

ARTICLE 10  
PLAN AND PLAT SPECIFICATIONS

10.1 CONCEPT PLAN SPECIFICATIONS

The following paragraphs outline the required elements of both the required and optional plans and plats mentioned throughout these Regulations, and especially in Articles 4 and 11.

10.1.1 The Concept Plan for a subdivision or site development shall be clearly and legibly drawn at a scale of not less than 100 feet to one inch on a sheet size which shall not exceed 48 inches by 36 inches; however, a scale of 200 feet to one inch may be used to avoid sheet sizes larger than 48 inches by 36 inches. The Director may approve other sheet sizes as deemed appropriate.

10.1.2 The Concept Plan may be prepared as a freehand drawing to approximate scale showing the proposed improvements, rights-of-way, lot lines, etc., produced on a boundary survey or other property outline map of the property.

10.1.3 The Concept Plan shall contain the following:

- a. Approximate total acreage;
- b. Proposed total number of lots and minimum lot size;
- c. Size and location of adjoining existing streets or access drives and proposed rights-of-way, roadways, and access drives;
- d. For multi-family and non-residential site developments (not subdivisions), the approximate location and arrangement of buildings, parking areas and other improvements, including stormwater detention areas and all required buffers;
- e. Topography with contour intervals no greater than 10 feet;
- f. Proposed method of sewage disposal (expressed as a note);
- g. Boundary lines of the overall property showing bearings and distances along all lines and the bearings and distance to an existing street intersection or recognized permanent landmark. The source of said boundary information

shall be indicated;

h. All contiguous property under the ownership or control of the developer, except those lands of a dissimilar zoning category specifically approved to be excluded by the Department. Areas not planned for development at the time of the submittal shall be shown as "Future Development";

i. An authorization statement on the Concept Plan to read as follows:

I hereby submit this Concept Plan as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Concept Plan, as required by the Development Regulations.

\_\_\_\_\_  
Authorized Agent/Owner

\_\_\_\_\_  
Date

j. Location sketch (vicinity map);

k. Lakes, ponds, and floodplains and the source of floodplain data including the panel number of flood insurance rate maps;

l. Required recreation areas and other public areas to be dedicated to the public or held in common ownership by a homeowner's association or other similar entity;

m. Existing zoning of the property and adjoining properties;

n. Land lot and district;

o. Subdivider's name, local, and permanent addresses (if different) and telephone number;

p. Name of company or person preparing the plan;

q. Boundaries of the Chattahoochee River Corridor and Chattahoochee River Tributary Protection Areas, if applicable to the property;

r. General development data (in tabular form) for multi-family or non-residential site developments, such as number of residential units, gross square feet of buildings, number of parking spaces, etc.;

- s. General development data (in tabular form) for single family developments, such as minimum lot size, floor area of homes, and all relevant conditions of zoning; and,
- t. A signature block to read as follows:

This Concept Plan has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Duluth, Georgia.

\_\_\_\_\_  
Director,  
Department of Planning and Development

\_\_\_\_\_  
Date

## 10.2 SUBDIVISION DEVELOPMENT PLANS

10.2.1 An application for a development permit for a subdivision shall consist of the Preliminary Plat, a certified boundary survey, associated slope or construction easements (if any), and other such Development Plans as may be required by these Regulations.

10.2.2 The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the subdivider proposes to construct at one time as a single unit, provided that such portion conforms to the requirements of these Regulations. If no Concept Plan was approved for the property, the Development Plan shall include the entire property being developed within the same zoning category.

### 10.2.3 Scale

The Development Plans shall be clearly and legibly drawn at a scale of not less than 100 feet to one inch. Sheet size shall not exceed 48 inches by 36 inches. Plan and profile sheets shall have a horizontal scale of no less than 100 feet to one inch and a vertical scale of no less than 10 feet to one inch.

### 10.2.4 Certified Boundary Survey

- a. The Preliminary Plat shall be based on a certified boundary survey of the entire property contained within the Preliminary Plat, and it shall be tied to a point of reference (tie point) with the same degree of accuracy as the

boundary survey itself.

The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

- b. Each Preliminary Plat shall be drawn on, accompanied by or referenced to a boundary survey meeting the minimum requirements of the preceding paragraph.

10.2.5 The Preliminary Plat shall contain the following:

- a. Proposed name of subdivision.
- b. Name, address, and telephone numbers of both the owner of record and the subdivider.
- c. Names, addresses, and telephone numbers of each professional firm associated with the development planning (i.e., engineer, architect, etc.).
- d. Date of survey, north point, and graphic scale, source of vertical datum, date of plat drawing, and space for revision dates.
- e. Proposed use of the site, such as single-family residences, duplexes, townhouses, office park, industrial subdivision, etc. For residential subdivisions, indicate the total number of dwelling units within plat.
- f. Location (Land District and Land Lot), acreage, and density, if applicable.
- g. Location sketch showing the subdivision in relation to the surrounding area with regard to well-known landmarks such as major streets, rivers and railroads. Sketches may be drawn freehand and at a scale sufficient to clearly show the information required but not less than one inch equal to 2,000 feet. U.S. Geological Survey Maps may be used as a reference guide for the location sketch.
- h. Name of former subdivision, if any, and all of the land in the Preliminary Plat which has previously been subdivided, showing boundaries of same.
- i. Boundary lines of the tract shall be indicated by a heavy line giving lengths in feet and hundredths of a foot, bearings in degrees, minutes, and seconds, and the bearing and distance to designated tie point.

