



ATHENS-CLARKE COUNTY'S CONSTRUCTION PLANS REVIEW HANDBOOK

The goal of the Construction Plans Review process is to ensure that all submitted construction projects meet local, state and federal requirements before construction permits are issued.

Projects that require review and permitting by multiple departments typically follow the Construction Plans Review process. These can include commercial projects, multi-family developments, industrial projects, major subdivisions, or institutional projects, and can range from a change of use for a tenant suite to a large-scale multi-use development.



Scan the QR code above to view more detailed information about each step of the Plans Review process, along with links to forms and application documents.

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INTRODUCTION

As a Unified Government, Athens-Clarke County works to provide a streamlined Plans Review process. Plans are submitted to the ACC Planning Department, which coordinates the review process among all appropriate Athens-Clarke County Departments and the Clarke County Health Department.

Before plans are prepared for Construction Plans Review, if you have questions or need assistance, please contact the appropriate department(s) below. The second section of this handbook discusses specific areas of review, additional contact information, and specific plans review resource links to each department.

- Contact the **Planning and Zoning Department** at 706-613-3515 to determine if the property's zoning allows for the proposed use and if a Tree Management Plan (TMP) is required. Visioning meetings are offered through the **Economic Development Department**. Visioning meeting are optional meetings available as a preliminary step to applicants unfamiliar with the Plans Review process or for larger complex projects, where multiple departments offer initial feedback on proposed project ideas. To request a Visioning Meeting, click [here](#).
- Contact the **Building Permits & Inspections Department** at 706-613-3520 for construction guidelines related to Mechanical, Electrical and Plumbing (MEP), energy compliance, and permit issuance.
- Contact the local **Fire Marshal** at 706-613-3365 to determine if the project is under the jurisdiction of the local or State Fire Marshal. If the project is under the State Fire Marshal's jurisdiction, the local Fire Marshal has information regarding submission requirements for that office.
- Contact the **Public Utilities Department** at 706-613-3490 to determine water and sewer capacity and availability. For grease trap and cross connection requirements, please contact 706-613-3479.
- Contact the **Transportation and Public Works Department** at 706-613-3440 to determine if the project requires a Stormwater Conference meeting. When required, Stormwater Conference meetings are mandatory prior to submittal of site plans. Staff in the Transportation and Public Works Department can answer questions regarding requirements for roadway design and construction, right-of-way encroachment and coordination, and stormwater management.
- Contact the **Clarke County Health Department's Office of Environmental Health** at 706-583-2658 for any projects with proposed food/beverage service, hotel/motel (tourist courts), community or commercial pool/spa, tattoo/body piercing establishments, and any project that will utilize a septic system.
- Contact the **Solid Waste Department** at 706-613-3501 to determine how solid waste and recycling will be handled and for guidelines on dumpster/roll cart location, pad, screening, etc.
- Contact the Community Forester at **ACC Central Services Department** at 706-613-3561 if your project impacts trees on Athens-Clarke County property, including Right-Of-Way and other public space.
- Contact **ACC Transit** at 706-613-3432 to determine if transit amenities, bus shelters, or pullouts are required for your project.

PLANS REVIEW PROCESS OVERVIEW

Please read the following information carefully as plans will not be accepted or processed if information is missing.

SUBMITTAL DEADLINES

Submit complete digital submittals via email to planningsubmittals@accgov.com. **Paper submittals are no longer accepted.**

Please note that there is a weekly/bi-weekly submittal deadline of Friday by 12:00 noon. Projects will be placed on the upcoming agenda for either building or site plans, according to the [Plans Review Meeting & Deadline Schedule](#). Please note that Athens-Clarke County Unified Government holidays may cause the schedule to be adjusted as needed.

- All Plans Review Submittal Types (including Engineering Only Reviews and Changes to Approved submittals), Preliminary Plats and any Revision submittals have a **submittal deadline of Friday at noon**. Submittals are processed the following **Monday**. Reviews begin on **Tuesdays** after submission.
- Building Plan Submittals, including Revisions, are accepted and processed **every week**, with the exception of Changes to Approved Submittals which are processed **every other week** (non-site weeks).
- Site Plan Submittals (including Engineering Only Reviews), Site Revisions, Preliminary Plats and Changes to Approved are accepted and processed **every other week**.
- Fees will be verified when the submittal is processed and are due once plans have been added to the agenda.

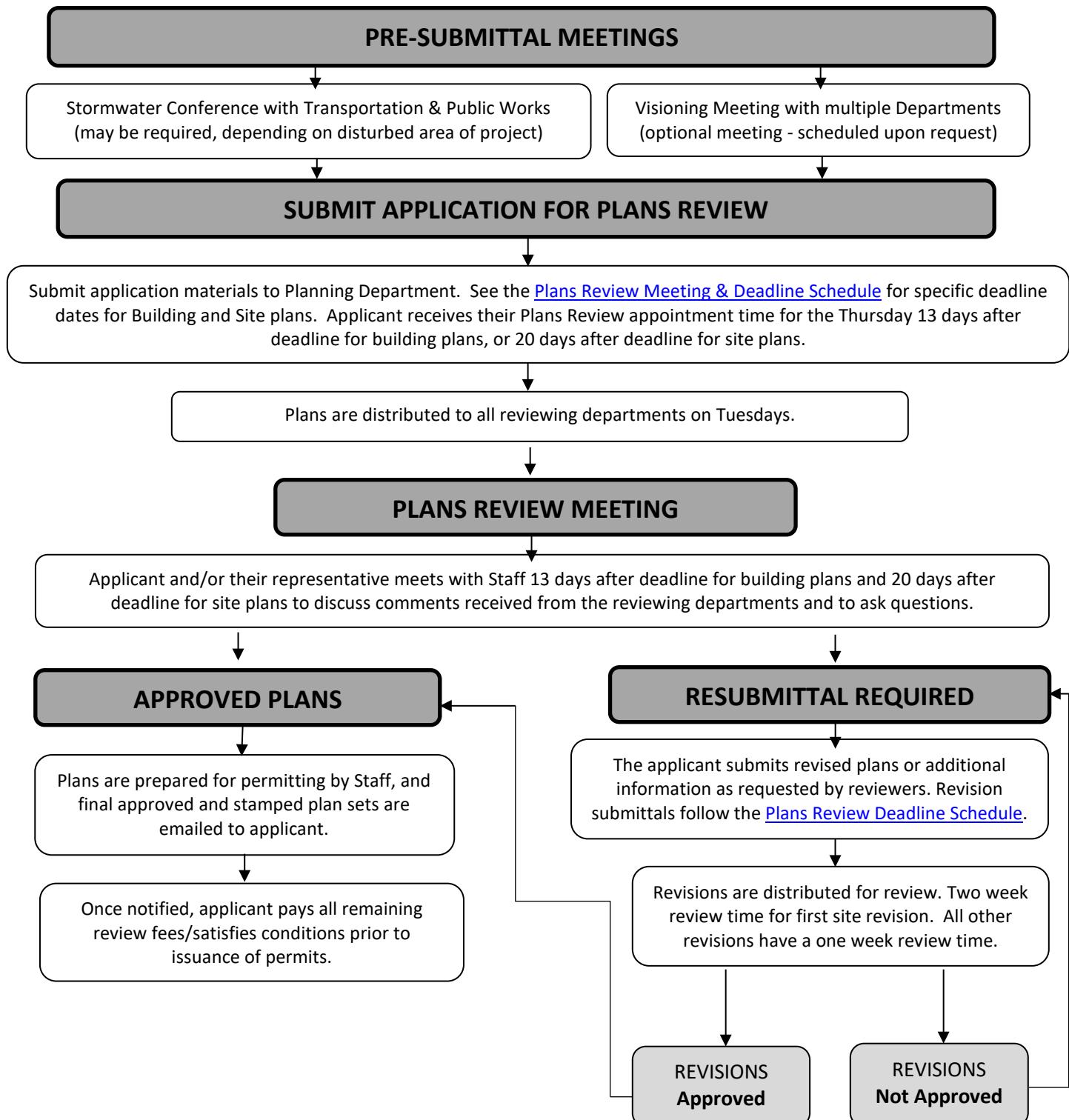
DEADLINES BY SUBMITTAL TYPE			
BUILDING ONLY	SITE / CIVIL ONLY	BUILDING AND SITE	PRELIMINARY PLATS
Weekly deadline at 12:00 noon every Friday	Bi-weekly deadline at 12:00 noon every other Friday	Bi-weekly deadline at 12:00 noon every other Friday	Bi-weekly deadline at 12:00 noon every other Friday

