

Applicable to proposed developments not requiring a subdivision of land



Initial Conceptual Site Plan Review Meeting: *exploratory conceptual site plan meeting(s) to review proposed design with appropriate staff. The intent of these meetings is for informational purposes only. Not to be construed as an official site plan approval meeting. Notes from the meetings will be recorded and distributed to the applicant(s) and archived by staff.*

- Contact Community Development at 678.242.2521 to schedule meeting. Wednesday mornings have been set aside for this purpose.
 - Applicant should be prepared to meet with Zoning Manager, Principle Planner, Plan Review Manager, City Arborist, City Architect, City Engineer, Transportation Engineer, and Fire Marshall
- Additional Conceptual Site Plan Review Meetings may be required
 - Plan should include any revisions requested during previous review meetings

Submit for Staff Review: *staff reviews plans for completeness and compliance with city code.*

- Submit Complete Application
- Submit Conceptual Site Plan Submittal Checklist
- Submit Review Fee:
 - Planning Review Fee: Residential \$350+\$5 per lot, Commercial \$350+\$5 per disturbed acre
- Submit Conceptual Site Plan: plan should include checklist items
- Comments will be returned to applicant upon completion of staff review
- Applicant shall resubmit revised site plan for review based on staff comments

Staff Approval: *Once staff deems Conceptual Site Plan complete, it is then forwarded to Community Development Director.*

Conceptual Site Plan Approval: *Community Development Director approves or denies preliminary plat.*

Begin LDP Process: *Following preliminary plat approval, site development plans shall be submitted for approval prior to the commencement of development activities.*