



HALL COUNTY GOVERNMENT

PLANS REVIEW APPLICATION

2875 BROWNS BRIDGE ROAD, GAINESVILLE, GEORGIA 30504
POST OFFICE DRAWER 1435, GAINESVILLE, GEORGIA 30503

Application Date:	Parcel Number:
Site Address:	
Project Name:	
Proposed Use:	
Property Owner Name, Address and Phone Number:	
Engineer:	Number of Lots: Road Length:
24 Hour Contact Person:	Cell Phone Number:
Within 200' of State Water: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parcel Area:
New Impervious Area:	Storm Water Type:
Disturbed Acres:	Building Size (square foot):
Applicants Signature:	
Printed Name:	
Email Address:	
Company:	



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PLANS REVIEW PROCESS

We recommend that, prior to submitting plans, applicants attend a Plans Review meeting. This meeting will give the applicant vital information on the review process, including the number of plans required for review and any associated fees. This meeting also provides applicants an opportunity to discuss their project with all departments who will be reviewing their plans.

Before developing a property in Hall County, plans must be submitted to the Plans Review Coordinator and then reviewed by the Plans Review Committee for compliance with local, state and federal laws.

Permits are required for all commercial and industrial activities involving the construction of new buildings, grading and infrastructure such as roads, utilities and additions. A permit is also needed for all industrial and residential subdivision developments including the preliminary phase of roads, ponds, utilities, grading, clearing, etc.

Depending upon the extent of the project, the plans may include existing conditions, soil and erosion measures, grading plans, septic designs, hydrological plans, roadway profiles, storm drain profiles, landscape plans, fire access, traffic studies, water line profiles, etc.

COMMITTEE

The Plans Review Committee (PRC) consists of members from the Hall County Planning Department, Hall County Engineering, Hall County Fire Services, Hall County Soil and Water Conservation District, Gainesville Public Utilities and Hall County Environmental Health.

CONTACT INFORMATION

<u>Contact</u>	<u>Phone</u>	<u>Department</u>	<u>Address</u>
Tammie Croy	770-531-6800	Plans Review Coordinator/ Hall County Engineering	tcroy@hallcounty.org 2875 Browns Bridge Road
Chris Chavis	770-531-6809	Hall County Planning	2875 Browns Bridge Road
Wanda Thurmond	770-531-6809	Hall County GIS/Addressing	2875 Browns Bridge Road
Scott Puckett	770-531-6800	Hall County Traffic Engineering	2875 Browns Bridge Road
Scott Cagle	770-531-6838	Hall County Fire Services	470 Crescent Drive
Nick Swafford	770-538-2476	Gainesville Public Utilities	757 Queen City Boulevard
Kelly Hairston	770-531-3973	Hall County Environmental Health	2875 Browns Bridge Road
Chad Harper	770-531-3973	Hall County Environmental Health	2875 Browns Bridge Road
Greg Bell	770-531-6827	Soil & Water Conservation District	734 East Crescent Dr, Ste 400

MEETINGS

The Plans Review Committee meets at 9:00 a.m. each Wednesday on the 3rd Floor (Interior Conference Room) of the Hall County Government Center, 2875 Browns Bridge Road, Gainesville, Georgia.

REVIEW PROCESS

1. The applicant submits the required number of plans to the PRC, who will distribute the plans to the appropriate departments. Plans should be submitted no later than 4:00 p.m. Tuesday. The review period is two (2) weeks.
2. Following the two (2) week review period, the PRC coordinator will contact the applicant with comments from the departments.
3. After the applicant has addressed all comments, plans may be resubmitted to the PRC.
4. Each department then has one (1) week to review the plans to ensure all comments have been addressed.
5. After review and signoff by the individual departments the coordinator will notify the applicant to provide the final plans for stamping and issuance of a permit.

PLANS REQUIRED

Department	Initial Submittal	Final Approval
Plans Review Committee Coordinator	1 reduced 11 x 17 plan	
Hall County GIS/Addressing	1 reduced 11 x 17 plan	
Hall County Planning	1	
Hall County Traffic Engineering	1	
Hall County Engineering	1 1 Hydrology report with water quality spreadsheet if adding over 5,00 sq. ft. of impervious	1 1 Hydro 2 11x17 1 PDF 1 ACAD
Hall County Fire Services	1	1
Environmental Health	1	1
Gainesville Public Utilities	1	2
Gainesville Traffic Engineering	1	
Soil & Water Conservation District	1 1 Hydro	1

CHECKLISTS

The following checklists provide detailed instructions on completing your application. If you have any questions call the Plans Review Coordinator or the committee member responsible for the area in which you have a question.

