



# Community Development

## Development Review Checklist

COMMERCIAL/INDUSTRIAL Project# \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Date Received \_\_\_\_\_

Date(s) Reviewed \_\_\_\_\_

Development Name: \_\_\_\_\_

District: \_\_\_\_\_ Land Lot(s): \_\_\_\_\_

Zoning: \_\_\_\_\_ Acres: \_\_\_\_\_

Setbacks: (Front) \_\_\_\_\_ (Side) \_\_\_\_\_ (Rear) \_\_\_\_\_

### OWNER:

Contact(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

### SITE PLAN:

(Engineer/Surveyor/Designer) \_\_\_\_\_

Contact(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

### LANDSCAPE PLAN: (Landscape Architect/Designer)

Contact(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

All commercial and industrial site plans shall meet the minimum standards of engineering and site design, along with the necessary requirements for the construction of public improvements. The following information is required by the Henry County Department of Planning & Development on commercial and industrial sites. Plans for review and approval:

#### General Information

- Indicate name of project, including units, phase, and lines separating phases and/or/units.
- Indicate names, addresses and telephone numbers of subdivider, engineer, landscape architect and surveyor.
- Indicate graphic scale, north arrow and date. (The north point shall be identified as magnetic, true or grid north).
- Indicate location map showing the relationship of the site to the surrounding area, including directions and distances to readily identifiable landmarks in the surrounding area.
- Indicate acreage to be subdivided.
- Indicate the total lineal feet and total acreage or proposed roads (per phase and total).

Indicate zoning district of the property including all setback provisions, as well as any special conditions of zoning imposed by the board of commissioners or municipal authority.

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**Existing Conditions**

- Indicate topographic contours and vertical intervals of not more than five (5) feet including outline of wooded areas, vegetation, and surface drainage.
- Indicate deed record names and addresses of adjoining property owners or subdivisions, along with zoning of the adjacent parcels.
- Indicate the correct right-of-way (according to state, federal, or county records). Statements like “R/W varies” or “R/W approximate” are unacceptable.
- Indicate with notation, that live streams and/or wetlands (lie/do not lie) within this subdivision, or unit and phase(s). Provide a copy or wetlands delineation report from a registered soil scientist in the State of Georgia. Wetland areas shall be field located.
- Indicate if a project (is in/is not in) a 100-year floodplain and/or if the area lies within portions of the *Limited Development Area* or the *Water Quality Critical Area* of either the Towaliga, Tussahaw, or Shoal Creek Watershed Protection District.
- Indicate location of existing and platted property lines, location, width and names of all platted roads, railroads, utility rights-of-way, public areas, existing buildings/structures.

**Proposed Conditions:**

- Indicate layout and names of proposed roads, alleys, public pedestrian pathways (i.e. sidewalks, trails, paths and bicycle facilities) with width of pavement and right-of-way.
- Indicate layout of all lots, including building setback lines and lot dimensions, including lot area. Show all existing and proposed easements.
- Detailed landscape plan, which shall be provided on a separate sheet. Refer to Article XI-A “requirements for Landscaping of Developments” of the *Henry County Zoning Ordinance* for further guidelines.
- Show buffer areas. Within buffer areas existing vegetation shall be utilized and supplemented by additional plantings if necessary. Refer to Article X, “Buffer Areas” of the *Henry County Zoning Ordinance* for further guidelines.
- Show all parking areas as detailed in Article XI, “Parking and Loading” of the *Henry County Zoning Ordinance*.

Existing Parking Spaces \_\_\_\_\_

Proposed Parking Spaces \_\_\_\_\_

Proposed Handicapped Spaces \_\_\_\_\_

Finish floor elevation of proposed buildings \_\_\_\_\_

**Notes for plans that contain buffers:**

- All undisturbed buffers shall be field located; staked and flagged or marked with “tenzal” or similar type fencing); and shall be submitted to the county for approval prior to grading.
- Existing Vegetation shall be preserved within all buffer areas.
- Buffer areas are not to be disturbed by grading, property improvements or construction activities. Any contemplated disturbances shall first be brought to the attention of the Henry County Department of Planning & Development and formal approval secured prior to initiating activity within the required buffer areas.

**General Notes**

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