- j. Directional flow arrows for street drainage and individual lot drainage when finished grading of lots is not shown. (amended 8/27/01)
- k. Contour lines based on sea level datum, or other datum acceptable to the Department. These shall be drawn at intervals of not more than two feet. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shown shall be specified and dated.
- l. Natural features within the proposed subdivision, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all watercourses leaving the tract, the direction of flow shall be indicated. The 100-year floodplain shall be outlined and the source of the depicted floodplain shall be indicated. For those lots containing floodplain, a Floodplain Lot Chart shall be provided showing the area (in square feet) of each lot lying inside and outside of the floodplain as though the land disturbance activity were completed.
- m. Man-made and cultural features existing within and adjacent to the proposed subdivision, including existing rights-of-way measured from centerline, pavements widths, names of existing and platted streets; all easements, city, and County jurisdiction lines; existing structures on the site and their proposed disposition, Chattahoochee River Corridor information and limits of Chattahoochee River Tributary Protection Area (if applicable), and other significant information. Location and dimensions of existing bridges; water, sewer lines and other existing utility lines, culverts and other existing features should be indicated.
- n. Proposed layout including lot lines, lot numbers and block letters, proposed streets with roadway and right-of-way lines and names, sites reserved through covenants, easements, dedications, or otherwise for public uses. Lots shall be numbered in numerical order and blocks lettered alphabetically. The minimum building setback lines from all streets shall be shown. Streets (including cul-de-sacs) shall be dimensioned to show rights-of-way and roadway widths, central angles, and intersection radii. Centerline curve data shall be provided for roadway curves [radius, length, amount of superelevation (if any), point of curvature (P.C.), point of tangency (P.T.), etc.] if not shown separately on construction drawings.
- o. Identify unit number, division, or phase of development, if any, proposed by the subdivider.

- p. Existing zoning of the property, rezoning and variance case numbers, dates of approval and conditions (as applicable) shall be shown. Note minimum lot size, minimum yard setback requirements and other applicable zoning requirements. Show and dimension any required buffers, landscape strips, No-access easements, etc. Note any approved waivers from these Regulations.
- q. Show all adjoining property owners, subdivision names, lot numbers and lot lines, block letters, and zoning.
- r. Location of all known existing or previously existing landfills.
- s. Proposed recreation area sites, if any; land area of the site, area and percent of site within the 100-year floodplain, proposed disposition of the site (public ownership, homeowner's association, etc.).
- t. Such additional information as may be reasonably required to permit adequate evaluation of the subdivision.
- u. Street lighting design which conforms to The American National Standard Practice for Roadway Lighting.

10.2.6 Certificate of Development Plans Approval

Each Preliminary Plat shall carry the following certificate printed or stamped thereon:

All requirements of the Development Regulations of the City of Duluth relative to the preparation and submission of a subdivision development permit application having been fulfilled and said application and all supporting plans and data having been reviewed and approved by all affected governmental jurisdictions, agencies and departments under their applicable regulations, approval is hereby granted, on this Preliminary Plat and all other Development Plans associated with this subdivision, subject to all further provisions of said Development Regulations and other County existing Regulations.

\_\_\_\_\_  
Director,  
Department of Planning and Development

\_\_\_\_\_  
Date

THIS CERTIFICATE EXPIRES TWELVE MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED.

NOTE: The boundaries of the lots shown on this Plat have not been surveyed. This Plat is not for recording.

- 10.2.7 The Preliminary Plat shall be accompanied by other Development Plans showing the following information when such information is not shown on or evident from the Preliminary Plat. The various plans may be combined where appropriate and clarity can be maintained.
- a. An Erosion Control Plan prepared in accordance with the requirements of the Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
  - b. Grading Plans prepared in accordance with the requirements of Article 8 of these Regulations if grading is proposed beyond the street rights-of-way.
  - c. Storm Water Drainage Construction Data:
    - (1) Location and size of all proposed drainage structures including detention ponds, catch basins, grates, headwalls, pipes and any extensions thereof, energy dissipators, improved channels, and all proposed drainage easements to be located outside street rights-of-way lines.
    - (2) Profiles of all storm drainage pipes and the slope of receiving channels. On storm drainage profiles, a pipe chart will be shown which includes pipe numbers, pipe sizes, pipe materials, pipe slopes, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. The hydraulic grade line will be shown on all pipes for the required design flow. –The hydraulic grade line will be shown for all pipes located in the public rights-of-way for the design flow. (amended 9-22-97, 8/27/01)
    - (3) Profiles of all open channels and ditches including Mannings' 25-year storm normal depth and velocity. On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage area, design storm frequency, runoff coefficient and velocity. (amended 8/27/01)
    - (4) Hydrological study used in determining size of structures, including a map of all contributing drainage basins and acreages.

