

# COMMERCIAL ZONING PLAN REVIEW TRIAGE CHECKLIST

INFORMATION CHANGES FREQUENTLY; PLEASE CHECK [ATLANTAGA.GOV](http://ATLANTAGA.GOV) FOR UPDATES AND CURRENT ADVISORIES

## GENERAL / COVERSHEET

- Project Name
- Project Owner
- Project Address
- Project Description/Summary (Scope of work)
- Construction type (single family/duplex/two-family)
- Building Area
- Building Height
- # of Stories
- Drawing Must be to Scale & Show Dimensions
- List all zoning designations and applicable regulations
- Drawings must be labeled "Issue for Construction" or "Released for Construction" – **EACH PAGE**

## NEW SINGLE FAMILY, DUPLEX, OR TWO-FAMILY HOME

- SIGNED/SEALED SURVEY: A signed sealed survey from a licensed registered land surveyor is required, showing all structures, paved areas, decks impervious surfaces, property lines, topological lines (if in a flood area), stream buffers and trees from a registered Georgia Registered Land Surveyor.
- SITE PLAN: Proposed site plan showing the new house footprint, driveway, walkways, patio, decks, porches, accessory structures, and other related structures, included fences and retaining walls in relation to property lines (required yard setbacks per the Zoning district regulations must be shown on the proposed site plan).
- LOT COVERAGE: Lot coverage calculations (total net lot, required front yard, and rear yard coverage when applicable).
- FFE: Finish Floor Elevation (FFE) information for new house or duplex (per the Residential Scale Ordinance #Z-07-44) must be included on the survey.
- FAR: Floor Area Ratio (FAR) to net lot area calculations must be included on survey/site plans.
- ELEVATIONS: Proposed exterior elevation plans of all four sides.
- FLOOR PLANS: Proposed floor plans INCLUDING all basement and attic areas (all rooms must be labeled).
- SPECIAL REVIEW(S): Two copies of proposed plans stamped by UDC and/or Office of Zoning and Development for historic, conservation, SPI, MR, MRC, NC, LW, and/or Beltline overlay districts.
- VARIANCE(S): Two copies of variance or special exception letter granted by the Board of Zoning Adjustment (BZA) through the Office of Planning if applicable.

## ADDITIONS AND/OR ALTERATIONS TO SINGLE FAMILY, DUPLEXES, & TWO-FAMILY HOMES (SHOW ALL EXISTING & PROPOSED)

- SITE PLAN: Proposed site plan and/or survey must show the location of the house, driveway, and all other proposed improvements to be constructed and other related structures relative to the property lines. The required yard setbacks, per the Zoning district regulations, must be shown on the proposed site plans.
- FAR: Floor Area Ratio (FAR) to net lot area calculations must be included on survey/site plans.
- ELEVATIONS: Existing AND proposed exterior elevations
- FLOOR PLANS: Existing AND proposed floor plans at each level (all rooms must be labeled including basement and attic areas).
- ROOF PLAN: Existing & Proposed Roof Plan if in scope of work
- VARIANCE (S): Two copies of variance or special exception letter granted by the Board of Zoning Adjustment (BZA) through the Office of Planning if applicable.
- WALLS: Retaining Walls (location and top of wall & bottom of wall must be indicated on site plan)
- FENCES: Fences – show location and height on site plan survey. (height is from the proposed grade to the highest point of the fence – including decorative finishes).



## GENERAL / COVERSHEET

- Building Height & Number of Stories
- All drawings must be to Scale & Show Dimensions
- All pages must be Stamped, Signed, & Sealed by Architect or Engineer
- List of all zoning designation and applicable regulations
- Drawings must be labeled "Issue for Construction" or "Released for Construction" – **EACH PAGE**
- Project/Tenant name
- Project Description
- Proposed use type
- Type of construction

## NEW COMMERCIAL PROJECTS AND ADDITIONS

- SIGNED/SEALED SURVEY:** An existing as-built survey from a Georgia licensed registered land Surveyor is required, showing all existing structures, paved areas, decks, property lines, topographical lines, stream buffers, and trees.
- SITE PLAN:** Proposed site plan showing the location of proposed structure(s), addition(s), curb cuts, driveway, walkways, and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.) relative to property lines and required yard setbacks. All related parking striped and numbered.
- SETBACKS:** Required yard setbacks per the zoning district regulations must be shown on the proposed site plan.
- FLOOR PLANS:** Existing/Demo (where applicable) and proposed floor plans of all levels (dimensioned and scaled).
- ELEVATIONS:** Existing/Demo (where applicable) and proposed exterior elevations plans (all sides).
- WALLS:** Retaining Walls (Top of wall & Bottom of wall elevation details included).
- HEIGHT:** Transitional height plan indicated, if required.
- YARDS:** Transitional yard requirements indicated, if required.
- USE:** Transitional use requirements indicated, if required.
- SPECIAL REVIEW(S):** Two copies of proposed plans stamped by UDC and/or Office of Planning for historic, conservation, SPI, MR, MRC, NC, LW, and/or Beltline overlay districts.
- Two copies of variance or special exception letter granted by the Board of Zoning Adjustment (BZA) through the Office of Planning if applicable.
- ADDITIONS OR ALTERATIONS MUST PROVIDE EXISTING AND PROPOSED FLOOR PLANS.**
  - IF EXTERIOR ALTERATIONS, PROVIDE EXISTING AND PROPOSED SITE PLANS AND ELEVATIONS.**

## NEW MULTI-FAMILY BUILDINGS AND ADDITIONS TO MULTI-FAMILY BUILDINGS

- LUI CALCULATIONS:** Must provide all detailed Land Use Intensity (LUI) ratio calculations from a licensed architect or engineer. LUI calculations must include the GLA, FAR, TOSP, UOSP, & parking requirements.
  - Gross Land Area (GLA): Net lot area + 1/22 of public right-of-way, & any permanent open spaces*
  - Floor Area Ratio (FAR): Total Square footage of proposed building / GLA.*
  - Total Open Space Provided (TOSP): GLA – building footprint + open decks, rooftop deck, and ½ covered balconies & decks, etc.*
  - Usable Open Space Provided (UOSP): GLA – (building footprint – driveways – parking – walkways) + open decks, rooftop deck, and ½ covered decks & balconies, etc.*
- FLOOR PLANS:** Proposed floor plans of all levels (dimensioned and scaled) or typical floor plans.
- ELEVATIONS:** Proposed exterior elevations plans (all sides).
- WALLS:** Retaining Walls (Top of wall & Bottom of wall elevation details included).
- HEIGHT:** Transitional height plan indicated, if required.
- YARD:** Transitional yard requirements indicated, if required.
- USE:** Transitional use requirements indicated, if required.
- SPECIAL REVIEW(S):** Two copies of proposed plans stamped by UDC and/or Office of Zoning and Development for historic, conservation, SPI, MR, MRC, NC, LW, and/or Beltline overlay districts.
- VARIANCES:** Two copies of variance or special exception letter granted by the Board of Zoning Adjustment (BZA) through the Office of Planning if applicable.
- ADDITIONS OR ALTERATIONS MUST PROVIDE EXISTING AND PROPOSED FLOOR PLANS.**
  - IF EXTERIOR ALTERATIONS, PROVIDE EXISTING AND PROPOSED SITE PLANS AND ELEVATIONS.**

