
CONCEPT REVIEW GUIDELINES

Occurs every Thursday beginning at 1:45 pm

Applies to projects:

Greater than 5000 sq ft., or

3 lots or greater, or

New commercial construction/renovation

Submittal requirements:

Site plan

8 copies

If full set of engineered drawings submitted, review **only** applies to Concept

Items discussed:

Infrastructure

Zoning

Conditions

Public Participation Plan

Landscape Plan

Solid Waste Fire

Protection

Electrical Services

Traffic

Next step:

Land Disturbance Permit (LDP) Process (See Building Plan Review Process)

Land Disturbance Permit (LDP) Review, submit 8 sets

Land Disturbance Permit State Review

Plan Review



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

APPLICATION FOR CONCEPT REVIEW

(Note: Project cannot be processed for review unless all information is provided.)

FEES ARE NON-REFUNDABLE

DATE: RECEIVED BY: PROJECT NUMBER:

PROJECT NAME:

PROJECT PROPOSED USE:

LAND LOT (S): DISTRICT: SECTION:

ZONING CASE #: G.I.S. TILE #:

Please check the appropriate box: RESIDENTIAL COMMERCIAL OTHER Type

PROJECT ACREAGE: TOTAL SQUARE FEET:

NUMBER OF RESIDENTIAL LOTS: (If non-residential) Number of buildings:

FRONTAGE ROAD NAME: COUNCIL WARD

PROJECT DESIGN FIRM

Engineering Firm:

Address:

Telephone Number: City State Zip Representative:

OWNER/DEVELOPER

Name:

Address:

Telephone Number City State Zip Contact Person:

COMMENT SUBMITTAL SECTION (For City Staff Use)

Zoning Public Works Fire Traffic Sanitation

Public Utilities Public Works Superintendent Site Plan

Engineer Contacted on (date): by: of ECD

Plans Picked Up On (date) by:

Please Print Name

Signature



DEPARTMENT OF PUBLIC WORKS
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**CONCEPT REVIEW
 MINIMUM SUBMITTAL REQUIREMENTS**

Project Name: _____

Date Submitted: _____ Project Number: _____

Applicant: _____
Print Name Signature

Firm: _____ Telephone Number: _____

Check the appropriate box for all items listed below.

General Requirements

Sheet size shall be no larger than 24" x 36" so that a half scale drawing will be reproducible on standard 11" x 17" paper.

Lettering, fonts and the general presentation shall be at such a scale as to be readable at one half the scale of the original drawing.

All documents shall be presented on standard size paper that is 8 ½ x 11, 11 x 17. No odd size submittals will be accepted for review.

***** **REQUIRED DOCUMENTS** *****

Provided

- Concept Plan Review Log-in Application
- Zoning Conditions - (No Concept Plan will be accepted for review prior to the Planning and zoning Board's Approval of rezoning)
- Project Location Map
- Project Topographical Map
- Project Layout Drawing
- Description of planned Post-Development Best Management Practices (BMPs)
- Entrance sight distance profiles (vertical and horizontal)

Not Required

Supporting Documentation (As required or available)

- Location on F.E.M.A. F.I.R.M. panel (dated 1998 or later)
- Environmental Impact Study
- Hydrant flow tests (City Water System)
- Previous Submittal Number (Re-Submittals Only) _____

DRAINAGE

Show exact boundary lines of the tract indicated by a heavy line giving lengths and bearings. The boundary lines shall include the entire tract to be subdivided eventually and data as required herein shall apply to the entire tract.

Existing and proposed contours, clearly distinguishable, minimum interval to be 2 feet, maximum to be 5 feet. Contour lines based on mean sea level datum.

Show the scale or scales of the drawings.

Identify drainage structures as existing or proposed.

Show magnetic or grid north indicator.

Show a project location sketch to a minimum scale of 1 inch to 2,000 feet, with land lot and street intersections.

Show drainage easements, drawn with width dimensions specified.

Show the limits of the Intermediate Regional Flood (the 100-year frequency flood) clearly indicated by a heavy line.

F.I.R.M. panel number. State if located or not within a flood zone.