- d. If sanitary sewers are required by Water Pollution Control, Sanitary Sewer Plans, including the location and size of all proposed sewer lines, manholes, easements required therefore, and sufficient dimensions to locate same on the ground.
- e. Construction Data for New Streets and Street Widening:
  - (1) Centerline profiles and typical roadway sections of all proposed streets and street widenings.
  - (2) Where sanitary or storm sewers are to be installed within a street, the grade; size, location and bedding class of pipe; location and invert elevation of manholes shall be indicated on the road profile.
  - (3) Profiles covering roadways that are extensions of existing roadways shall include elevations at 50 foot intervals for such distance as may be adequate to provide for continuity consistent with the standards required by these Regulations for street improvements but not less than 200 feet.
  - (4) All elevations shall be coordinated and tied into U.S. Coast and Geodetic Survey or Department of Transportation benchmarks where feasible, or into reference monuments established by the Federal Emergency Management Agency.
  - (5) Stub streets shall be profiled at least 200 feet onto the adjoining property (no tree cutting).
- f. Buffer and Landscape Plan, if any such areas exist within the subdivision, prepared in accordance with the requirements of Article 5 and specification of these Regulations.
- g. Tree Protection Plan (if required).
- h. Floodplain Management Plans. If any floodplain areas are located on the property, such data as is required by the Floodplain Management Ordinance or these Regulations shall be submitted.

#### 10.2.8 Encroachments

Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the Department.

#### 10.3 FINAL PLAT SPECIFICATIONS

- 10.3.1 The Final Plat shall be clearly and legibly drawn in black ink on tracing cloth or other permanent reproducible material. The scale shall be 100 feet to one inch or larger. Sheet size shall not exceed 48 inches by 36 inches. (Note that any sheet larger than 17 inches by 22 inches must be photographically reduced to no more than 17 inches by 22 inches in order to be recorded with the Clerk of the Superior Court.)
- 10.3.2 The Final Plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Final Plat and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
- 10.3.3 The Final Plat shall substantially conform to the Preliminary Plat and it may constitute only that portion of the Preliminary Plat which the subdivider proposes to record at the time, provided that such portion conforms to the requirements of these Regulations, and said portion is not inconsistent with the public health, safety, or welfare. Any substantial deviation from the approved Preliminary Plat shall require revision and reapproval of the Preliminary Plat.
- 10.3.4 The Final Plat shall contain the following information:
- a. Name of the subdivision, unit number, Land District, and Land Lot numbers.
  - b. Names, addresses, and telephone numbers of the owner of record, and the subdivider if not the owner.
  - c. Names, addresses, and telephone numbers of each professional firm associated with the portion of the subdivision within the Final Plat.
  - d. Date of plat drawing, graphic scale, north point; notation as to the reference of bearings to magnetic, true north or grid north, and indication whether bearings shown are calculated from angles turned.
  - e. Location sketch of tract showing major surrounding features.
  - f. Name of former subdivision if any or all of the Final Plat has been previously recorded.
  - g. Case number and date of approval for any applicable rezoning, Special Use Permit, variance or waiver affecting the property.

- h. Location and dimension of any buffer, landscape strip, special setback, no-access easement, etc., required by the Zoning Ordinance or these Regulations.
- i. Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth of a foot and bearings to the nearest second. Bearing and distance to a designated tie point shall be shown. The Plat shall have a closure precision of one foot in no less than 10,000 feet.
- j. Municipal or County jurisdictional lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision; land lot lines traversing or adjoining the subdivision.
- k. Locations, widths and names of all streets and alleys within and immediately adjoining the Plat, the location and widths of all internal public crosswalks and all other public rights-of-way.
- l. Street centerlines showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, point of curvature (P.C.) and point of tangency (P.T.).
- m. Lot lines with dimensions to the nearest one-tenth of a foot, bearings to the nearest second, and radii of rounded corners, as necessary to delimit each lot.
- n. Building setback lines along streets with dimensions.
- o. When lots are located on a curve or when side lot lines are at angles other than 90 degrees, the lot width measured in accordance with the Zoning Ordinance may be required to be shown, if deemed necessary by the Department for clarity.
- p. Lots numbered in numerical order and blocks lettered alphabetically.
- q. Location and size of all drainage pipe, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements including construction or slope easements if required.
- r. Location of any areas to be reserved, donated or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be

reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.

- s. A statement of private covenants if any, and if they are brief enough to be put directly on the Plat; otherwise, if covenants are separately recorded, a statement as follows:

This plat is subject to the covenants set forth in the separate document(s) attached hereto-dated \_\_\_\_\_, which hereby become a part of this plat, and which were recorded \_\_\_\_\_ and signed by the owner.

- t. Accurate location, material, and description of monuments and markers. (Note: All monuments shall be in place prior to approval of the Final Plat.)
- u. Certificates and statements specified in these Regulations, below.
- v. All information required under the Georgia Metropolitan River Protection Act for recording of plats, if applicable.
- w. Extent of the 100-year floodplain and a floodplain chart showing the area within and outside the floodplain for each lot containing any portion of the 100-year floodplain. Origin of the floodplain data shall be indicated.
- x. Street address numbers and block number designations for street names signs on abutting streets, where appropriate.
- y. Individual lots shall be designated HLP (House Location Plan), RDP (Residential Drainage Plan) and/or RDS (Residential Drainage Study) if such are required by the Department to be approved prior to issuance of a building permit.
- z. All other notes or notations as may be required by the Department.
- aa. All fees associated with traffic control devices and street name signs must be paid in full to Gwinnett County Traffic Engineering prior to approval of the final plat.

