

Athens-Clarke County  
Planning and Zoning  
Construction Plans Review Checklist



<b>Plans Review Submittal Requirements</b>	<b>OK</b>	<b>Absent</b>
1) Cover sheet and index sheet.		
2) Project Name.		
3) Overall proposed development use stated on plans.		
4) Vicinity map, Scale, North arrow, Date		
5) Street names and locations of all existing and proposed streets within or on the boundary of the proposed development; pavement widths, sidewalks, and bikeways, and all existing and proposed transit stops.		
6) Seal of professional preparing plat (civil engineer, landscape architect or surveyor		
7) Lot layout with dimensions for all lot lines.		
8) Zoning designations of the proposed development and all adjacent properties		
9) Location and use of all proposed and existing buildings, fences, retaining walls and structures within the proposed development. If any proposed demolition, indicate which buildings are to remain and which are to be removed.		
10) Leave designated 4" x 2" area block for digital approval stamp on each page of plan set.		
11) Total proposed parking calculations, determined by the intended use of the project, including ADA parking spaces, ingress and egress on site and, if applicable, commercial bicycle parking requirements for the project, must be provided and in compliance with 9-30: Off-Street Parking Requirements of Athens-Clarke County's Code of Ordinance.		
12) A photometric plan for any new or altered exterior lighting. Proposed lighting will need to meet 9-19: Outdoor Lighting Standards from of Athens-Clarke County's Code of Ordinance.		
13) A written summary: <ul style="list-style-type: none"> <li>• The total area proposed to be developed</li> <li>• The area and percentage of the lot covered by structures and other impervious surfaces</li> <li>• A parking calculation stating the total number of existing and proposed parking spaces</li> <li>• The total area of all landscaped area and tree coverage (per tree management plan)</li> <li>• If applicable, identify the number of suites or tenant spaces</li> <li>• For residential developments, please list the number of dwelling units in the development (include the units by the number of</li> </ul>		

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<p>bedrooms in each unit, e.g., 10 one-bedroom, 25 two-bedroom, etc.)</p> <ul style="list-style-type: none"> <li>• Area and percentage of lot coverage by structures, streets, roads, and alleys, sidewalks, recreation areas landscaping, trees (per tree management plan), parking areas, etc.</li> </ul>		
<p>14) Use designations for all areas not covered by buildings, parking, or landscaping. Clearly label and define all structures, ground covers, and landscaping.</p>		
<p>15) Architectural elevations for all buildings proposed on the property, indicating the:</p> <ul style="list-style-type: none"> <li>• Surface area in square feet</li> <li>• Height</li> <li>• Material</li> <li>• Windows</li> <li>• Doors</li> <li>• Other design features of the building, including all visible mechanical equipment such as heating and cooling</li> <li>• Elevations shall be submitted drawn to a scale of one (1) inch equals ten (10) feet or greater</li> <li>• In the case of subdivisions which contain attached units or lots of less than 8,000 square feet, plans for homes which may be built on lots may be submitted without specifying which lot the unit is to be located on; however, building envelopes on the lot must be sufficient to accommodate the units planned for the lot</li> <li>• In lieu of plans, the subdivision may adopt design standards as part of the covenants of the development that assure compliance with these regulations</li> </ul>		
<p>16) Location of drainage ways, environmental buffer zones, or public utility easements in and adjacent to the proposed development</p>		
<p>17) Locations, sizes and uses of contemplated and existing public areas within the proposed development (recreation, open space, plaza space, green space).</p>		
<p>18) A topographic map of the site at a regular contour interval equal to that provided by the Athens-Clarke County Planning Department.</p>		
<p>19) Locations of all significant landscape features including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Any existing healthy trees of a caliper greater than eighteen (18) inches</li> <li>• Forested areas</li> <li>• Perennial or intermittent streams and creeks; state and local riparian buffer</li> </ul>		

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<ul style="list-style-type: none"><li>• Wetlands</li><li>• 100-year floodplains</li><li>• Ponds existing on the site</li><li>• <u>Indicate any planned modifications to a natural feature</u></li></ul>		
20) A landscape plan showing in detail the location, type, and size of the proposed landscaping and plantings.		

**<sup>1</sup> The above is not an all-inclusive list; all applicable zoning codes, general regulations, lighting standards, site design standards and parking standards can be found in Athens-Clarke County's Code of Ordinances.**