PLANS REVIEW APPOINTMENT

A 30-minute meeting will be scheduled for the applicant to discuss initial review comments with reviewing staff once submittals are placed on a Plans Review agenda. **Only complete submittals will be placed on the agenda.** Projects that only include building plans (no civil/site work) are scheduled for a Plans Review appointment on the Thursday 13 days after the initial submittal deadline. Projects that have a civil/site component are scheduled on the Thursday 20 days after the initial submittal deadline. Only complete submittals will be placed on a Plans Review agenda.

Review comments are emailed to applicants the day before the appointment and will include the time of meetings (scheduled between 9:00 AM - 11:30 AM and from 1:30 PM - 4:30 PM). Attendance at the meeting is not mandatory, but it is strongly encouraged. Please notify the Planning Department via email reply or by phoning 706-613-3515 no later than 5pm on the day comments are received to ensure appropriate reviewing staff will be present at meetings.

ATHENS-CLARKE COUNTY CONSTRUCTION PLANS REVIEW PROCESS



INITIAL SUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS REVIEW & PRELIMINARY PLATS:

DIGITAL PLAN SUBMITTALS ONLY – NO PAPER SUBMITTALS ACCEPTED

Email complete digital submittals to planningsubmittals@accgov.com

All submittals require #1-4 below, site plans submittals may additionally require #5-7

1. **Application:** Submit one copy of the Plans Review Application. Make sure all information is completed, including a project description, and forms are signed. Review comments will be emailed to the applicant – please be sure to provide an email address.
2. **Plans:** Must include a sheet index. All sheets compiled into one file, in order listed in sheet index, and rotated for on-screen viewing. Do not submit separate files for each sheet. Save file as PDF (maximum size of 50 MB). If your plan set exceeds these file sizes, please split files into equal smaller parts prior to submittal and send using an FTP link.
3. **Fee Calculator:** Submit one copy of a completed Fee Calculator. Download the calculator spreadsheet, complete applicable fields and save as a PDF with your application materials. If you have any questions while completing this form, please contact the Planning Department. (Not required for Preliminary Plats)
4. **Plans Review Fee:** Fee is determined by completing the fee calculator and is required prior to placement on a Plans Review agenda. Fees are payable to Athens-Clarke County using cash, check or credit card and collected by the Building Inspections Department. Credit card payments are accepted in person or by phone at (706)-613-3520. Preliminary Plat submittals do not require a fee calculator. The Preliminary Plat fee is a \$100 base fee plus \$10 per lot.
5. **Tree Management Plan:** A Tree Management Plan (TMP) review is required for projects subject to the Site Design & Use Standards in [Chapter 9-25](#), projects receiving a Site Review Permit, projects receiving a Land Disturbance Activity Permit, developments where a use is being intensified, and preliminary plats. If a TMP is required, it must be included with the initial plan submittal for the project to be placed on the Plans Review agenda. Contact the County Arborist in the Planning Department to determine whether your development requires a TMP (706-613-3515).
6. **Stormwater Conference:** For projects with site work, if a Stormwater Conference is required, the meeting must occur prior to submitting for Plans Review. Contact the Transportation & Public Works Department to determine whether your project requires a Stormwater Conference (706-613-3440 / tpwsubmissions@accgov.com).
7. **Hydrology Report / Stormwater Management Report:** For projects with site work, if a Hydrology Report is required, it must be included with the initial plan submittal for the project in order to be placed on the Plans Review agenda. Contact Transportation & Public Works to determine whether your project requires a Hydrology Report.

REVISION SUBMITTAL REQUIREMENTS

All revisions for Plans Review, Changes to Approved (CTA) Plans, and Preliminary Plats must be submitted to the Planning Department.

Revisions follow the same [deadline schedule](#) as initial plans review submittals and must be submitted to the Planning Department. Revision submittals have a **submittal deadline of Friday at noon**, and they are processed the following Monday. Reviews begin on Tuesday after submission. Building plan submittals are processed every week, and Site plan submittals are processed every other week. Incomplete submittals will be held until all required materials are received. All plans approved through the Construction Plans Review Process must be identical to those approved by individual departments.

REVISION SUBMITTAL REQUIREMENTS FOR CONSTRUCTION PLANS REVIEW & PRELIMINARY PLATS

DIGITAL PLAN RESUBMITTALS ONLY – NO PAPER SUBMITTALS RECEIVED

Email complete digital submittals to planningsubmittals@accgov.com.

