable to this submittal, please note why. Staff recommends that you get prior approval for not applicable items. List the sheet number the item can be found on. Please include a completed checklist along with your submittal. **Projects without all required items or without a completed checklist may be returned and/or delayed.***

**COVER SHEET**

YES	SHEET#	ITEM	
		Name of project	
		Owner/Developer including name, street address, phone number and a 24 hour contact person	
		Name of consulting firm (Engineer, Architect, Landscape Architect, etc.) including street address and phone number	
		Table of contents (list of sheet titles and sheet numbers in plan set)	

**COPY OF RECORDED PLAT**

YES	SHEET#	ITEM	
		Copy of recorded plat (may be placed on cover sheet or elsewhere in plan set)	

**SOIL ANALYSIS SHEET(S)**

YES	SHEET#	ITEM	
		Soil Analysis Sheet (for projects on septic system) - <b>Signed and sealed by a Georgia licensed soil scientist</b> (copy is OK) This may be placed on detail sheet or elsewhere in the plan set, but please provide as part of plan set and not as separate sheet.	

**SOIL EROSION AND SEDIMENT CONTROL PLAN(S) AND NARRATIVE**

YES	SHEET#	ITEM	
		Soil Erosion and Sediment Control plan(s)	

**SOIL EROSION AND SEDIMENT CONTROL DETAILS**

YES	SHEET#	ITEM	
		Structural practices	

**SOIL EROSION AND SEDIMENT CONTROL DETAILS (con't)**

YES	SHEET#	ITEM	
		Sediment barriers	
		Sediment trap	
		Construction exit	
		Check dam	
		Others	

**SITE PLANS**

YES	SHEET#	ITEM	
		Site plans (layout and dimension plan)	
		Signs (Show location of Project Entrance Signs and Lot Signs or note that none proposed)	
		Utilities (Show all existing and proposed utilities)	
		Existing and proposed buildings including <i>floor plan, uses, size in square feet, number of floors, type of construction</i> (i.e.: slab, basement or crawl space)	
		Parking (See Zoning Ordinance Article X for parking specifics)	
		Driveways	
		Walks	
		Retaining walls (if neccessary)	
		Other existing and proposed improvements	

**GRADING AND DRAINAGE PLAN(S) (SEE GRADING & DRAINAGE ORDINANCES)**

YES	SHEET#	ITEM	
		5% maximum slope on parking lots and walks	
		2% minimum slope on swales	
		Show 6" of fall in the first 10 feet out from buildings either by contour lines or spot elevation	
		Usually 1' contours and spot elevations	
		Storm water detention areas	
		Show pipe sizes, routing, flow rates and velocities on plan	
		<b>Note that:</b> "Storm Water Management shall be in accordance with county, state, and other appropriate Ordinances and Regulations in effect at time of construction plan approval"	

**STORM DRAIN PROFILES**

YES	SHEET#	ITEM	
		Storm drain profiles. Show and label any cross pipes.	

**SEWER LINE PROFILES**

YES	SHEET#	ITEM	
		Sewer line profiles. Show and label any cross pipes.	

**SITE PARKING LOT AND OUTDOOR LIGHTING PLAN**

YES	SHEET#	ITEM	
		Lighting Plan with light levels in foot-candles shown to property line	

**WATER LINE PLAN**

YES	SHEET#	ITEM	
		Water line plan (including existing and proposed lines and hydrants). Show meters on the Property Line. Show all Drainage Easements	

**SIGN DETAILS**

YES	SHEET#	ITEM	
		Sign details sketch with dimensions of overall height & width, sign face height & width.	

**LANDSCAPE PLANTING AND MAINTENANCE PLAN**

YES	SHEET#	ITEM	
		Landscape Planting and Maintenance plan (for all required buffer and parking lot plantings)	
		Show Planting schedule for all plant materials. Note minimum heights for all required materials (in addition to or instead of caliper or pot sizes).	

**CONSTRUCTION DETAILS**

YES	SHEET#	ITEM	
		Construction details	
		Curb and Gutter Detail (standard detail from Subdivision Regulations) for curb and gutter in the public ROW	
		Others as required (See Subdivision Regulations and Utility Department Water and Wastewater Standards)	

**BUILDING INFORMATION**

YES	SHEET#	ITEM	
		Provide a basic floor plan in plan set with building information (including uses, size in square feet, number of floors, type of construction, entrances, etc.) This may be included in the Site Development plan set as a separate sheet or on the cover.	

**OTHER SHEETS**

YES	SHEET#	ITEM	

**OTHER SUBMITTAL ITEMS****STORM WATER MANAGEMENT REPORT**

YES	ITEM	
	Two copies of Storm Water Management Report including calculations for conveyances, pipe summary, ditch design, gutter spread for inlet spacing, storm water detention and reservoir routing calculations	

**CODE ENFORCEMENT SUBMITTALS (BUILDING PERMITS AND SOIL EROSION PERMITS)**

YES	ITEM	
	Submit 2 complete architectural plans to Code Enforcement for Building Inspection and Fire Marshal review. Include sprinkler shop drawings and Fire Department connections if sprinkled.	
	Submit 2 soil erosion and sedimentation control plans to Code Enforcement. They will review and route to NRCS for approval. <b>This is not approved as part of Site Development Plans as is a separate submittal.</b>	

**HEALTH DEPARTMENT SUBMITTAL**

YES	ITEM	
	Submit site plan and original red stamped soils overlay if project is on septic. Pay all necessary fees.	
	Submit complete architectural plans to the Health Department along with any required fees if the project is on septic or if the project contains restaurant/food service/commercial kitchen, hotel/motel or a swimming pool is present.	
	Provide documentation from Health Department at time of Site Development Plan submittal to Planning Department, stating that all required Health Department fees have been paid.	