- Hall County Engineering
- Hall County Planning Department
- Hall County GIS/Addressing
- Hall County Traffic Engineering
- Hall County Fire Services
- Hall County Environmental Health
- Gainesville Public Utilities
- EPD Construction Land Disturbance Fees Form

COVER SHEET

A cover sheet shall be included with each application and include the following information:

- Project name
- Tax parcel identification
- Zoning
- Vicinity map
- Existing site conditions. Provide a description of existing topography, vegetation and drainage areas. Cut and fill calculations, including the area and volume.
- Adjacent area information. Provide a description of the features on the surrounding properties. This should adequately describe the properties and environments potentially affected by the planned activities including State waters, current land use, residential areas, roads, etc.
- Proof of recording. Plats showing the latest recorded documents for the site in question.
- Construction schedule. A graphical description of how the construction phases will be timed; including but not limited to:
 - Installation of sediment control measures,
 - Clearing, grubbing and grading operations,
 - Grassing, including temporary as well as permanent vegetation. All cut and fill slopes must be surface roughened and vegetated within seven (7) days of their construction.
 - Maintenance for all erosion and sediment control measures.
 - Final landscaping, grassing, cleaning out of storm drains, etc. Maintenance of Erosion and Sediment Controls must be maintained on a daily basis during the entire duration of the construction.
- Disposal of debris, will or will not be buried on-site. If so, indicate locations of stumps and debris. If debris is to be disposed of off-site indicate off-site location.
- A copy of the Hall County Board of Commissioners zoning letter.

ADDITIONAL INFORMATION

The following information shall be included on each sheet of the application:

- **Graphic scale**, engineers scale.
- **Applicant information** consisting of name, developer's phone number including 24-hour contact information of person responsible for the development and erosion control.
- **Civil engineer and surveyor information**, name, address, phone number of the engineer and surveyor responsible for the site plans.
- **Indicate north**. The direction of north in relation to the site shown on the plans. Indicate magnetic, true or grid.
- **Project description**. Description of the nature and purpose of the land disturbing activity including the zoning classification, total size of the project with disturbed area sizes in acres and volume of earth work (include cut and fill calculations).
- **Certification**. The plans shall carry the signed stamp of a registered or certified professional in engineering, architecture, landscape architecture, land surveying or erosion control.
- **State waters, stream buffer, wetlands, Corps of Engineers Permit, Environmental Protection Division (EPD) or Hall County buffer variance, etc.** Include the statement: *"This site (does/does not) contain State Waters requiring an undisturbed 50' or 100" buffer. This site (does/does not) contain wetlands requiring a 25' or 50' undisturbed buffer."* If a permit or variance is required by the Corps of Engineers and/or the EPD a copy of the approved permit must be attached to the drawings.
- **Flood plain information**. Include the statement: *"This property is/is not located within a 100 year flood plain as per FIRM Panel No. _____."*
- **Boundary survey** including all easements and names of adjacent property owners.
- **All existing structures**.



HALL COUNTY PLANS REVIEW AND INSPECTION FEE SCHEDULE

Application fee: \$400

SOIL EROSION AND SEDIMENTATION CONTROL

	1st Review	2nd Review	3 rd and Subsequent
Minor Land Disturbing Permit			
Minor land disturbing; secondary residential driveway	\$50	N/A	N/A
General Land Disturbance Permit			
Commercial development base fee	\$400	None	\$100
Per acre fee	\$40	None	None
Revision fee	\$200	None	\$100
Non-commercial reapplication fee	\$50	N/A	N/A
Renewal with no activity	\$100	N/A	N/A
Renewal with activity	\$400	N/A	N/A
Subdivisions			
Subdivision construction reinspection fee	\$20 if necessitated by developer's failure to comply with inspection regulations		
Street lighting Policy application fee	\$100 for subdivisions up to 50 lots; \$1 per lot over 50		
Street lighting Policy administrative fee	\$12 per parcel owner annually		
Preliminary plat, additional per linear feet of new street	\$0.40	None	None
Final plat, base fee	\$400	None	\$100
Final plat, per lot fee	\$10	None	None
Extension of time on preliminary plat, additional per linear feet of new street	\$0.40	None	None
Appeals to Board of Commissioners	\$100	N/A	N/A
Post Development Stormwater Management Systems for New Development and Redevelopment			
Nonresidential systems, as-built review fee	\$200	None	\$100
Special tax district, public residential stormwater management facilities	\$35	N/A	N/A
Special tax district, nonresidential and private residential stormwater management facilities	\$35	N/A	N/A

Environmental Health

Preliminary subdivision plans review	\$50 per lot
Reinspection fee, if existing system is used	\$75
Dumpster requirements	\$75

State fees for National Pollutant Discharge Elimination Systems will be paid directly to the agency.