10.3.5 If any lands are shown as the Final Plat for dedication to the City of Duluth other than street rights-of-way or easements, a Warranty Deed transferring title to said land in fee simple, in a form acceptable to the City, shall be submitted with the Final Plat

application.

10.3.6 If any lands are shown on the Final Plat for dedication to a Property Owners Association in order to meet minimum park or open space requirements of these Regulations, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners' Association shall be submitted with the Final Plat application.

10.3.7 Each Final Plat shall bear the following certificates or statements printed or stamped thereon as follows:

a. Final Surveyor's Certificate:

It is hereby certified that this plat is true and correct as to the property lines and all improvements shown hereon, and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown hereon actually exist and their location, size, type and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in \_\_\_\_\_ feet and an angular error of \_\_\_\_\_ per angle point, and was adjusted using \_\_\_\_\_ rule. This plat has been calculated for closure and is found to be accurate within one foot in \_\_\_\_\_ feet and contains \_\_\_\_\_ acres. The equipment used to obtain the linear and angular measurements herein was \_\_\_\_\_.

By: \_\_\_\_\_  
Registered Georgia Land Surveyor

REG NO \_\_\_\_\_ DATE OF EXPIRATION \_\_\_\_\_

b. Owners Acknowledgement and Declaration:

STATE OF GEORGIA  
COUNTY OF GWINNETT

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, acknowledges that this plat was made from an actual survey and dedicates by this Declaration to the use of the public forever all streets, sewer collectors, lift stations, drains, easements, and other public facilities and appurtenances hereon shown, and transfers ownership of all public use areas in fee simple by deed, for the purposes herein expressed.

\_\_\_\_\_  
**SIGNATURE OF SUBDIVIDER**

\_\_\_\_\_  
Date **Signed**

\_\_\_\_\_  
**PRINTED OR TYPED NAME OF SUBDIVIDER**

c. Final Plat Approval:

The Director of the Department of Planning and Development of the City of Duluth, Georgia, certifies that this plat complies with the Zoning Ordinance, and Development Regulations of the City of Duluth, as amended, and has been approved by all other affected governmental jurisdiction, agencies and departments, as applicable. The Director hereby accepts on behalf of the City of Duluth the dedication of all public rights-of-way and easements, storm drainage and other public facilities, and the Director hereby acknowledges acceptance of the public water and sewer lines and facilities and by Gwinnett County. This plat is approved subject to the provisions and requirements of the Development Performance and Maintenance Agreement executed for this project between the Owner and the City of Duluth and/or Gwinnett County.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Director,  
Department of Planning and Development

d. Public Notice - Drainage. Every Single Family Final Plat shall contain the following statement: (amended 8/27/01)

NOTE: The City of Duluth assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.

Every Final Plat that is not a single-family subdivision shall contain the following statement: (amended 8/27/01)

NOTE: The City of Duluth assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right-of-

way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat. The City of Duluth does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right of way. (amended 8/27/01)

- e. House Location Plans (HLP). On any Final Plat containing one or more lots for which a House Location Plan approval will be required prior to issuance of a building permit, the following statement shall be included:

**HLP - HOUSE LOCATION PLAN**

A House Location Plan shall be required to be approved by the Department of Planning and Development prior to issuance of a Building Permit on those lots labeled "HLP". A House Location Plan is a scale drawing submitted by the builder at the time of permit application. It is not required that this plan be prepared by a land surveyor or professional engineer. The purpose of this plan is to ensure that the house is properly located on the lot. Please refer to the Gwinnett County Development Regulations or contact the Duluth Development Regulations for more information.

- f. Residential Drainage Plan (RDP) or Study (RDS). On any Final Plat containing one or more lots for which either a Residential Drainage Plan (RDP) or Residential Drainage Study (RDS) will first be required prior to issuance of a Building Permit, the following statement shall be included:

**RDP - RESIDENTIAL DRAINAGE PLAN**

**RDS - RESIDENTIAL DRAINAGE STUDY**

A Residential Drainage Plan or Residential Drainage Study shall be required to be approved by the Department of Planning and Development prior to issuance of a Building Permit on those lots labeled "RDP" or "RDS", respectively. Please refer to the Duluth Development Regulations and contact the Department for more information.

10.4 HOUSE LOCATION PLAN (HLP)

Refer to Section 9.2 of Article 9 of these Regulations for why an HLP might be required.

- 10.4.1 House Location Plans shall be drawn to scale and may be shown on a certified boundary survey of the lot or any other drawing showing the information required. The HLP may be combined with a Residential Drainage Plan (RDP) if both are required for the lot.

10.4.2 It is not the intent that the House Location Plan be prepared by a registered surveyor or engineer, but said plan must be done with sufficient accuracy to ensure that the proposed improvements will be constructed in conformance with the Zoning Ordinance, these Regulations, or other regulations, as applicable.