1. **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. Checking the correct departmental reviewer boxes is necessary in order to avoid significant delays.
2. **Narrative** – Provide a description of how and on which sheet each comment was addressed, or why a comment was not addressed. The narrative may consist of an annotated copy of the Plans Review Corrective Actions Report or a letter outlining the changes.
3. **Plans** – One copy of the complete plan set, with revised sheets incorporated into the overall set. Update sheet index if necessary. Cloud & date revisions on each sheet. Do not cloud revisions on Preliminary Plat submittals. All sheets saved in one file, in order listed in sheet index, and rotated for on-screen viewing. Do not submit separate files for each sheet. Save file as PDF (maximum file size of 50 MB). If your plan set exceeds these file sizes, please split files into multiple smaller parts prior to submittal. If necessary, please send documents through an FTP link or a ZIP folder.
 - Tree Management Plans are submitted and reviewed as a component of site plan submittals. If the TMP is revised, it should be submitted with the site plan revisions and not as a separate revision.
4. **Fee** – No fee for first revision; subsequent revisions are \$25.00 per submittal paid to the Planning Department. All revision fees are due upon submittal.

CHANGES-TO-APPROVED (CTA) SUBMITTAL REQUIREMENTS

All Changes to Approved plans must be submitted to the Planning Department.

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

Changes to Approved submittals follow the same [deadline schedule](#) as initial plans review submittals and must be submitted to the Planning Department. CTA submittals have a **submittal deadline of Friday at noon**, and they are processed the following Monday. Reviews begin on Tuesday after submission. Building plan submittals are processed every other week (on non-site weeks only), and Site plan submittals are processed every other week (on site weeks only). Incomplete submittals will be held until all required materials are received.

CTA SUBMITTAL REQUIREMENTS

DIGITAL PLAN SUBMITTALS ONLY – NO PAPER SUBMITTALS RECEIVED

Email complete digital submittals to planningsubmittals@accgov.com.

1. **[CTA Application Packet](#)** – Please complete the entire form, including application reference number (PR #). Check the appropriate box for the type of submittal and for each department that needs to review the changes. Checking the correct departmental reviewer boxes is necessary in order to avoid significant delays.
2. **Narrative** – Provide a description of how and on which sheet each change to the previously approved plan set was made. The more detailed the narrative is, the easier the reviewers will be able to review the plans.
3. **Plans** – One PDF of the complete plan set with revised sheets incorporated into the overall set, in addition to a separate PDF with the revised sheets only. 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. Do not submit separate files for each sheet. Save file as PDF (maximum file size of 50 MB). If your plan set exceeds these file sizes, please split files into multiple smaller parts prior to submittal. If necessary, please send documents through an FTP link or a ZIP folder.
 - Tree Management Plans are submitted and reviewed as a component of site plan submittals. If the TMP is revised, it should be submitted with the site plan revisions and not as a separate revision.
4. **[CTA Fee Calculator](#)** – Submit one copy of a completed CTA Fee Calculator. Download the calculator spreadsheet, complete applicable fields and save as a PDF with your application materials. If you have any questions while completing this form, please contact the Planning Department.
5. **CTA Review Fee** – Fee is determined by completing the fee calculator and is due upon submittal. Fees are payable to Athens-Clarke County using cash, check or credit card and collected by the Building Inspections Department. Credit card payments are accepted in person or by phone at (706)-613-3520.

BASIC INFORMATION REQUIRED FOR CONSTRUCTION PLANS & PRELIMINARY PLATS:

New Construction of Buildings to be Occupied and Building Additions

1. Site/Civil Plans (could include: existing & proposed conditions, demolition, grading, erosion & sedimentation control, utility, tree management/landscape, photometric, details)
2. Architectural
3. Structural
4. Mechanical/HVAC/Gas
5. Electrical
6. Plumbing
7. Georgia Accessibility Code plans
8. Fire and Emergency plans
9. Energy Code Compliance

Shell Construction

1. Site/Civil plans
2. Architectural
3. Structural
4. Minimal plumbing
5. Minimal electrical lighting plans

Interior Renovation and Shell Buildout

1. Scaled floor plan showing existing and proposed conditions
2. Demolition plan
3. Mechanical/HVAC/Gas
4. Electrical
5. Plumbing
6. Georgia Accessibility Code plans
7. Fire and Emergency plans

Change of Use

1. Scaled floor plan
2. Parking plan
3. Other plans, depending on scope of work
4. Current and proposed occupancy classifications

* For all building plan submittals, include code references on cover sheet for applicable construction codes (building, fire, life safety, ADA, etc. - see departmental information on following pages for specific codes) *

Preliminary Plat

Refer to the Unified Code of Athens-Clarke County Article 2: Chapter 9-26 Section 2A for more detailed preliminary plat plan requirements.

1. Topographic Map
2. Existing Conditions
3. Location of Proposed Improvements
4. Public Uses
5. Existing & Proposed Utilities & Stormwater Facilities
6. Cut/Fill Plan
7. Location of Natural Features, Including Wetlands
8. Environmental Areas
9. Building Envelopes, Including Maximum Building Heights
10. Phasing, if proposed
11. Lot Sizes
12. Written Statement
13. Tax Parcel ID Numbers
14. Zoning Classification
15. Tree Canopy Conservation Areas
16. Block Sizes and Dimensions

DEPARTMENTAL CONTACT INFORMATION & SUBMITTAL REQUIREMENTS

The following section provides contact information for all the reviewing departments and a list of basic information required for each department's review. These lists are not all-inclusive and each department may require additional information depending on the details of a project. Incomplete plans may extend the review timeline, so please contact each department with any questions prior to submitting plans for review.

ATHENS-CLARKE COUNTY

BUILDING PERMITS & INSPECTIONS DEPARTMENT

120 West Dougherty Street · Athens, GA 30601

Phone: 706-613-3520

Permits Issued: 8:00 am - 4:00 pm (Monday-Friday)

[Building Permits & Inspections | Athens-Clarke County, GA - Official Website \(accgov.com\)](http://Building Permits & Inspections | Athens-Clarke County, GA - Official Website (accgov.com))

Contact Information

Doug Hansford, Chief Building Official - doug.hansford@accgov.com

Jeffrey Norman, Electrical Code Analyst - jeffrey.norman@accgov.com

Vacant, Plumbing Code Analyst – contact doug.hansford@accgov.com

Wayne Burnham, Building Code Analyst - wayne.burnham@accgov.com

Michael Ryan, Mechanical/Energy Code Analyst - michael.ryan@accgov.com

Area(s) of Review

The Building Permits & Inspections Department reviews plans to verify compliance with State of Georgia mandated construction and systems codes as well as local amendments to those codes. The current editions of state-mandated codes are found at [Georgia Department of Community Affairs](#) and local amendments in ACC's Code of Ordinances [Ch. 7-1](#).

Building Plans

- 1) All drawings, specifications, and accompanying data shall bear the name and address of the designer.
- 2) Architects must seal any building over 5,000 square feet and all assembly, education, healthcare occupancies, correction/detention facilities, hotels, dormitories/lodging facilities, multifamily housing/apartment complexes, care facilities, pre-engineered buildings more than one story in height. (See *Georgia Code Section 43-4-14*)
- 3) The architect or engineer's official seal must be affixed to all drawings and specifications.
- 4) Accompanying plans should include:
 - a. Floor plan
 - b. Structural details
 - c. Elevations, and
 - d. Site plans
- 5) All plans must be drawn to scale.
- 6) All plans must indicate construction type and proposed occupancy classification.

