



ATHENS-CLARKE COUNTY

CONSTRUCTION PLANS REVIEW

APPLICATION PACKET

PLANS REVIEW SUBMITTAL REQUIREMENTS

The following items are required to submit a project for Plans Review.

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.

DIGITAL SUBMITTALS ONLY – NO PAPER SUBMITTALS ACCEPTED

Please submit all application documents via email to planningsubmittals@accgov.com

Building Plan Only Submittals – Deadline EVERY FRIDAY BEFORE NOON

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

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

A maximum of 6 initial building submittals will be processed per week.

A maximum of 6 initial site submittals will be processed per site week.

Plans are processed in the order they are received. Incomplete submittals will not be processed.

If an agenda reaches capacity, the remaining submittals will be moved to the following agenda.

FOR ALL SUBMITTALS	Document Requirements
<input type="checkbox"/> Application Packet <i>Complete all relevant pages & sign</i>	<ul style="list-style-type: none">One copy of complete plan set<ul style="list-style-type: none"><input type="checkbox"/> All sheets compiled into one file, if possible<input type="checkbox"/> Do not submit separate files for each sheet<input type="checkbox"/> All sheets in order listed in sheet index<input type="checkbox"/> All sheets rotated for on-screen viewing<input type="checkbox"/> Saved in PDF format<input type="checkbox"/> PDF maximum file size: 50 MB (if larger, please split file into smaller parts)<input type="checkbox"/> If necessary, please send documents through an FTP link or a ZIP folder<input type="checkbox"/> 5 1/2" x 3" stamping box for ACC approval stamp- same location on every page
<input type="checkbox"/> Plan Sets <i>See "Document Requirements" at right</i>	
<input type="checkbox"/> Fee Calculator <i>Fill out electronically, save & submit as PDF</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>	
FOR SITE SUBMITTALS	
<input type="checkbox"/> Tree Management Plan <i>Required for all Site Reviews</i>	
<input type="checkbox"/> Stormwater Conference Date: _____ <i>If required, must occur prior to Plans Review submittal</i>	<ul style="list-style-type: none">All supporting documents (if applicable) should be submitted as separate files, such as:<ul style="list-style-type: none"><input type="checkbox"/> Hydrology Study/Stormwater Mgmt Report<input type="checkbox"/> Statement of Special Inspections<input type="checkbox"/> Other reports/information
<input type="checkbox"/> Hydrology Study/Stormwater Management Report <i>If required, must be included with initial Plans Review submittal</i>	

Additional items may be required during the course of review, depending on the project scope.

PLANS REVIEW APPLICATION FORM

All application materials & submittal instructions are available online at accgov.com/plansreview

PROJECT ADDRESS:	For Staff Use: PLAN #: PR - _____ - _____ - _____
PROJECT NAME:	BUILDING/SUITE #:
CURRENT USE:	TAX MAP #*:
PROPOSED USE:	PARCEL ZONING:

PROJECT INFORMATION

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

TYPE OF SUBMITTAL: <input type="checkbox"/> Building <input type="checkbox"/> Site <input type="checkbox"/> Building and Site	
PROJECT TYPE: <input type="checkbox"/> Commercial <input type="checkbox"/> Multifamily <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Other	
<input type="checkbox"/> NEW BUILDING CONSTRUCTION	Square footage of new building:
<input type="checkbox"/> BUILDING ADDITION	Square footage of addition:
<input type="checkbox"/> INTERIOR RENOVATION	Square footage of renovation area:
<input type="checkbox"/> SITE IMPROVEMENT	Square footage of site work area:
<input type="checkbox"/> OTHER:	PRELIMINARY PLAT (creation of five lots or more) <input type="checkbox"/> List Subdivision Name, Number of Lots, Acreage & Phase below
PROJECT DESCRIPTION:	
*List multiple tax parcel numbers here:	

CONTACT INFORMATION

Property Owner Name:	Applicant Name:
Address:	Phone:
Phone:	Email:
Email:	Contractor Name:
Design Professional Name:	Phone:
Company:	Email:
Address:	Other Name:
Phone:	Phone:
Email:	Email:
Project contacts to receive email correspondence and for public notification (check all that apply):	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Design Professional <input type="checkbox"/> Applicant <input type="checkbox"/> Contractor <input type="checkbox"/> Other	