10.4.3 House Location Plans shall show the following information as applicable:

- a. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.
- b. Location and names of all abutting streets or other rights-of-way.
- c. Minimum front, side and rear setback lines with dimensions, and notation of the existing zoning on the property.
- d. The approximate outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, including dimensions on all improvements and distances of each to the nearest property lines.
- e. All easements, public water, sewer or storm drainage facilities traversing or located on the property, and septic tank and drain fields, if any.
- f. Subdivision name, lot designation, land lot, and district.
- g. North arrow and scale.
- h. Limits of the 100-year floodplain, if applicable, and any required buffers or special setback lines.
- i. If the lot is located within the Chattahoochee River Corridor, the location of each area by vulnerability category and calculations of impervious surface and clearance by category, or other such data required in accordance with the Certification for the subdivision approved under the Metropolitan River Protection Act. Show any buffer or setback required under said Act.
- j. All other applicable requirements of either the Zoning Ordinance or these Regulations.
- k. Names, addresses, and telephone numbers of both the owner of the property

and the person preparing the House Location Plan.

10.4.4 If a lot is located in the Chattahoochee River Corridor, a Certificate of Occupancy shall not be issued for the structure or any other improvements until conformance to the provisions or other requirements of the House Location Plan have been field verified by the builder's surveyor and submitted to the Department.

10.4.5 The House Location Plan shall contain the following signature block. If the HLP is required because of floodplain on the lot, the language contained in the brackets below must be included; otherwise, said bracketed language it should be deleted from the signature block.

This House Location Plan has been reviewed for general compliance with the Zoning Ordinance and Development Regulations of the City of Duluth, Georgia, and is hereby approved for issuance of a Building Permit for the residential structure and other improvements shown hereon. [No framing inspection will be approved until a certification of the elevation of the lowest floor, as built, prepared by a Registered Land Surveyor or Professional Engineer, has been received by the Department.] This approval is granted with the provision that no Certificate of Occupancy shall be issued for completion of construction until conformance to this House Location Plan has been field verified by the Department or verified by an "as-built" survey prepared for the builder by a Registered Land Surveyor and submitted to the Department.

\_\_\_\_\_  
Director, Department of Planning and Development

\_\_\_\_\_  
Date

10.5 RESIDENTIAL DRAINAGE PLAN (RDP) OR STUDY (RDS)  
Please refer to Section 9.2 of Article 9 of these Regulations for why either might be required.

10.5.1 Residential Drainage Plans shall be drawn to scale on a certified boundary survey of the lot prepared by a Registered Land Surveyor, having an error of closure not exceeding one in 5000 feet. The Residential Drainage Plan may be combined with a House Location Plan if both are required for the lot.

10.5.2 Residential Drainage Plans shall show the following as applicable:

- a. Boundary lines of the lot, giving distances to the nearest one-tenth of a foot and bearings to the nearest minute.

- b. Location and names of all abutting streets or other rights-of-way.
- c. The outline of all buildings, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed on the property, including dimensions on all improvements and distances of each to nearest property lines.
- d. All easements, public water, sewer or storm drainage facilities traversing or located on the property, and septic tank and drain field, if any.
- e. Subdivision name, lot designation, land lot, and district.
- f. North arrow and scale.
- g. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two (2) feet and shall be based on a field survey. Proposed grading of the lot shall be shown along with the finished floor elevation of the lowest habitable floor of the house.
- h. Storm water features, including swales, pipes, storm water detention and other structures, all drainage easements and directions of flow.
- i. Floodplain features, including the limits of the flood hazard area, 100-year flood high water elevation, origin of the floodplain data, and any proposed modifications to the floodplain limits.
- j. Sedimentation and erosion control measures to be taken or placed on the lot during construction.
- k. Names, addresses, and telephone numbers of both the owner of the property and person preparing the Residential Drainage Plan.
- l. Seal, registration number, and date of expiration of the Professional Engineer or Landscape Architect who prepared the drainage improvements or modifications shown on the Residential Drainage Plan.

10.5.3 A Residential Drainage Study (RDS) shall be conducted by the developer's or builder's design professional prior to issuance of a Certificate of Occupancy on those lots so noted on the Final Plat. The requirements for a RDS contained herein shall apply to lots that formerly required SSED (Site Study – Engineering Division) approval prior to issuance of a Building Permit.

The grading and construction of the lot shall be field verified by the developer's or builder's design professional as being in conformance with grading plans and storm water management studies approved for the subdivision prior to issuance of a Certificate of Occupancy.

10.5.4 A Certificate of Occupancy shall not be issued for the structure until a written certification has been received from the developer's or builder's design professional stating that the provisions or improvements required by the Residential Drainage Plan or as a result of the Residential Drainage Study have been verified in the field.

10.5.5 If a RDP or RDS is required because a stream or floodplain is on or adjacent to the lot, the notation on the development plans and plat should be "RDP-E" or "RDS-E" as appropriate.

## 10.6 SITE DEVELOPMENT PLANS

10.6.1 An application for a Development Permit for a multi-family or nonresidential site shall consist of the Site Plan, a certified boundary survey or Final Plat reference, associated slope or construction easements (if any), and such other Development Plans as may be required by these Regulations.

10.6.2 The Development Plans shall generally conform to the Concept Plan, if any, and may constitute only that portion of the approved Concept Plan which the developer proposes to construct as a single unit, provided that such portion conforms to the requirements of these Regulations, all setbacks, maximum density and other zoning restrictions. If no Concept Plan was approved on the property, the Development Plans shall include the entire property being developed having the same zoning classification.

### 10.6.3 Scale

The Development Plans shall be clearly and legibly drawn at an engineering scale convenient to illustrate the details of the project. Sheet size shall not exceed 48 inches by 36 inches. Plan and Profile sheets, if any, shall have a horizontal scale of no less than 100 feet to one inch and a vertical scale of no less than 10 feet to one inch.