Electrical Plans

- 1) Plans must be drawn by a Georgia State Electrical Engineer or Georgia State Licensed Electrician. Please include license number on plans.
- 2) Plans should include:
 - a. Service riser diagram
 - b. Location of service
 - c. Panel schedule
 - d. Equipment circuit layout, and
 - e. Any other drawings or specifications as required by the electrical inspector.
- 3) The Plans Reviewer reserves the right to require an engineer's drawings.
- 4) Please note that the local amendments require conduit in all commercial projects. (i.e. use of non-metallic wiring or Romex is prohibited)

Heating, Ventilation, Air Condition Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed HVAC contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.
- 3) Plans should include:
 - a. Outside air calculation
 - b. Air balance schedule
 - c. Comcheck Compliance Certificate

Gas Piping Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed gas contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.

Plumbing Plans

- 1) Plans must be drawn by a Georgia State Mechanical Engineer or State Licensed Plumber contractor. Please include license number on plans.
- 2) The Plans Reviewer reserves the right to require an engineer's drawings.

Energy Code- [GA Commercial Energy Code Field Guide](#).

- 1) Plans should indicate Energy Compliance Pathway: Prescriptive, Trade-off or Simulated Performance.
 - a. COMcheck is highly encouraged.

Accessibility Certification

All buildings, with the exception of one-and-two family dwellings, which are used by the public or in which disabled or elderly persons may be employed, must comply with the Georgia State Accessibility Code. A hand-out of selected code excerpts is available in the Building Permits & Inspections Department.

Industrialized (Modular) Buildings

Industrialized (Modular) buildings for commercial uses, both temporary and permanent, are required to have approval from the Georgia Department of Community Affairs (DCA) or I.C.C. (International Code Council).

- 1) The following plans are required:

a. Site	f. Electrical
b. Foundation	g. Plumbing
c. Porches	h. Mechanical
d. Decks	i. Gas
e. Ramps	j. Cross Connection

ATHENS-CLARKE COUNTY

FIRE & EMERGENCY SERVICES DEPARTMENT

700 College Avenue · Athens, GA 30601

Phone: 706-613-3365

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Community Risk Reduction / Fire Marshal Webpage](#)

Contact Information

Battalion Chief Alphonso Daniel, Fire Marshal - alphonso.daniel@accgov.com

Captain Richard Vaughn, Assistant Fire Marshal - richard.vaughn@accgov.com

For scheduling, information, and questions – fire.marshall@accgov.com

The Fire Marshal's Office reviews all fire and life safety protection systems. The reviewer will review plans and calculations for fire alarms, fire sprinklers, in-building emergency responder radio communications systems, kitchen hood vent systems and their extinguishing systems, and alternative fire protection systems in commercial applications;

Final plans for fire protection systems must be submitted separately to fire.marshall@accgov.com after permitting and prior to final inspections.

Areas of Review

Current Codes:

NFPA 101, Life Safety Code (2018)

NFPA 13, The Standard for the Installation of Sprinkler Systems (2019)

NFPA 72, National Fire Alarm and Signaling Code (2019)

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

NFPA 1221, Standard for the installation, maintenance, and use of emergency services communications systems (2019)

International Fire Code (2017)

Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Safety Standards

Chapter 120-3-20(A) Georgia Accessibility Code, which adopts 2010 ADA Standards for Accessible Design

Other applicable city ordinances

Plan Requirements for Plans Review Submittals

- For site reviews, as much information as possible to ensure the site will meet all applicable codes. The list below is a few items required for approval:
 - Ensure all fire apparatus roads meet IFC 2018, including Appendix D.
 - Show placement of all utilities.
 - Dead-end access roads over 150 feet shall be provided with a turn-around.
 - Fire Flow test.
 - [IFC 510 Compliance Form](#) and [IFC Appendix D Acknowledgement](#) signed by the owner or developer scanned to the plan set.

- For building reviews, a building or occupancy's compliance with the Life Safety Code, the State Fire Codes, and any other applicable city ordinances are examined. The list below is a few items required for approval:
 - Square footage of each building (proposed and existing)
 - Use of building(s) (proposed and existing)
 - Use of all rooms and include occupant load calculation
 - Type of construction for the proposed buildings
 - Location of all buildings on or off the property within 100' of the proposed buildings to scale
 - Number of stories of the proposed building(s) and height of each side from grade level
 - Location of all rated walls and doors (proposed and existing)
 - Location of all fire safety features (proposed and existing)
 - All Utilities proposed and existing. Sign the [IFC Appendix D Acknowledgement Form](#)
 - Show all apparatus roads.
 - For a complete list of items, please reference the Building Plan Review Checklist

Fire Alarm, Sprinkler Plans, & other Life Safety Plans

Other life safety plans required, including Sprinkler, Alarm, and Hood systems, requires a plan review from the Fire Marshal Office before any installation work. The approval of these plans is not required to receive a building permit. The approval of these plans is required to receive a Certificate of Occupancy. Please use the following links for specific details:

- [Fire Alarm Plan Review Items List](#)
- [Sprinkler Alarm Plan Review Items List](#)

ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

120 West Dougherty Street · Athens, GA 30601

Phone: 706-613-3515

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Planning Department | Athens-Clarke County, GA - Official Website \(accgov.com\)](http://Planning Department | Athens-Clarke County, GA - Official Website (accgov.com))

Contact Information

John Rogeberg, Development Services Coordinator – john.rokeberg@accgov.com

Samantha Eberhard, Planner III, Development Services – samantha.eberhard@accgov.com

Rachel Gomez, Planner I, Development Services – rachel.gomez@accgov.com

Zach Craig, Planner II, Development Services – zach.craig@accgov.com

Wick Prichard, Planner II, Arborist – wick.prichard@accgov.com

Areas of Review

[Zoning](#)

[Environmental Areas](#)

[Tree Design Standards](#)

[Subdivision Regulations](#)

[Parking](#)

Street Numbering and Addressing Ordinance

[Lighting](#)

[Historic Preservation](#)

The amount of information required will depend on the scope of work of your project. Make sure to fully complete the description section on the Plans Review application.

Site Review Process

For projects that meet the following criteria, please provide the information listed on the next page.