BUILDING PLAN SUBMITTALS

1. <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Plan?
2. <input type="checkbox"/> Yes <input type="checkbox"/> No	Foundation Plan?
3. <input type="checkbox"/> Yes <input type="checkbox"/> No	Change to or addition of partition walls? <i>If yes</i> , plans need wall composition details.
4. <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical plan? <i>If yes</i> , plans need architect/engineer seal or electrician's license number.
5. <input type="checkbox"/> Yes <input type="checkbox"/> No	Plumbing plan? <i>If yes</i> , plans need architect/engineer seal or plumber's license number.
6. <input type="checkbox"/> Yes <input type="checkbox"/> No	HVAC? <i>If yes</i> , plans need architect/engineer seal or HVAC contractor's license number.
7. <input type="checkbox"/> Yes <input type="checkbox"/> No	Gas plan? <i>If yes</i> , plans need architect/engineer seal or gas contractor's license number.
8. <input type="checkbox"/> Yes <input type="checkbox"/> No	COMcheck Compliance Certificate? <i>If no</i> , provide statement how energy compliance will be demonstrated.
9. <input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-engineered or pre-manufactured building certification by DCA or ICC?
10. <input type="checkbox"/> Yes <input type="checkbox"/> No	Are plans sealed by a Georgia registered design professional per State Code Sec. 43-4-14?
11. <input type="checkbox"/> Yes <input type="checkbox"/> No	Have the plans been approved by a Georgia State Fire Marshal?
12. <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the building have sprinklers for fire protection?
13. <input type="checkbox"/> Done	Include code references on cover sheet for applicable codes (building, fire, life safety, ADA, etc.)

CIVIL/SITE PLAN SUBMITTALS

14. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is a TMP included? <i>Any project requiring site review also requires a Tree Management Plan (TMP) per ACC Code Sec. 8-7-17. Submit a TMP Application (see page), TMP plan sheet, & \$65 TMP review fee (indicate on Fee Calculator).</i>
15. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is grading involved?
16. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a Redevelopment project disturbing one acre or more?
17. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a New Development project disturbing 5,000 square feet or more?
18. <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the New or Redevelopment project involve new impervious area of 5,000 square feet or more?
19.	<i>If the answer to Question #15, 16 or 17 is Yes, a Stormwater Conference with Transportation & Public Works is required prior to submittal of this application. Other requirements include TPW fees & a completed copy of the appropriate GSWCC "Erosion, Sedimentation & Pollution Control Checklist". List Stormwater Conference date: _____</i>
20. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the project located within 200 feet of a stream, river, lake or other body of water?
21. <input type="checkbox"/> Yes <input type="checkbox"/> No	Is any work taking place within the Athens-Clarke County right-of-way?
22. <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any land disturbing activities in the FEMA floodplain?

ALL SUBMITTALS

23. <input type="checkbox"/> Yes <input type="checkbox"/> No	Modification or addition to public water system? Show proposed water main modifications on site plan. - If no, what is the means of potable water? _____ - If new services, what is the estimated domestic water demand? Gallons per day estimate: _____ Gallons per minute estimate: _____
24. <input type="checkbox"/> Yes <input type="checkbox"/> No	Modification or addition to public sanitary sewer? Show proposed sewer main modifications on site plan. - If no, what is the means of sewage treatment? _____ - If new services, what is the estimated volume of discharge? Gallons per day estimate: _____
25. <input type="checkbox"/> Yes <input type="checkbox"/> No	Does project involve septic tank, food/beverage service, tattoo/body piercing, public swimming pool/spa, or hotel/motel? If yes, the project must be reviewed by the Clarke County Health Department. Environmental Health Services 183 Paradise Boulevard, Suite 104, Athens, GA 30607 706-583-2658
26. <input type="checkbox"/> Done	Indicate how solid waste <u>and</u> recycling will be handled during business operations (not construction). Show dumpster/roll cart location, pad & screening on plan, or provide written description of waste management program on plan. If existing dumpsters/roll carts will be used and access will remain unchanged, note this on the plans. <i>Dumpster Screening: Code Sections 5-2-16-a-1 & 9-25-8-G-5-a Commercial Recycling: Section 5-2-14-i</i>
27. <input type="checkbox"/> Done	Each plan sheet must have project name, address and current date
28. <input type="checkbox"/> Done	Standard scale must be used on all applicable sheets
29. <input type="checkbox"/> Done	Must include sheet index that accurately lists sheets in the plan set
30. <input type="checkbox"/> Done	Plans must be saved as one file, if possible, and oriented for on-screen viewing & not over 30 MB maximum file size
31. <input type="checkbox"/> Yes <input type="checkbox"/> No	Was a Visioning Meeting held for this project?