### 10.6.4 Project Boundary Data

a. The Site Plan shall be based on the boundaries of a lot as recorded on a Final

Subdivision Plat or on a certified boundary survey delineating the entirety of the property contained within the project, which is tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of no less than 1 in 10,000, and shall meet all requirements of Georgia Law regarding the recording of maps and plats.

- b. Each Site Plan shall be drawn on, accompanied by or referenced to a boundary survey which shall at least meet the requirements of the above paragraph.

10.6.5 The Site Plan shall contain the following (on one or more sheets):

- a. Proposed name of development. If the project is located within a subdivision, the name of the subdivision, lot, and block number must also be shown.
- b. Names, addresses, and telephone numbers of both the owner of the property, and the developer, if different.
- c. Names, addresses, and telephone numbers of each professional firm associated with the Site Plan (engineer, landscape architect, etc.).
- d. Date of survey, north point, and graphic scale, source of datum, date of drawing, and space for revision dates.
- e. Proposed use of the site, including gross square footage for each different type of use or building.
- f. Location (Land Lot and District), acreage or area in square feet, and density (if applicable).
- g. Location sketch locating the development in relation to the surrounding area with regard to well known landmarks such as major thoroughfares or railroads. Sketches may be drawn in freehand and at a scale sufficient to show clearly the information required, but not less than one inch equal to 2,000 feet. U.S. Geological Survey maps may be used as a reference guide for the location sketch.
- h. Size and location of all buildings, building setback lines, minimum yard lines, and distances between buildings and from buildings to the nearest property lines; location of outdoor storage areas; parking and loading areas,

driveways, curb cuts and designated fire lanes. Each building shall be identified with a number or letter.

- i. Boundary lines of the perimeter of the tract indicated by a heavy line giving lengths to the nearest one-hundredth of a foot and bearings to the nearest second. Bearing and distance to designated tie point.
- j. Directional flow arrows for street drainage.
- k. Contour lines based on sea level datum. These shall be drawn at intervals of not more than two (2) feet and shall include the entire site and all abutting public streets. Contour lines shall be based on field surveys or photogrammetric methods from aerial photographs. The basis for the topographic contour shall be specified and dated.
- l. Natural features within the proposed development, including drainage channels, bodies of water, and other known significant features such as extensive exposed rock. On all watercourses leaving the tract, the direction of flow shall be indicated. The 100-year floodplain shall be outlined and the source of the depicted floodplain information shall be indicated. The acreage or area in square feet within the floodplain shall be indicated.
- m. Man-made and cultural features existing within and adjacent to the proposed development, including existing rights-of-way measured from centerline, pavement widths, and locations of jurisdictional lines (if appropriate); existing structures on the property and their disposition, Chattahoochee River Corridor information and Chattahoochee River Tributary Protection Areas (if applicable), and other significant information. Location and dimensions of existing bridges; water and sewer, and other existing lines; other public utility lines and structures; culverts and other existing features should be shown.
- n. Proposed street names, roadway and right-of-way lines and widths and sites reserved through covenants, easement, dedication or otherwise for public use.
- o. Identify unit number, division or stage of development, if appropriate, as proposed by the developer.
- p. Show all adjoining property owners, subdivision names, lot numbers, block letters and lot lines, and zoning.

- q. Show the location and number of parking spaces, as required in the Zoning and Georgia Handicap Laws.
- r. Zoning district and rezoning case number, date and conditions of approval (as applicable). Variances obtained for the development site should be shown with case number, date of approval and conditions (if applicable). Note any approved waivers of these Regulations.
- s. If buffers, other landscaping or screening treatments are required, show the location, size, and type of materials (natural or planted) on the plan in conformance with the Tree Protection Plan or Buffer and Landscape Plan, as applicable.
- t. Location, height, and size of all freestanding signs to be erected on the site, and indication whether lighted or unlighted.
- u. Location of all known existing landfills and proposed on-site bury pits (State EPD Permit or other approval may be required).
- v. Such additional information as may be reasonably required to permit an adequate evaluation of the project.

10.6.6 Certificate of Development Plans Approval

Each Site Plan shall carry the following certificate printed or stamped thereon:

All requirements of the Development Regulations of the City of Duluth, Georgia, relative to the preparation and submission of a development permit application having been fulfilled, and said application and all supporting plans and data having been reviewed and approved by all affected jurisdiction, agencies and departments as required under their respective and applicable regulations, approval is hereby granted for this Site Plan and all other Development Plans associated with this project subject to all further provisions of said regulations and requirements.

\_\_\_\_\_  
Director,  
Department of Planning and Development

\_\_\_\_\_  
Date

THIS CERTIFICATE EXPIRES TWELVE (12) MONTHS FROM THE DATE OF APPROVAL UNLESS A DEVELOPMENT PERMIT IS ISSUED

10.6.7 The Site Plan shall be accompanied by other Development Plans showing the following information when same is not shown on, or evident from the Site Plan. The various plans may be combined where appropriate and clarity can be maintained.