- A. Any new structure that contains two or more dwelling units or the use of a lot of record for more than one dwelling that does not comply with the accessory dwelling unit standards of this title.
- B. Any new non-residential use, structure, or site improvement in any AR, RS, or RM zones.
- C. New construction that includes a non-residential structure or site improvement of greater than 1,000 square feet in any C, IN, or E zone.
- D. Except for single-family uses, any additional structural or site improvement square footage added to an existing structure or site improvement in any AR, RS, RM, C (other than C-G on an undesignated corridor per Sec. 9-25-8-J), IN, or E zone that is greater than ten percent of the existing building square footage for structural improvements or ten percent of the existing site improvement square footage for site improvements.
- E. Except for single-family uses, any additional structural or site improvement square footage added to an existing structure or site improvement in any C-G zone on an undesignated corridor per Sec. 9-25-8-J that is greater than 25 percent of the existing building square footage for structural improvements or 25 percent of the existing site improvement square footage for site improvements.
- F. Any new construction in an I zone within 500 feet of any RS or RM zone as measured from the zone boundary.
- G. Any preliminary plat that:
 1. Contains more than ten lots; or
 2. Covers more than two acres; or
 3. Contains attached single-family units; or
 4. Creates lots equal to or less than 8,000 square feet; or
 5. Creates residential subdivisions platted with an overall density exceeding 2.5 dwelling units per acre.

Basic information required for developments requiring a site review permit (additional information required depending on scope of work):

- 1) Project name
- 2) Vicinity map
- 3) Scale
- 4) North arrow
- 5) Date
- 6) 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.
- 7) Lot layout with dimensions for all lot lines.
- 8) Zoning designations of the proposed development
- 9) Zoning designations adjacent to the proposed development
- 10) Location and use of all proposed and existing buildings, fences and structures within the proposed development. Indicate which buildings are to remain and which are to be removed.
- 11) Location and size of all existing and proposed public utilities in and adjacent to the proposed development with the locations shown of:
 - a. Water lines and diameters
 - b. Sewers, manholes and cleanouts
 - c. Storm drains and catch basins
 - d. Electric and gas
 - e. Telecommunication
- 12) The proposed location of:
 - a. Connection to the county water system
 - b. Connection to the county sewer system
 - c. Existing or proposed wells and/or septic systems. (Contact the EPD regarding Community wells, large septic systems over 10,000 gallons.)
 - d. The proposed method of drainage of the site
 - e. The proposed method of erosion and sedimentation control
- 13) Location of drainage ways, environmental buffer zones, or public utility easements in and adjacent to the proposed development.
- 14) Locations, sizes and uses of contemplated and existing public areas within the proposed development.
- 15) Fire hydrants, both existing and proposed to be located within the site and within 1,000 feet of any proposed or existing building.
- 16) A topographic map of the site at a contour interval equal to that provided by the Athens-Clarke County Planning Department.
- 17) Location of all parking areas and all parking spaces, ingress and egress on the site, and on site circulation.
- 18) Use designations for all areas not covered by buildings, parking, or landscaping.
- 19) Locations of all significant landscape features including, but not limited to:
 - a. Any existing healthy trees of a caliper greater than eighteen (18) inches
 - b. Forested areas
 - c. Perennial or intermittent streams and creeks; state and local riparian buffer
 - d. Wetlands
 - e. 100-year floodplains
 - f. Ponds existing on the site.
 - g. Indicate any planned modifications to a natural feature.
- 20) A landscape plan showing in detail the location, type, and size of the proposed landscaping and plantings.

21) The elevations, surface area in sq. ft., illumination type, height, and construction (material and style), and locations of all proposed signs for the development.

22) Architectural elevations for all buildings proposed on the property, indicating the:

- a. Material
- b. Windows
- c. Doors
- d. Other design features of the building, including all visible mechanical equipment such as heating and cooling.
- e. Elevations shall be submitted drawn to a scale of one (1) inch equals ten (10) feet or greater
- f. 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. In lieu of plans, the subdivision may adopt design standards as part of the covenants of the development that assure compliance with these regulations

23) A written summary:

- a. *For commercial and industrial developments*
 - i. The total area proposed to be developed
 - ii. The area and percentage of the lot covered by structures
 - iii. The area and percentage of the lot covered by other impervious surfaces
 - iv. The total number of parking spaces
 - v. The total area of all landscaped areas
 - vi. Tree coverage (per tree management plan)
 - vii. Identify the number of suites or tenant spaces, if applicable
- b. *For residential & institutional developments*
 - i. The total area in the development
 - ii. The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., 10 one-bedroom, 25 two-bedroom, etc.)
 - iii. Area and percentage of lot coverage by:
 1. Structures
 2. Streets, roads, and alleys
 3. Sidewalks
 4. Recreation areas
 5. Landscaping
 6. Trees (per tree management plan)
 7. Parking areas

Tree Management Plans

A Tree Management Plan is required for:

1. Developments requiring a Site Review
2. Developments requiring a Land Disturbance Activity/Land Development Permit
3. Developments requiring a building permit on lots that appear on a Preliminary Plat approved after 6/7/05
4. Developments where a use is intensified by the addition of floor space, seating capacity, or change in use
 - Developments intensifying a use through the addition of floor space, seating capacity or change in use that do not require a Site Review do not need to demonstrate the ability to provide conserved canopy; however, planted trees may be required within the parking lot and along the street.

The Tree Management Plan shall include the following information:

1. Vicinity Map
2. North Arrow
3. Map Scale
4. Address
5. Zoning
6. Tax I.D. Number
7. Two-Foot Topographic Contours (existing and proposed)
8. Easements
9. Environmental Areas
10. Existing and proposed utilities
11. Existing forested areas and individual trees inventory
12. Athens-Clarke County trees
13. Calculation of current tree canopy cover to the nearest 1%
14. Trees to be conserved.
15. Planted trees
16. Forest regeneration areas
17. Future forest areas
18. Summary Table
19. [Standard Notes & Planting Detail](#)

More detailed information about Tree Management Plan requirements can be found in [Chapter 8-7 of the Athens-Clarke County Code of Ordinances](#)

Additional TMP Resources:

[ACC Tree Species List](#)

[Resources for Designers](#)

Preliminary Plats

Preliminary Plats and Site Reviews follow the Construction Plans Review process. Final Plats follow a separate review process. Approval of a preliminary plat is required for subdivisions of five lots or more. For developments of less than five lots, only the Final Plat need be filed.

For developments of five lots or more or for subdivisions of property involving public street construction, a preliminary plat approval is mandatory prior to application for a site review approval and final plat approval.

Any preliminary plat that contains more than ten lots, or covers more than two acres, or contains attached single-family units, or creates lots of less than 8,000 square feet, or creates a residential subdivision with an overall density exceeding 2.5 dwelling units per acre must also receive approval of a site review demonstrating compliance with Chapter 25 of the Development Regulations. Preliminary plat approval shall be obtained prior to filing a site review application. Site review approval shall be obtained prior to filing a final plat application.