PRE-SUBMITTAL REVIEWS - VISIONING MEETINGS & CONCEPT REVIEWS

We strongly encourage applicants to meet with Planning staff prior to submitting, especially for first time applicants and large-scale projects. Staff will discuss the submittal requirements for your scope of work with you to help avoid unnecessary delays due to incomplete submittals. You may contact the Planning Department at 706-613-3515.

If you would like to meet with multiple reviewing departments prior to submittal, the Economic Development Department will coordinate a Visioning Meeting upon request. Request a Visioning Meeting online at investathensga.com/visioning.

Applicants may submit for Concept Only Plans Review to receive preliminary comments prior to submitting a full construction set. The fee for a Concept Review is \$55.

SUBMITTAL DEADLINES & APPOINTMENT TIMES

Building Plan Only Submittals – Deadline EVERY FRIDAY BEFORE NOON

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

Submittals are received on a first come first served basis for scheduling appointments

Upon receipt of a complete submittal, an appointment is scheduled for the applicant to meet with all reviewing departments. Building Plan Review appointments are scheduled for the Thursday 13 days after the deadline and Site Plan Review appointments are scheduled for the Thursday 20 days after the deadline. Appointments are scheduled in half-hour increments. Building Plan appointments are typically scheduled for mornings, and Site Plan appointments are scheduled for afternoons. Review comments are emailed to applicants the day before the appointment.

If there is a problem with a submittal, you will be notified as soon as possible, but the item may not be placed on the agenda until the issue has been resolved.

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

INITIAL PLAN REQUIREMENTS

Plan requirements vary depending on the type of project proposed (new building construction, shell construction, change of use, preliminary plat, etc.). Please refer to the [Plans Review Handbook](#) online for more details about what kinds of information should be shown on plans.

The Handbook lists contact information for each department. Applicants may contact departments directly prior to submittal with any questions specific to that department's area of review.

REVISION SUBMITTAL REQUIREMENTS

DIGITAL SUBMITTAL emailed to planningsubmittals@accgov.com with the following files:

- **Revision Submittal Form:** Please complete the entire form, including application reference number. Check the appropriate box for the type of submittal and for each department that needs to review the revisions.
- **Revised Plan Set:** A complete plan set with revised sheets inserted in addition to revised sheets in a separate file. Update sheet index if necessary. Cloud & date revisions on each sheet. All sheets saved in one file, in order listed in sheet index, and rotated for on-screen viewing. Save file as PDF (maximum size of 50 MB).
- **Revision Narrative:** A description of how and on what sheet each review comment was addressed. Applicants can choose to annotate their Plans Review comments or submit a letter outlining the changes.
- **\$25 Fee:** No fee for first revision; subsequent revisions are \$25.00 per submittal -- paid to the Planning Department.

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:** _____

FOR STAFF USE ONLY:

Planning: Received by/Date: _____ All Docs Received: Yes

Building Inspections: Received by/Date: _____ Amount Paid: \$ _____

Permit Holder Acknowledgement of Asbestos/Environmental Notification to Georgia EPD for Projects Involving Demolition, Wrecking or Renovation

The undersigned hereby acknowledges that the issuance of this permit does not in any way grant permission to the owner, owner's representative, or permit holder to proceed with demolition, wrecking or renovation of a structure prior to the filing of any required ten (10) day *Project Notification for Asbestos Renovation, Encapsulation or Demolition* in accordance with the Georgia Asbestos Removal and Encapsulation Rule, O.G.C.A. 391-3-14. The Georgia Environmental Protection Division administers this rule.

