


ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION

ITEM#	REQUIRED ITEM	NUMBER OF COPIES	CHECK 
1.	Permit Application	1 original	<input type="checkbox"/>
2.	Conceptual Site Plan Checklist	1 original	<input type="checkbox"/>
3.	Review Fees	\$350 Review Fee + \$5 per Lot (residential) or \$5 per Disturbed Acre (commercial)	<input type="checkbox"/>
4.	Conceptual Site Plan	3 copies, 24" x 36" maximum sheet size	<input type="checkbox"/>

Conceptual Site Plan should include the following information:

- Provide the name of the development in the title block. Use a unique name that will allow us to distinguish it from other conceptual site plans along the same road.
- Provide the date the conceptual site plan was drawn in the title block, including the date of each revision.
- Provide the location of the tract of land in the title block (Land District and Land Lot).
- Provide both the stated and graphic scale.
- Provide the north arrow indicating the orientation of the site plan.
- Provide in the notes the zoning of the property and density calculations.
- Provide the location of any streams, rivers, or lakes on the property or within 200' offsite and delineate Milton stream buffers and state buffers where applicable. Delineate any floodplain or wetland areas that exist on site.
- Provide a Tree Canopy Plan per Sec. 60-28 of the Tree Canopy Conservation Ordinance. The ordinance can be found on the City Website under Forms & Permits, Tree Removal. <https://www.cityofmiltonga.us/forms-permits/tree-removal/>
- Provide a 40' primary rural viewshed setback from proposed right of way where no disturbance shall be allowed. Provide a 20' secondary rural viewshed setback from the primary rural viewshed setback for buildings, accessory structures, and swimming pools. Requirement shall only apply to subdivisions with more than three lots located in AG-1, R-1, R-2, R-2A, and CUP zoning districts.
- Delineate the parcel to be developed using boundary lines indicated by a heavy line with distances and bearings. Include the total acreage of the property.
- Provide front, rear, and side setback lines with labels/dimensions.
- Provide the location of required zoning buffers and landscape strips where applicable.
- Provide the proposed street layout, including street and right-of way widths, radii for roads on a curve, and cul-de-sac radii. Indicate whether road is paved or unpaved and if it is a public or private.
- Provide the proposed parking lot layout, including required parking space calculations.
- Provide the proposed location for a dumpster pad and mail kiosk where appropriate.
- Provide location and type of proposed Stormwater Management Facilities (detention ponds including locations for water quality and quantity).
- Provide preliminary Hydro Report that delineates drainages basins and includes sizes of basins and the amount of impervious surface proposed for each basin.
- Provide the location of any proposed pedestrian connections including sidewalks, crosswalks, and trails.
- Provide the location and type of proposed open space, civic space, and amenities.
- Provide the location of any proposed inter-parcel access and future connections.