Detailed information about Preliminary Plats can be found in [Chapter 9-26](#) of Athens-Clarke County's Development Standards. Basic plan requirements include:

- a. A topographic map prepared by a registered land surveyor at a contour interval as specified by the Soil Erosion and Sediment Control Ordinance and in accordance with State law.
- b. The approximate locations of the existing buildings to be retained, the proposed and existing property lines and easements on the site, and existing buildings, structures, and all buildings within one hundred sixty (160) feet of the site boundaries.
- c. The locations of all proposed thoroughfares, walkways, and parking facilities.
- d. Public uses, including schools, parks, playgrounds, open spaces and trails.
- e. Existing and proposed public and private utilities, stormwater and stormwater management facilities.
- f. General areas of cuts and fill.
- g. The location of natural features such as ponds, wetlands, forested areas, and isolated preservable trees of greater than 18" DBH.
- h. All Environmental Areas defined in [Chapter 8-6](#), Protected Environmental Areas, and buildable areas as defined in [Chapter 9-2](#).
- i. Building envelopes that show the area and maximum height of improvements.
- j. If the project is to be built in phases, the areas contained in each phase, indicate the different phases on a map;
- k. Indicate each lot size (acreage);
- l. A signature block for Planning Dept. approval
- m. Seal of professional preparing plat (civil engineer, landscape architect or surveyor)
- n. A written statement which will contain an explanation of:
 1. The present ownership of all the land included within the development.
 2. Written statement detailing the maintenance program for common open areas, buildings, private thoroughfares, private septic systems, stormwater facilities, and utility easements.
 3. The proposed time schedule and a phasing plan of the development.
 4. The findings of the applicant showing that the development meets the criteria set forth in this Ordinance.

ATHENS-CLARKE COUNTY PUBLIC UTILITES DEPARTMENT

124 E Hancock Avenue · Athens, GA 30601

Phone: 706-613-3470 (Engineering)

706-613-3479 (Cross Connections and FOG)

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Public Utilities Construction and Engineering Webpage](#)

Contact Information

Engineering

John Halley, Engineering Administrator – john.halley@accgov.com

Matt Adamson, Engineer II – matt.adamson@accgov.com

Joel Phillips, Engineer I – joel.phillips@accgov.com

Kendra Marrero, Administrative Assistant I – kendra.marrero@accgov.com

Devon Elcik, GIS Analyst – devon.elcik@accgov.com

Cross Connection

Jeff Jones, Cross-Connection Coordinator – jeff.jones@accgov.com

FOG (Fats, Oils, & Grease)

Mitch Moore, FOG Inspector – mitch.moore@accgov.com

Areas of Review

Water Service Industrial Pretreatment Review

Sewer Service Water and Sewer Line construction

FOG Ordinance Cross Connection Ordinance

Online Documents Available

[Capacity Evaluation Information](#)

[Water Maps \(GIS\)](#)

[Requirements & Guidelines for Submitting Utility Plans](#)

[Cross Connections Control Manual](#)

[Grease Interceptor Diagram](#)

[Fire Flow Request Form](#)

[Water and Sewer Construction Details](#)

[Map Request Grid](#)

[General Design Guide](#)

[Standard Utility Notes](#)

[Standard Specs for Sanitary Sewer Construction](#)

[Standard Specs for Water Main Construction](#)

The Engineering Management division of the Public Utilities Department (PUD) is responsible for approving plans and inspecting all water and sanitary sewer projects, mapping and maintaining GIS, administering development contracts, and engineering water and sanitary sewer projects for the department.

Plan Requirements

The Athens-Clarke County Public Utilities Department requires the following information on all site plans for review:

1. All existing water and sanitary sewer mains and easements within and immediately adjacent to the subject property
2. Proposed location for water and sanitary sewer service connections and proposed service lines.
3. Both fire and domestic water demands must be included for large users (large commercial and industrial users)
4. Size and location of existing water and sanitary sewer services, if applicable.
5. Cross Connection/Backflow Protection Plans must be drawn by a Georgia State Mechanical Engineer or Georgia State Licensed Plumber. Plans must include a site and/or civil plan indicating the location of domestic water and fire line vault sizes, type, and size of backflow device. If a reduced pressure zone backflow device is required, a diagram of the above ground enclosure is required. Show vault drains.
6. For the FOG review- plans must show:
 - a. Size and location of proposed grease trap or interceptor;
 - b. Size of plumbing lines to and from the interceptor (must be 6" on outside 1,500 gallon or larger interceptors).
 - c. Outside Grease interceptors shall have a 10" minimum diameter sample well at outlet of interceptor.
 - d. Additionally, it is preferred, but not required, to have the interceptor diagram shown on detail page for outside interceptors.

ATHENS-CLARKE COUNTY

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

LAND DEVELOPMENT DIVISION

120 West Dougherty Street · Athens, GA 30601

Phone: 706-613-3440

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Transportation & Public Works Department | Athens-Clarke County, GA - Official Website \(accgov.com\)](http://accgov.com)

Contact Information

Bob Faucett, Land Development Engineer – bob.faucett@accgov.com

Kyle Dalton, Land Development Coordinator – kyle.dalton@accgov.com

Tera Little, Administrative Assistant – tera.little@accgov.com

For submittals, scheduling, and questions – tpwsubmissions@accgov.com

Areas of Review

- Roadway Design/Construction
- Access (Driveway) Design/Construction
- Work within ACC Right-of-Way
- Soil Erosion, Sedimentation & Pollution Control
- Stormwater Management
- Grading & Drainage
- Flood Protection

The following projects requires permitting:

- Any land disturbance of one acre or more
- Any combination of additional/replaced impervious coverage totaling 5,000 square feet or more
- Any amount of land disturbance located within 200 feet of a stream, river, lake or other body of water
- Any work within an ACC road / right-of-way
- Any temporary closure of a roadway travel lane for any reason
- Construction or reconstruction of any driveway accessing an Athens-Clarke County roadway
- Any development within a floodplain

Plan Requirements

Civil Site Plans should include (as applicable):

- Existing Conditions Topographic & Boundary Survey
- Preliminary Plat
- Site Plan & Details
- Roadway Plan, Profile, Cross-Sections & Details
- Grading & Drainage Plan & Details
- Stormwater Management Plan & Details
- Storm Drain Profiles
- Utility Plan & Details
- Erosion, Sedimentation & Pollution Control Plan & Details
- Landscaping Plan & Details

Erosion, Sedimentation & Pollution Control Plan is required for all projects that disturb one acre or more, and for all projects, regardless of area, whose land disturbance is within 200 feet of state waters. Plans must meet all of the criteria listed in the State NPDES General Permit and must bear the seal and signature of the design professional who is certified by the Georgia Soil & Water Conservation Commission (GSWCC). Plan submittals must include the applicable GSWCC plan checklist in order to obtain a review.