Address (1.2" per 48 hours) Water Quality.

Conceptual finished grade elevations.

Downstream Analysis (concept).

Clearly delineate detention pond on separate lot for subdivision plans.

Limits of construction.

Zoning conditions

Zoning Conditions

Provide a complete copy of the final zoning conditions and the Planning and Zoning Commission agenda item number and meeting date. No Concept Plan will be accepted for review prior to the Planning and Zoning Commission approval of rezoning if applicable.

Provide Preliminary Storm Water Capacity Analysis.

For non-residential and attached residential dwelling units, comply with any applicable overlay district requirements. Contact Planning and Community Development at 404-270-7212 for guidelines.

Project Location Information

Provide project name, project address, zoning case number, design firm, point of contact and contact phone number, scale, north arrow (on all sheets), acreage, and location map. [Repeat pertinent information on applicable sheets]

Depict project boundary.

Depict project site on F.E.M.A. F.I.R.M. panel with effective date.

Provide the following publically available maps to the City with the proposed project site boundaries clearly noted thereon:

National Wetland Inventory Map

USDA soils map with County hydric soils noted

Recent true color infrared aerial photograph

Project Topographical Map

Depict all existing facilities within the project limits (contours, utilities, drainage paving, water lines and size, fire hydrants, sanitary sewers, etc.).

Indicate 100 year flood plain horizontal limits and flood zone designation.

Show location of existing building outlines.

Show adjacent property zoning.

Show adjacent property lot lines.

Show adjacent property topographical and building location information as required to assess runoff effects.

Depict both sides of all roads abutting, fronting, or traversing the property including drainage system components and attributes.

Provide details of all road intersections proximate to the site.

Use Scale (1" = 20' to 1" = 100').

Depict surface water discharge paths to existing downstream conveyance system.

Depict local transportation system.

Project Layout Drawing

Depict the location of proposed buildings.

Show grades at buildings and other critical areas.

Depict internal circulation and proposed grades.

Illustrate proposed or anticipated road frontage drainage systems improvements including upgrades of impacted existing inlets to meet City of East Point requirements.

Illustrate proposed storm water management facilities (structural B.M.P.s)

Indicate speed limits on all relevant roadways.

Depict proposed water service type(s) (irrigation, domestic, or fire) size and locations, water meter size, location, size and type of backflow device, daily consumption in gallons per day (G.P.D.) and peak requirement in gallons per minute (G.P.M.)- Guide for determination attached.

Show proposed type of fitting/appurtenances and or materials to be used to tie into City of East Point water system.

Show location and size of proposed connection to sanitary sewer system.

Include hydrant flow tests for projects served by the City of East Point Water System.

Stream Buffer and NPDES

Provide NPDES/NOI permitting information, if infrastructure in place, obtain from primary permittee.

Maintain 50' City of East Point buffer along state waters.

E&SC measures must be maintained until site is 60% complete

Entrance Sight Distance Profiles

Provide a ground-run topographic survey of the road including the edges of payment, curb line if applicable, centerline, and the rights of way, a minimum of 600 feet on each side of the proposed driveway. Survey the entire frontage and 300 feet on either side of each property line. Survey data may be required dependent on unique site features.

Locate all utilities and fire hydrants.

Locate all trees and bushes that have the potential to compromise sight distance.

Locate all curb cuts or driveway aprons within sight distance as specified in the Fulton County Driveway Manual.

Provide a drawing at a 1" = 20' scale showing the proposed driveway, roadway improvements, and the striping and marking plan.

Assume that the driver's eye at a height of 3.5 feet and at the **centerline of the exiting lane of the proposed curb cut behind the stop bar**. The object should be assumed at a height of 3.5 feet and at the centerline of the closed oncoming lane.

===== **SUPPORTING DOCUMENTATION** =====
(As required)

Submit Environmental Impact Study.

Submit Traffic Study.

Submit Traffic Signal Warrant Analysis.

Footnotes

Information/documentation in addition to the above mentioned checklist items may be required. Applicants may request a copy of project reviewer's checklist for information that is being verified and checked during the review process.