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## IMPORTANT CONTACT INFORMATION

Plan Approval Coordinator  
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678-493-6059

## ADDITIONAL CONTACT INFORMATION

Cherokee County Water and Sewer Authority	770-479-1813
Call Before You Dig-811	800-282-7411
Georgia Department of Natural Resources – EPD-	770-387-4900
Georgia Department of Transportation-GDOT	404-721-5295
Environmental Health Department	770-479-0444
Cherokee County GIS Department	678-493-6050

## **GUIDE TO PLAN APPROVAL**

**PROCESS** following the basic steps included in this package will assist you in completing your project submittal package and help lead you to a successful plan approval.

### **IMPORTANT STEPS TO PLAN APPROVAL PRIOR TO SUBMITTAL**

1. Contact Planning & Zoning department to determine zoning regulations that apply to your project. Overlay zones and special development regulations may be a requirement for your project.
2. Other permits, approvals, and fees may be required from outside agencies that are not handled by Cherokee County, ie. Cherokee County Water & Sewer Authority. Contact the appropriate agency on their procedures.

### **PRELIMINARY REVIEW**

A preliminary review meeting is an optional service that will help you answer questions in determining the feasibility of your project. With limited submittal information you will be able to receive feedback from the Plan Approval Team prior to a formal submittal. The Plan Approval Team meets every Thursday from 8:45AM to 4:00PM. There is no fee for this service. To schedule a meeting please contact Katie Parker at 770-721-7816 or [klparker@cherokeega.com](mailto:klparker@cherokeega.com).

### **REQUIREMENTS FOR SUBMITTAL**

Using the information you have gathered to this point, you are ready to submit for plan review. Plans are submitted digitally through our CityView Portal. Please refer to the User's Guide for submittal instructions. Make sure to let us know the scope of your project in the "Description of Project". A complete submittal requires:

- 1- Completed Plan Approval application in CityView Portal
- 2- Digital Submittal fees and Plan Review fees must be paid prior to uploading plans
- 3- Approved Concept plan from Planning & Zoning Department if applicable
- 4- Complete Plan Set must include;
  - a) Cover sheet
  - b) Site plan
  - c) Grading and Drainage plan
  - d) Utility plan
  - e) Phased erosion control plans
  - f) Sanitary sewer profiles
  - g) Storm pipe profiles
  - h) Standard details
  - i) Tree Preservation & Replanting plan
  - j) Street lighting (if applicable)
  - k) Erosion Control Checklist
  - l) Stormwater Management Report/Hydrology Report

## ***PLAN REVIEW***

***Now that you have submitted your plans and have paid the required fees the plan approval team is ready to review your project.***

\* Projects that will disturb one (1) acre or greater and projects within 200 feet of State Waters will be submitted for approval to the Natural Resources Conservation Service.

### ***PLAN REVIEW***

1. Your project will be distributed by the Plan Approval Coordinator once uploaded into the CityView Portal
2. The Plan Approval Coordinator is the one point of contact, please address any issues through the coordinator.
3. You will receive comments as each plan reviewer completes their review via the portal and a corrections notice will be emailed at the end of the review (reviews are typically completed in 5 business days)

### ***REVISIONS***

All revisions must be submitted through the CityView Portal, the Plan Approval Coordinator will route the plans to the Plan Approval Team. For projects that have been reviewed and issued, you must contact the Plan Approval Coordinator to re-open the project for revision.

### ***APPROVAL OF PROJECT***

Once the Plan Approval Team has signed off on the Site Plan you are ready to receive your Land Disturbance Permit. Three (3) sets of hard copies of the plans will be required for stamped approval; one to be displayed at the job site and two for the Development Inspector. You may bring as many copies as you would like for yourself.

### ***LAND DISTURBANCE PERMIT ISSUANCE***

1. After your project has been signed off by all required departments, a pre-construction meeting will need to be scheduled with your assigned inspector. Please call to schedule a meeting before any construction begins. Contact information is provided on the approval letter. \*Please note a building permit will not be issued until the LDP has been approved\*
2. **NOI must be submitted to EPD along with NPDES fees, 14 days prior to the approval of the LDP**, a LDP will not be issued if NPDES fees have not been paid. A copy of the check and a copy of the certified mailing must be presented before approval. The NOI needs to be uploaded to Cityview.



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PLAN APPROVAL FEE SCHEDULE		FEE
<b>DIGITAL UPLOADING FEE</b>	<b>Digital Uploading Fee</b> – non-refundable fee based on the total acreage of project 0 – 10 acres 10 – 50 acres 50 plus acres Final Plat Lot Grading Plan (Tertiary)	\$150.00 \$200.00 \$250.00 \$100.00 \$50.00
<b>PLAN REVIEW FEES</b>	<b>Size of Development</b> – non-refundable fee based on the total acreage of project  0 – 1.00 acres 1.001 – 10.00 acres 10.001 – 50.00 acres 50.001 – 100.00 acres 100.001 + acres Fire Marshal Review Fee (there is no charge for first revisions, \$100.00 for each thereafter)	\$255.00 \$310.00 \$450.00 \$750.00 \$1,075.00 \$200.00
<b>FINAL PLAT</b>	<b>Permit fee</b> – valid for one year This includes review and permit fee.	\$150.00
<b>INTERNAL REVIEW FEES</b>	<b>Permit Fee</b> – valid for one year For exceptionally small projects	\$150.00
<b>LAND DISTURBANCE PERMIT FEES</b>	<b>Permit Fee</b> – valid for one year from date Project was approved  <b>Residential</b> \$1.00 / Linear foot of residential streets  <b>Commercial</b> \$700.00 per disturbed acre, minimum fee of \$1,000.00  <b>Small Projects</b> \$80.00 per disturbed acre	
<b>NPDES PERMIT FEES</b>	<b>Permit Fee</b> - All projects greater than one disturbed acre (\$40.00 per disturbed acre will be paid to the State when submitting NOI)	\$40.00 per disturbed acre to