A Stormwater Management Plan is required for any project that will impact the nature, condition, direction, and/or magnitude (rate and volume) of storm water runoff entering and/or leaving the site. A Stormwater Concept Meeting with T&PW is required prior to any formal site plan submittal. The plan must show how post-development stormwater runoff will be managed and demonstrate that the requirements of the ACC Stormwater Management Ordinance ([Chapter 5-4](#)) will be met. All stormwater management facilities and practices must be designed according to the requirements and guidelines of the *Georgia Stormwater Management Manual* and TPW's [Technical Standards](#). The plan must include all of the information required in the manual's Site Plan Checklists and any additional information required by T&PW. Stormwater Management Plans must be prepared by a Professional Engineer (PE) or Landscape Architect registered in Georgia.

Additional Resources and Forms:

- [Developer's Guide](#)
- [Technical Standards](#)
- [Multi-Use Permit Application](#)
- [Land Development Fees](#)

ATHENS-CLARKE COUNTY

DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS

TRAFFIC ENGINEERING DIVISION

2795 Lexington Road · Athens, GA 30605

Phone: 706-613-3460

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Traffic Engineering Division | Athens-Clarke County, GA - Official Website \(accgov.com\)](http://Traffic%20Engineering%20Division%20%7C%20Athens-Clarke%20County,%20GA%20-%20Official%20Website%20(accgov.com))

Contact Information

Tim Griffeth, Traffic Engineer – tim.griffeth@accgov.com

Jimmy Rowan, Transportation Systems Engineer – jimmy.rowan@accgov.com

Areas of Review

- ♦ Traffic Control Devices
- ♦ Traffic Impact Analysis / Traffic Studies

Plan Requirements

1. All access points must be indicated
2. Driveway widths must be dimensioned
3. Driveway radii must be dimensioned
4. Property lines must be indicated
5. State of Georgia Department of Transportation permits as determined by ACC Traffic Engineering

Transportation Impact Analysis

Transportation Impact Analysis (TIA) shall be required for any proposed site development that can be reasonably expected to generate more than 1,000 vehicle trip ends during a single day and/or more than 100 vehicle trip ends during a single hour.

<https://mutcd.fhwa.dot.gov/htm/2009/part2/part2b.htm#section2B07>

<https://mutcd.fhwa.dot.gov/htm/2003r1r2/part4/part4c.htm>

The Transportation Impact Analysis shall address at least the following areas:

1. All proposed site access points.
2. All intersections bordering or adjacent to the site frontage including the closest intersection collector or arterial street.
3. Any road segment or intersection where the proposed development can be expected to generate more than 25 additional vehicle trips during a single hour.
4. Any road segment or intersection where the additional traffic volumes created by the proposed development is greater than 10 percent of the current traffic volume (for road segments) or the current entering volume (for intersections).
5. The analysis shall include the following study time frames:
6. Existing conditions,
7. Full site build out conditions; and
8. Five-year forecast

The TIA Report shall include those items required by the Athens-Clarke County Traffic Impact Report Standards, adopted by the Athens-Clarke County Mayor and Commission by resolution. The final scope of the traffic study may be administratively adjusted by the traffic engineer based on the current or projected traffic conditions on the roads in the vicinity of the proposed development or if the development includes a land use change.

ATHENS-CLARKE COUNTY DEPARTMENT OF SOLID WASTE

725 Hancock Industrial Way · Athens, GA 30605

Phone: 706-613-3501

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Solid Waste | Athens-Clarke County, GA - Official Website \(acgov.com\)](http://Solid%20Waste%20-%20Athens-Clarke%20County,%20GA%20-%20Official%20Website%20(acgov.com))

Contact Information

Freddie Hardy, Solid Waste Collections Administrator – freddie.hardy@acgov.com

Denise Plemmons, Waste Reduction Coordinator – denise.plemmons@acgov.com

Areas of Review

- Solid Waste Collection
- Recyclables Collection
- Landfill Regulations
- Dumpster Pad/Roll Cart Enclosure Location and Construction

Plan Requirements

1. Indicate how solid waste/recycling will be handled during business operations (not construction). Show trash and recycling dumpster/roll cart location, pad and 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.
2. Provide design and location for trash and dumpster recycling pad/roll cart enclosure and screening detail, in accordance with the dumpster site and screening requirements:
 - a. Each solid waste dumpster shall be placed on a raised concrete pad; minimum size 8' x 12'. The pad shall be at least six (6) inches thick. Concrete shall be 3,000 psi test strength.
 - b. There must be a minimum three-foot clearance between the container and the screening wall.
 - c. There shall be a clear and level loading area (nine (9) feet wide and 25 feet long) with an approximately 50-foot turning radius in front of each container for the use of the servicing vehicle.
 - d. There shall be a minimum of 25 feet of vertical clearance above the dumpster pad.
 - e. Roll carts must be screened from view by placement of a solid wood fence or masonry wall from five to eight feet in height. All refuse materials shall be contained within the refuse area.
3. Business must be compliant with the Commercial Recycling Ordinance by:
 - a. Providing recycling onsite and education for staff and customers
 - b. Submitting a completed Commercial Recycling Plan which can be found at [Form Center • Athens-Clarke County, GA • CivicEngage \(acgov.com\)](http://Form%20Center%20-%20Athens-Clarke%20County,%20GA%20-%20CivicEngage%20(acgov.com))

Dumpster Screening Code Sections [5-2-16-a-1](#) & [9-25-8-G-5-a](#)

Commercial Recycling Code Section [5-2-14-i](#)

ATHENS-CLARKE COUNTY TRANSIT DEPARTMENT

775 East Broad Street · Athens, GA 30601

Phone: 706-613-3432

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Transit | Athens-Clarke County, GA - Official Website \(acgov.com\)](http://Transit | Athens-Clarke County, GA - Official Website (acgov.com))

Contact Information

Victor Pope, Transit Director – victor.pope@acgov.com 762-400-6893

Areas of Review

- Transit amenities, bus shelters, pullouts in accordance with the Transit Development Plan
- Placement of Transit amenities in relation to development entrance/egress points to ensure traffic sight triangle(s) are not impeded, and ensure pedestrian safety.

Plan Requirements

1. Location of existing and proposed transit stops
2. Detail of bus shelter, if proposed

ATHENS-CLARKE COUNTY

CENTRAL SERVICES DEPARTMENT

LANDSCAPE MANAGEMENT DIVISION

2555 Lexington Rd · Athens, GA 30605

Phone: 762-400-7519

Hours: 8:00 am - 5:00 pm (Monday-Friday)

[Central Services | Athens-Clarke County, GA - Official Website \(accgov.com\)](http://Central Services | Athens-Clarke County, GA - Official Website (accgov.com))

Contact Information

Mateo Fennell, Community Forestry Coordinator – mateo.fennell@accgov.com

The Community Forestry Coordinator oversees the Community Tree Program. The Community Tree Program was established to professionally manage and proactively conserve tree resources for the enhancement of the quality of life in Athens-Clarke County. The Community Forestry Coordinator provides technical assistance to Athens-Clarke County residents upon request. All right-of-way trees are under the care of the Community Forestry Coordinator, whereas the Athens-Clarke County Arborist, within the Planning Department, oversees privately-owned trees on private properties.

