



# ATHENS-CLARKE COUNTY CHANGES-TO-APPROVED APPLICATION PACKET

## Changes-to-Approved (CTA) SUBMITTAL REQUIREMENTS

The following items are required for submittal to be reviewed.

*For Engineering Only Reviews, please contact Transportation and Public Works at 706-613-3440.*

Review the [Plans Review Handbook](#) for details about plan submittal requirements.

Click [here](#) to see if your proposed changes are eligible for a CTA.

### **\*DIGITAL SUBMITTALS ONLY – NO PAPER SUBMITTALS ACCEPTED\***

Please submit all application documents via email to [planningsubmittals@accgov.com](mailto:planningsubmittals@accgov.com)

**Building Plan Only Submittals – Deadline EVERY FRIDAY BEFORE NOON**

**Building & Site Combined, Site Plan Only – Deadline EVERY OTHER FRIDAY BEFORE NOON**

Submittal and meeting date schedule can be viewed at [Plans-Review-Schedule-2024 \(accgov.com\)](#)

**Each week, a maximum of 3 agenda slots will be allotted for new CTA submittals.**

**A CTA will not be processed until after permits associated with the scope of the CTA are issued.**

FOR ALL SUBMITTALS	
<input type="checkbox"/> Application Packet <i>Complete all relevant pages &amp; sign</i>	<b><u>Document Requirements</u></b> <ul style="list-style-type: none"> <li>• One copy of complete plan set               <ul style="list-style-type: none"> <li><input type="checkbox"/> All sheets compiled into one file, if possible</li> <li><input type="checkbox"/> Revised sheets separate in addition to a full plan set</li> <li><input type="checkbox"/> Do not submit separate files for each sheet</li> <li><input type="checkbox"/> All sheets in order listed in sheet index</li> <li><input type="checkbox"/> All sheets rotated for on-screen viewing</li> <li><input type="checkbox"/> Saved in PDF format</li> <li><input type="checkbox"/> PDF maximum file size: 50 MB (if larger, please split file into smaller parts)</li> <li><input type="checkbox"/> If necessary, please send documents through an FTP link or a ZIP folder</li> <li><input type="checkbox"/> 5 ½" x 3" stamping box for ACC approval stamp- same location on every page</li> </ul> </li> </ul>
<input type="checkbox"/> Plan Sets <i>See "Document Requirements" at right</i>	
<input type="checkbox"/> <a href="#">Fee Calculator</a> -link to new fee calc. <i>Fill out electronically, save &amp; submit as PDF</i>	
<input type="checkbox"/> Narrative: <i>A description of how and on what sheet each change to the previously approved plan set was made</i>	
<input type="checkbox"/> Fee – per Fee Calculator: <input type="checkbox"/> Card <input type="checkbox"/> Cash <input type="checkbox"/> Check <i>Checks payable to ACC / Card payment payable by phone or in person</i>	
<input type="checkbox"/> All supporting documents (if applicable) should be submitted as separate files, such as: <ul style="list-style-type: none"> <li>• Hydrology Study/Stormwater Mgmt Report</li> <li>• Statement of Special Inspections</li> <li>• Other reports/information</li> </ul>	

Please call the Planning Department if you have questions prior to submitting as incomplete submittals may delay acceptance of a project for review. Additional items may be required during the course of review, depending on the project scope. All application materials and submittal instructions are available online at

[accgov.com/plansreview](http://accgov.com/plansreview).

# CHANGES-TO-APPROVED APPLICATION FORM

All application materials & submittal instructions are available online at [accgov.com/plansreview](http://accgov.com/plansreview)

PROJECT ADDRESS: \_\_\_\_\_

*For Staff Use:*

CTA #: CTA - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

Enter the original plan application number:

PLAN #: PR - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

## PROJECT INFORMATION

Check all that apply - provide square footage of work area and a project description.

TYPE OF SUBMITTAL: ☐ Building ☐ Site ☐ Building and Site

In addition to detailed narrative please provide a brief summary of the changes proposed:

## DEPARTMENTAL REVIEWS – Check the required reviewer for the changes made:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Building Division   | <input type="checkbox"/> Community Forester          | <input type="checkbox"/> Planning Department           | <input type="checkbox"/> Public Works – Driveway   |
| <input type="checkbox"/> Electrical Division | <input type="checkbox"/> Cross Connection            | <input type="checkbox"/> Planning Department - TMP     | <input type="checkbox"/> Public Works – Floodplain |
| <input type="checkbox"/> Energy Division     | <input type="checkbox"/> FOG (Fats, Oils, & Grease)  | <input type="checkbox"/> Planning Department - Address | <input type="checkbox"/> Public Works – LDA        |
| <input type="checkbox"/> HVAC/Gas Division   | <input type="checkbox"/> Health Department           | <input type="checkbox"/> Public Works – Engineering    | <input type="checkbox"/> Public Works – Simple LDA |
| <input type="checkbox"/> Plumbing Division   | <input type="checkbox"/> Solid Waste                 | <input type="checkbox"/> Public Works – Detention      | <input type="checkbox"/> Public Works – ROW        |
| <input type="checkbox"/> Fire Marshal        | <input type="checkbox"/> Public Utilities Department | <input type="checkbox"/> Public Works - Quality        | <input type="checkbox"/> Public Works – Traffic    |
|  |  |  | <input type="checkbox"/> Transit                   |

## ALL SUBMITTALS

- |  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Proposed changes do NOT result in an increase of 5% or more in site improvements, building envelope or square footage, occupancy or other design elements beyond that originally approved and permitted.           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Applicant agrees to a limited hold work order on all trade specific work proposed in the CTA until all reviews have been approved. Continued work will result in a stop work order for project and further delays. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Applicant agrees to submit required amended plans to appropriate departments within 4 days of final approval of CTA.   |
| <input type="checkbox"/> Done                            | Each plan sheet must have project name, address and current date   |
| <input type="checkbox"/> Done                            | Standard scale must be used on all applicable sheets   |
| <input type="checkbox"/> Done                            | Must include sheet index that accurately lists sheets in the plan set  |
| <input type="checkbox"/> Done                            | Plans must be saved as one file, if possible, and oriented for on-screen viewing & not over 50 MB maximum file size  |

# ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

## CTA FEES

Fee Description	FY25' CTA FEES
Base Submittal Fee (if proposed changes less than \$10,000)	\$375
Base Submittal Fee (if proposed changes greater than \$10,000)	\$500
Technology Fee per sheet for plan set greater than 50 sheets (if less than 50 sheets, price included in base submittal fee)	\$2/sheet
Incremental Base Fee	Base Fee doubled for 2 <sup>nd</sup> CTA, tripled for 3 <sup>rd</sup> CTA, etc.
TPW Review Fee *per review (applies to any project including site work)	\$275
TPW Stormwater Management Review Fee *per review (applies to plans that require stormwater mgmt. plan)	\$250
TPW - Traffic Engineering Review	\$165
PUD - Utility Review Fee	\$200
Planning - Review Fee	\$55
Planning TMP - Review Fee	\$65
Fire Review Fee	\$150
Building Inspection Review Fee	\$80/trade

*Deviation from approved plans during the construction process is subject to enforcement per Section 9-22-8 of the Zoning & Development Standards. Plans may be amended by submitting Changes to Approved Plans prior to any construction activity that differs from the approved plans.*

*The Unified Government of Athens-Clarke County is a public entity subject to Georgia's Open Records laws. All submitted applications and associated plans and documents are covered under such laws and may be released to other parties unless they contain information specifically protected by law.*

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_