In most cases, the rule requires both the owner and the involved contractors to assure that the portion of the building involved in the project be thoroughly inspected by an Accredited Asbestos Inspector for materials that contain asbestos; and the removal of the asbestos before renovation, wrecking or demolition begins. Georgia EPD may require a completed notification form even if no asbestos is present in the building. Further guidance for regulatory compliance is provided by the brochures entitled *Asbestos and Renovation* and *Asbestos and Demolition*. Other environmental issues such as lead-based paint, ground contamination, or unusual site conditions may have EPD regulations that could affect the project.

Undersigned:

Print Name

Sign Name

Date

Project Address

*All Demolitions and/or Relocations of structures require permitting by the
Planning Department and the Building Inspections Department.
Applications and fee information can be found online or at each department.*

THIS PAGE NOT APPLICABLE TO 'BUILDING ONLY' REVIEWS.

**Permit Holder Acknowledgement for
Land Development and/or Stormwater Development Activity**

1. Applicant is responsible for submitting all applicable plans, reports, and/or drawings.
2. The applicant for any Land-Disturbing Activity permit must be the property owner.
3. Applicant is responsible for obtaining any additional permits required by the Georgia Department of Transportation and/or other government agencies.
4. Applicant must maintain access to all sidewalks and driveways.
5. Applicant must submit a Street/Lane Closure Permit Application to the ACC Traffic Engineering Office (613-3460) a minimum of five (5) working days prior to closing any street or lane.
6. Applicant must comply with work zone safety standards set forth in the current Manual on Uniform Traffic Control Devices (MUTCD) while performing work within public rights-of-way.
7. Applicant must protect protected trees (as defined in Chapter 8-7), utilities, storm drains, and structures from damage and shall be responsible for any repairs required as a result of any actions, omissions, or negligence.
8. Applicant indemnifies and holds harmless the Unified Government of Athens-Clarke County and its officers, agents, and employees from all liability, loss cost and expenses, including attorney's fees, that may result from the applicant's failure to take all necessary precautions for preventing accidents, injuries and/or damage to property.
9. If required, a Timber Harvesting Notification must be filed with the Planning Department.
10. Applicant must comply with all applicable provisions of the Athens-Clarke County Community Tree Management Ordinance, Chapter 8-7.
11. Applicant must obtain Planning Department approval prior to development.
12. APPLICANT MUST CONTACT ASSIGNED INSPECTOR 24 HOURS PRIOR TO BEGINNING WORK ON PROJECT.

I understand that I must follow MUTCD Pedestrian Signage guidelines during this project.

Initial here: _____

This application is true and complete to the best of my knowledge and the proposed work will meet all codes and ordinances of Athens-Clarke County, Georgia.

Applicant's signature: _____ Date: _____

THIS PAGE NOT APPLICABLE TO 'BUILDING ONLY' REVIEWS

TREE MANAGEMENT PLAN REVIEW APPLICATION

FEE: \$65.00 (cash/card/check – make check payable to ACC)

REVISIONS: No fee for first revision. Subsequent revisions require a \$25 fee.

Project Address: _____ Tax Map #: _____ Parcel Zoning: _____	For Staff Use: PLAN #: TMP - _____ - _____ - _____
Applicant Name: _____ Company: _____ Address: _____ Business Phone: _____ Business Email: _____	Current Use: <input type="checkbox"/> Developed <input type="checkbox"/> Undeveloped
Property Owner: _____ Address: _____	Proposed Use/Activity: _____
	24-Hour Contact: Name: _____ Phone: _____

SUBMITTAL REQUIREMENTS:

Tree Management Plans may be included in a site plan set for Plans Review submittals or submitted as a stand-alone review. All submittals shall be emailed to planningsubmittals@accgov.com and shall include:

1. Completed application form
2. \$65 application fee

Stand-alone Tree Management Plan submittals shall also include:

3. 1 electronic copy in PDF format (maximum file size 30 MB)

Revisions to a stand-alone Tree Management Plan shall include:

Completed Revision Submittal form and 1 electronic copy of the revised plans.

