

CHECKLIST FOR PLAN SUBMISSION

COMMERCIAL DEMOLITION

REQUIRED DRAWINGS – USING PROPER NAMING CONVENTIONS

- 1 set – Building Plan Review
- 1 set – Zoning Plan Review
- 1set – Arborist Review
- 1 set – Site Development Review

ZONING REVIEW REQUIREMENTS

Survey and/or Site Plan to include:

- Location of existing building, parking lot, pool, accessory structures, retaining walls, and impervious surfaces.
- Location of any existing structures and/or impervious surfaces to remain.

BUILDING REVIEW REQUIREMENTS

Plan to include:

- Location of existing building, driveway, decks, pool, accessory structures, retaining walls, and impervious surfaces.
- Location of any existing structures and/or impervious surfaces to remain, to include total floor area, foot print area, number of floors, building usage, etc. (to enable the Building Plan Reviewer to calculate the impact fee during build back in the future).

SITE DEVELOPMENT REVIEW REQUIREMENTS

Site Plan to include:

- Location of existing building, parking lot, pool, accessory structures, retaining walls, and impervious surfaces, etc.
- Location of any existing structures and/or impervious surfaces to remain.
- Construction entrance.
- Soil & erosion control plan showing all required best management practices with required notes.

SIGNED STATEMENT

I hereby authorize the Office of Design staff and members of the Atlanta Urban Design Commission to inspect the premises of the above described property. I hereby depose and say that all statements herein and attached statements submitted are true to the best of my knowledge and belief.

Applicant or Agent Signature:

For Doug Young, Director of Historic Preservation



DEPARTMENT OF CITY PLANNING

- Comprehensive checklist for the Department of Watershed Management is available at: (<https://www.atlantawatershed.org/forms/>)

PLUMBING REQUIREMENTS

- Sewer Plug Permit required to be issued at the time the Demolition permit issued. ***If the slab is to remain, no sewer plug is required.*** https://aca-prod.accela.com/Atlanta_ga

ARBORIST REVIEW REQUIREMENTS

Survey and/or Site Plan to include:

- Location of existing structures, parking lot, retaining walls and impervious surfaces.
- Location of any existing structures and/or impervious surfaces to remain.
- Location of all trees on property whose critical root zones will be impacted. Each tree to be labeled by species – hardwood (hwd) or pine. Include all hardwoods with diameter of breast height $\geq 6"$ and pines with a diameter of breast height $\geq 12"$.
- Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- Existing and proposed underground utilities, i.e. water, gas, electric, sewerage, etc. that will be removed from the site.
- Dumpster location and construction material staging area
- Limit of land disturbance
- If no trees are in or around the area of the proposed demolition provide photos showing all sides of existing structure, retaining walls, and impervious surfaces which clearly shows no trees will be impacted along with a signed "No Trees Impacted Statement".
- If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404- 546-6813.
- For complete Arborist Division checklist requirements, go to : (<https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/arborist-division/arborist-forms-and-checklists>)

RODENT LETTER

- Rodent inspection is required before issuing demolition permit.
- Extermination Company to provide letter on official letterhead stating the date of inspection and summary of inspection. Must be dated within 30 days of permit issuance.



DEPARTMENT OF CITY PLANNING

ASBESTOS REMOVAL

- If asbestos is being removed or encapsulated, provide Notification of Asbestos Renovation, Encapsulation, or Demolition form from Georgia Department of Natural Resources, Asbestos Licensing and Certification Unit, Environmental Protection Division.
- For additional information, contact EPD Atlanta office at 404-969-7026.

PLEASE NOTE

Additional approvals, such as Planning, may be required if the property is located within a special district**