- a. Erosion Control Plan prepared in accordance with the requirements of the Soil Erosion and Sediment Control Ordinance. Erosion control measures may be shown on the Grading Plan, if desired.
- b. Grading Plan prepared in accordance with the requirements of Article 8 of these Regulations.
- c. Storm Water Drainage Construction Data:
  - (1) Location and size of all proposed drainage improvements, and drainage easements to be located outside street right-of-way lines.
  - (2) Profiles of all storm drainage pipe and slope of receiving channels. Hydraulic grade lines shall be shown for all pipes (except roof drains) for the required design flow. On storm drainage profiles a pipe chart will be shown which will include pipe number, pipe size, pipe material, pipe slope, pipe length, contributing drainage area, design flow, design storm frequency, runoff coefficient and velocity. On all

- pipes, the hydraulic grade line shall be shown. Profiles of all open channels and ditches including the design flow normal depth and velocity. On storm drainage profiles an open channel chart will be shown which will include open channel numbers, conveyance size, lining material, length, channel slope, contributing drainage runoff coefficient and velocity for the required design flow. (amended 9/22/97, 8/27/01)
- (3) Acreage of drainage areas and hydrological study used in determining size of structures, including map of all contributing drainage basins and acreages.
- d. Sewage Disposal Plans, as follows:
- (1) Sanitary Sewer Plans, including profiles and other information as may be required by Water Pollution Control.
- (2) For projects proposed to be served by on-site sewage disposal systems, the Gwinnett County Health Department must be consulted.
- e. Street Widening and Construction Data:
- (1) Centerline profiles and typical roadway sections of all proposed street improvements. Profiles (and plans, where required) shall be drawn on standard plan and profile sheets with plan sections showing street layout, pavement and right-of-way width, curvature, and required drainage facilities.
- (2) Where sanitary or storm sewers are to be installed within a street, the grade, size, location and invert elevations of manholes shall be indicated on the road profile.
- (3) Profiles covering roadways that are extensions of existing roadways shall include elevations at 50-foot intervals for such distance as may be adequate to provide continuity consistent with the standards of these Regulations, but no less than 200 feet.
- (4) All elevations shall be coordinated and sited into U.S. Coast and Geodetic Survey or Department of Transportation benchmarks where feasible or into reference monuments established by the Federal Emergency Management Agency.
- f. Buffer and Landscape Plan (if any such areas exist within the site) prepared in accordance with the specifications of these Regulations.
- g. Tree Protection Plan (if required by the Buffer, Landscape and Tree

Ordinance).

- h. Floodplain Management Plans. If any floodplain areas are located on the property, such data as is required by the Floodplain Management Ordinance shall be submitted.
- i. Private Water System Plans, if any, indicating proposed water main size and location, with fire hydrants, on the site. The distance and direction to all other fire hydrants within 500 feet of the site or buildings along existing streets or other access drives shall also be indicated.
- j. Street striping plan, showing striping in accordance with the Manual on Uniform Traffic Control Devices, for any street or widened to four (4) or more lanes.

10.6.8 Encroachments

Where construction is proposed on adjacent property, an encroachment agreement or easement shall be submitted to the Department with the Site Plan.

10.6.9 Public Notice – Drainage (amended 8/27/01)

Every Site Plan shall contain the following statement:

NOTE: The City of Duluth assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent to the street right-of-way, or for the extension of culverts beyond the point shown on the approved and recorded plan. The City does not assume the responsibility for the maintenance of pipes in drainage easements beyond the City right of way. (amended 8/27/01)

10.7 TREE PROTECTION PLAN SPECIFICATIONS

- 10.7.1 A Tree Protection Plan shall be drawn and submitted to the Department in accordance with the requirements as stated in the Duluth Buffer, Landscape and Tree Ordinance as adopted on April 26, 1993, and amended from time to time. (amended 9-22-97)

10.8 BUFFER AND LANDSCAPE PLAN SPECIFICATIONS

- 10.8.1 A Buffer and Landscape Plan shall be drawn and submitted to the Department in accordance with the requirements as stated in the Duluth Buffer, Landscape and Tree

Ordinance as adopted on April 26, 1993, and amended from time to time. (amended 9-22-97)

10.9 STATE WATERS BUFFER VARIANCE (amended 8/27/01)

- a. The following procedure does not supersede Georgia State Law requirements. It is intended to clarify the administrative process of the City of Duluth when development plans are submitted for land disturbance activities and construction activities that encroach in the state buffer required by the Erosion and Sediment Control Ordinance. (amended 8/27/01)
- b. Senate Bill 608 of 1994 which amended the Erosion and Sedimentation Act of 1975, states that, "state waters includes any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the state, which are not entirely confined and retained completely upon the property of a single individual, partnership or corporation." This has been interpreted to include dry ditches that only carry water immediately after rainfall. (amended 8/27/01)
- c. Senate Bill 608 of 1994 which amended the Erosion and Sedimentation Act of 1975, states that, "Land-disturbing activities shall not be conducted within 25 feet of the banks of any state waters, as measured from the point where vegetation has been wrested by normal stream flow or wave action...". (amended 8/27/01)
- d. Hardship (amended 8/27/01)
  1. The steps needed to show hardship in a variance application shall include documentation of 1) avoidance, 2) minimization, and 3) mitigation.
  2. While economics is a consideration in almost all decisions, increased cost due to buffer preservation is not to be sole justification for hardship.
  3. Encroachment in a state waters buffer by a commercial building footprint is justification for a hardship, provided the criteria in 10.9.d.1 have been met.
  4. Encroachment in a state waters buffer to provide parking for a commercial building should not be sole justification for a hardship.
  5. Loss of a residential lot to preserve a state waters buffer traversing a residential subdivision should not be sole justification for a hardship.
- e. Mitigation (amended 8/27/01)