All revisions should be “clouded” or otherwise indicated on the plan.

PROVIDE THE FOLLOWING INFORMATION ON A SITE PLAN DRAWN TO SCALE:

<input type="checkbox"/> Vicinity Map	<input type="checkbox"/> Map Scale	<input type="checkbox"/> Easements
<input type="checkbox"/> Address	<input type="checkbox"/> Existing tree inventory	<input type="checkbox"/> Environmental Areas
<input type="checkbox"/> Tax map number	<input type="checkbox"/> Athens-Clarke County Trees	<input type="checkbox"/> Trees to be conserved
<input type="checkbox"/> Zoning	<input type="checkbox"/> 2' Contours (existing & proposed)	<input type="checkbox"/> Trees to be planted
	<input type="checkbox"/> Utilities (existing & proposed)	<input type="checkbox"/> Summary table/chart

**TREE PROTECTION FENCING MUST BE SHOWN ON THE PHASE I EROSION CONTROL SHEET FOR
PROJECTS REQUIRING AN LDA PERMIT FROM THE ACC PUBLIC WORKS DEPARTMENT.**

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:** _____

FOR STAFF USE ONLY:

Received by/Date: _____

Plan Received: Yes N/A

Sec. 8-7-17 Tree Management Plan

The property owner or his/her agent shall provide an approved tree management plan prior to the issuance of a site review permit, the issuance of a land development/land disturbance activity permit, or the issuance of a building permit for lots that appear on a preliminary plat approved after the adoption of this chapter. The tree management plan shall show the amount, location and type of tree canopy cover currently existing on the site or lot, and that which is to be conserved and planted on the site, and the percent to be included on each individual lot within a subdivision.

At a minimum, the following components shall be included on the tree management plan:

1. **Existing and proposed utilities.** The location and type of all existing and proposed utilities.
2. **Existing forested areas and individual trees inventory.** The location of all existing forested areas, groupings of trees with overlapping canopies, individual, isolated trees greater than 18 inches in diameter, and Landmark Trees.
 - a. For each forested area or group of trees, provide the area in square feet.
 - b. For each individual tree and Landmark Tree outside of existing forested areas the species common and Latin names, dbh, and tree canopy cover area.
3. **Athens-Clarke County trees.** The location of any and all individual trees greater than two (2) inches dbh, groupings of trees, and forested areas growing on the public right-of-way adjacent to the property being developed. The information listed shall be as required in Section 8-7-17 (b)(1) and (2).
4. **Calculation of current tree canopy cover.** An estimate of the amount of tree canopy cover currently existing on the site or lot to the nearest 1 percent.
5. **Trees to be conserved.**
 - a. **Individual trees to be conserved.** Provide the species common and Latin names, dbh, square footage of canopy contribution, location of the trunk, extent of the crown, boundaries of the tree protection zone, and location of tree protection fencing.
 - b. **Forested areas or groups of trees to be conserved.** Provide the location, extent of overlapping crowns, the canopy area in square feet and percentage of total site area represented, boundaries of the tree protection zone, and location of tree protection fencing.
6. **Planted trees.** For each tree that will be planted to satisfy tree canopy cover requirements, including street trees and parking lot trees, provide the location, species common and Latin names, variety or cultivar, caliper at time of planting, and extent and location of open soil surface area. Species and caliper information may be included in a planting chart.
7. **Forest regeneration areas.** For proposed forest regeneration areas, provide the location and boundaries of the forest regeneration area, the square footage and percent of site area represented, the number of trees to be planted of each species and the percent of the total plantings that each species represents, and the size of the trees to be planted by species. Species and caliper information may be included in a planting chart.
8. **Future forest areas.** For proposed future forest areas, the location and boundaries of the future forest area, and the square footage and the percent of tree canopy cover that will be represented by the future forest area.
9. **Summary Table.** A summary table of tree canopy cover by acres and percent of **total site area** for tree canopy cover showing compliance with conserved, planted, and total tree canopy cover requirements.
10. **Standard Notes & Planting Detail:** Standard notes and a tree planting detail can be found online at the Planning Department website under Community Trees> Trees & Development> Resources for Designers