Areas of Review

For projects that impact trees on Athens-Clarke County property, including in the right-of-way and other public spaces, the Community Forester will review the submitted plans for compliance with the Athens-Clarke County [Community Tree Management Ordinance](#).

Trees located within the public street right-of-way cannot be removed without approval. A right-of-way encroachment permit is required for ANY activity that will occur within the tree protection zone of an ACC tree.

Plan Requirements

1. Street trees are required for every 30 feet of road frontage.
2. Large canopy trees should be spaced 35-45 feet apart except along road frontage.
3. Pay attention to “Levels of Use” in ACC Tree Species List when specifying planted trees.
4. Prioritize native species unless considering stress tolerant non-natives in specific planting conditions.
5. Consult chart in the tree ordinance showing minimum distances in feet between trees and structures or infrastructure.

CLARKE COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

183 Paradise Blvd, Suite 104 · Athens, GA 30607

Phone: 706-583-2658

Hours: 8:30 am - 5:00 pm (Monday-Friday)

Environmental Health Specialists are available from 8:30 – 10:00 am or by app.

[Environmental Health - Northeast Health District; Georgia Department of Public Health](#)

The Clarke County Health Department Office of Environmental Health (CCHDEH) provides comments for projects submitted to the ACC Planning Department. The applicant must also work directly with CCHDEH when health permits are needed to begin the application review process even if the application has already submitted to ACC Planning. The CCHDEH review is separate and requires a separate submittal, documents, and fees. Additionally, plans approved through the ACC Plans Review Process must be identical to those approved by the CCHDEH.

Contact Information

Andrea Kerr, Environmental Health County Manager – andrea.kerr@dph.ga.gov

Areas of Review

- [Septic tanks systems \(On-site sewage management systems\)](#)
- [Food and beverage service establishments](#)
- [Commercial or community swimming pools, spas, and recreational water parks and well water \(apartments, subdivisions, and condos are considered community pools/spa\).](#)
- [Hotels and motels- also called tourist court or tourist accommodations \(2 or more rooms\).](#)
- Personal Care Homes (25 beds or more or if on a septic)
- [Tattoo and body piercing establishments \(including microblading\).](#)
- Certain projects, such as convenience and grocery stores, or bakeries may fall under the jurisdiction of the [Department of Agriculture](#) or the EPD for large on-site sewer management systems. Please contact the CCHDEH to determine questions regarding jurisdiction

Plan Requirements

1. Any structure that requires a **new septic tank system** must submit a plat with information regarding the area topography (topo), a Level III soil report, and any water wells in the area.
2. Any development which incorporates **food service** (restaurants, bars, catering operations, coffee or smoothie shop, etc.,) is required to submit one complete set of plans, a completed Food Service application and associated fees directly to the CCHDEH. The CCHDEH determines the design layout and equipment requirements based upon the type of food, food service and proposed menu/offerings. It is recommended that the applicant contact the CCHDEH prior to development of plans for information on its requirements and to obtain the correct permit application.
3. Review of **Motels, Personal Care Homes, and Commercial or Community Swimming Pools** also requires full Building Plans. It is recommended that the applicant contact the CCHDEH prior to development of plans for information regarding these requirements. You must conform to the CCHDEH "Rules and Regulations for Swimming Pools, Spas, and Recreational Water Parks." Copies of the regulations are available at the CCHDEH.
4. Any development **utilizing an existing septic tank system** will require review and approval of the existing system. Generally, such information may be found in our records; contact the CCHDEH Office.

FREQUENTLY ASKED QUESTIONS

1. **Can files be emailed?**

Yes, as of January 2023 we accept plans via email at planningsubmittals@accgov.com. Paper copies are no longer accepted.

2. **Can the applicant resubmit plans directly to the department that made the comment?**

Yes. However, the applicant must concurrently submit the same plans to the Planning Department. The Planning Department coordinates the review process, and must enter revisions into the Plans Review system in order for reviewing departments to approve or comment. Failure to do this can cause significant delays in reviewing plans.

3. **When all comments are addressed, when can the applicant obtain their permit?**

After all departments have approved a project, Planning Staff prepares the plan sets for permit and obtains appropriate signatures. Unless the plan set is large, stamping of approved plans can normally be accomplished within one to two business day of final approval of plans.

4. **Can I get a site plan approved before the building plans are approved?**

Yes. If site plans and building plans are submitted as separate reviews, site plans can be approved first. Site plans must be approved by all reviewing departments prior to issuance of building permits. Some building information must be provided on site plans, such as building footprint and architectural elevations, in order to determine compliance with zoning regulations.

5. **Can I discuss my project with the reviewers before I submit for Plans Review?**

Yes. There are several options for discussing projects prior to submittal. You may contact Planning Department staff anytime during regular office hours with general review and permitting questions. You may also schedule a Visioning Meeting with multiple departments prior to submitting. Visioning Meetings are held every other Wednesday at the Planning Department. Concept Reviews are another option – projects are submitted for a “Concept Only” review via the regular Plans Review process. The fee is \$55 and applicants receive general/preliminary comments on the project. Detailed construction drawings are not necessary for concept reviews.

6. **What is a Tourist Accommodation?**

“Tourist Accommodation” means any facility consisting of two or more rooms or dwelling units providing lodging and other accommodations to the general public, such as tourist courts, tourist cottages, tourist homes, trailer parks, trailer courts, motels, motor hotels, hotels, and any similar place by whatever name called and any food, beverage, laundry, recreational or other facilities or establishments operated in conjunction therewith. This definition includes any facility consisting of two or more rooms or dwelling units either joined together or separate on a common piece of property, furnished for pay and further includes campgrounds, recreational vehicle parks and bed and breakfast inns. A tourist accommodation is not a facility intended for permanent residence, or a facility available only to members of a club or through private lease or invitation.

7. **What Forms of Payment are accepted by reviewing Departments?**

- a. Building Permits and Inspections - Cash/Check/Credit (Visa, MasterCard, Discover)/Apple Pay
- b. Health Department/Environmental Health - Check/Credit (Visa and MasterCard only)
- c. Fire Department - Cash/Check Only
- d. Planning Department - Cash/Check/Credit (Visa, MasterCard, Discover, American Express)
- e. Public Utilities/Engineering Mgmt – Credit Card (in person) or Check (cash is not preferred)
- f. Transportation and Public Works - Cash/Check/Credit Card
- g. Solid Waste - Cash/Check Only