1. The preferred method of mitigation is to relocate the open channel with proper legal authorization (SWA 404) granted by the U.S. Army Corps of Engineers. The relocated channel should duplicate the natural vegetation, biological habitat, stream morphology and stream hydrology as much as practical. The buffer would be relocated along the new channel.
2. Bio-engineered solutions with minimal maintenance requirements are preferred.
3. Mitigation for state water buffer encroachments is in addition to water quality BMP's required by other City regulations.
4. The buffer area removed should be replaced on-site. The minimum replacement buffer width shall be 25 feet. Mitigation shall be on a 1:1 basis (no net loss of buffer area) or more as specified by the City. Filter strips around water quality BMP's and detention facilities which filter runoff from the development may be used to mitigate buffer encroachments. Restoration of impaired state waters buffers can be used to mitigate buffer encroachments.

f. The location of state waters buffer shall be determined by field survey.  
(amended 8/27/01)

g. The following note shall appear on the erosion control plan. "These plans comply with City of Duluth's State Waters Buffer Variance Procedure."  
(amended 8/27/01)

#### 10.10 GENERAL VARIANCE (amended 8/27/01)

The City of Duluth will not require the design professional to submit a state waters buffer variance request to the Georgia Environmental Protection Division for the following structures as long as the conditions "a" through "g" stated in 10.11 are met. Mitigation measures discussed in 10.9.e.4 are also required for encroachments in a buffer for state waters with a contributing drainage area of 20 acres and larger.  
(amended 8/27/01)

- a. Drainage structures such as bridges or culverts which must be constructed for roadways are exempt. The drainage structure shall convey water under a roadway by intercepting the flow on one side of a traveled way and carrying it to a release point on the other side. The structure shall only be as long as is needed to safely construct the road and road shoulder. (amended 8/27/01)

- b. Storm Water Management Facilities such as detention ponds and water quality facilities used as Best Management Practices are exempt. (amended 8/27/01)

10.11 DRAINAGE AREAS LESS THAN 20 ACRES (amended 8/27/01)

For state waters with contributing drainage areas less than 20 acres, the design professional shall determine if a stream buffer exists and identify any buffer on the land disturbance plans. If land disturbing activities will be conducted within a buffer, City of Duluth will require the design professional to submit a variance request to the Georgia Environmental Protection Division for activities not exempted in 10.10 above. The following conditions must be met for approval to encroach within the 25-foot stream buffer. (amended 8/27/01)

- a. An erosion and sediment control plan must be submitted to and approved by the City; (amended 8/27/01)
- b. All graded slopes 3:1 or steeper must be hydroseeded and covered with Georgia DOT approved wheat, wood fiber matting or coir coconut fabric. If not hydroseeded, Georgia DOT approved matting that has been incorporated with a seed and fertilizer must be used. All slopes must be protected until a permanent vegetative stand is established; (amended 8/27/01)
- c. All disturbed areas must be seeded and mulched as soon as final grade is achieved. Also, these disturbed areas must be protected until permanent vegetation is established; (amended 8/27/01)
- d. The amount of land cleared during construction must be kept to a minimum to construct the project as approved; (amended 8/27/01)
- e. Georgia DOT type "C" silt fence must be installed where silt fence is required on the entire site and a double row must be installed between the land disturbing activities and State waters; (amended 8/27/01)
- f. Buffer variance conditions must be incorporated into the Land Disturbing Activity Permit; and (amended 8/27/01)
- g. This project must be conducted in strict adherence to the approved erosion and sedimentation control plan. (amended 8/27/01)

10.12 DRAINAGE AREAS 20 ACRES AND LARGER (amended 8/27/01)

- a. For state waters with contributing drainage areas equal to or greater than 20 acres. The design professional can provide the City of Duluth Staff and receive approval of the buffer location prior to submittal of plans for land disturbing activities. If land disturbing activities will be conducted within the buffer, the City of Duluth will require the design professional to submit a variance request to the Georgia Environmental Protection Division for

activities not exempted in 10.9 above. The City of Duluth will support the variance request if the following conditions are met. (amended 8/27/01)

1. A showing of good and sufficient cause. (amended 8/27/01)
2. A determination that failure to grant the waiver would result in exceptional hardship. (amended 8/27/01)
3. The hardship was not caused by subdividing a larger parcel after the effective date of January 1, 2002. (amended 8/27/01)
4. The design professional shall certify that the impacts of the encroachment are mitigated. (amended 8/27/01)
5. The conditions “a” through “g” stated in 10.11 above must be met. (amended 8/27/01)

10.13 FIELD OBSERVATIONS (amended 8/27/01)

The City of Duluth has the authority to conduct field observations to determine where a state waters buffer exists. (amended 8/27/01)

10.14 ADMINISTRATIVE AND JUDICIAL APPEAL (amended 8/27/01)

An appeal from the requirements of this procedure or of the decision or interpretation of the Director shall be in accordance with the procedure in Article 8 of the City of Duluth Soil Erosion and Sediment Control Ordinance. (amended 8/27/01)