

# DEVELOPMENT PLAN REVIEW SUBMITTAL PROCEDURES

## Plan Review Committee (PRC) Overview:

The Plan Review Committee (PRC) consists of City Personnel from Public Works (Street Dept. & Environmental specialist), Planning and Zoning, and Building Services. It is the intent of the PRC to inform citizens, designers, developers, contractors and the general public of the process of residential and commercial land development within the City Limits of Kennesaw per the current Unified Development Codes located on the Kennesaw City Website ([www.kennesaw-ga.gov](http://www.kennesaw-ga.gov)), Government, Code of Ordinance, Appendix A). Prior to beginning the development/building process, an applicant will need to check with the Community Development Department to verify the current zoning will support the type of development planned. If re-zoning or variances are needed, these will need to go through the Planning process first.

**Multi-Use and Commercial Subdivisions:** Each Developer/builder will need to complete the steps for individual site reviews and as-built plan.

**Residential Subdivisions:** There will be an overall site development review with LDP issued as well as an individual LDP issued for each lot showing Best Management Practice (BMP) for that lot.

\_\_\_ **STEP 1. Verify-** property is in City Limits and current zoning supports type of development. Annex, Rezone, and obtain variances if needed.

\_\_\_ **STEP 2. Preliminary/Conceptual Meeting** – Approximately 30 minute meeting held on Thursday mornings by appointment (set up through office personnel).

- a. Bring 3 legible copies of concept plan and list of any questions you might have at this time.
- b. Be prepared to answer questions concerning your proposal that staff may have for you.
- c. Notes from the meeting, as well as necessary applications and bond forms, will be provided by next business day. These can be picked up at office or emailed at applicant's request.

\_\_\_ **STEP 3. Preliminary Plat Submittal** – Necessary for any commercial, residential or multi-use subdivision. (see UDC chapters 10 & 80 for information detailing requirements)

- a. Submit plans with completed form and applicable Fees (attached) to the Zoning Office for PRC review
- b. Once plans are approved by PRC, application will be processed and dates set to be approved by the Planning Commission and Mayor/Council.

\_\_\_ **STEP 4. Final Plat Submittal** – Once approved, this will be the document submitted for recording at county showing subdivision and use of property (see UDC chapters 10 & 80 for information detailing requirements).

- a. Submit plans with completed form and applicable Fees (see attached) to the Zoning Office for PRC review
- b. Once plans are approved by PRC, application will be processed and date set to be approved by the Mayor/Council.

\_\_\_ **STEP 5. Site/Construction/Civil Plan Submittal** – This is the project development detail (see UDC chapter 4 for details).

- a. Submit plans with completed form and applicable Fees (see attached) to the Building Services Office for PRC review
  - i. Applicant/Developer will submit 5 sets of plans, 1 digital copy of the plans (JPEG or PDF) labeled with project name, address and revision date and 2 hydrology studies (for site plans) to the Community Development Department for the full formal review.
  - ii. Have top portion of Information Sheet filled out and *pay review fees* with this submittal.
  - iii. PRC review will take up to *10 business days* from the Thursday following submittal date – please note on information sheet who should be contacted to inform of the status of this review.

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- iv. Applicant/Developer will be notified if there are further comments to be addressed. These can be picked up between 8:30 am – 4:30 pm Monday thru Friday.
- b. **Return revised plans-** after addressing comments and receiving approval from other agencies as necessary, return to Building Services with all completed forms/applications & supporting documents required (bonds, NOI, etc.)
  - i. **Return redlined copies when resubmitting. If not, a complete review will be necessary and fees may be charged.**
- c. **PRC will verify** all changes have been made and approve/stamp off on the plans.
- d. Application for LDP will be processed and issued if all documentation is in order (see LDP/grading application for checklist) **This is for the installation of BMP's only!**
  - i. NOI had to be submitted 14 days prior to permit issuance per state requirement
- e. After BMP installation, call the City Environmental Specialist at Public Works for an inspection at 770-421-8582.
- f. The Environmental Specialist will notify office personnel to prepare Grading permit within 24 business hours if inspection passed. Office personnel will call Applicant/Developer when this permit is ready to be picked up.

\_\_\_\_**STEP 6. As-built Plat Submittal** – Once all construction work has been deemed complete, an as-built plan for that lot will be needed prior to final inspection and issuance of CO

**Note: DO NOT SEND PLANS BY CARRIER SERVICE -Plans should be submitted by a person that can answer questions and take them back if submittal is deemed incomplete.**

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Check Type:  Commercial     Residential     Mixed Use  
 Site/Construction Plans     Preliminary Plat     Final Plats  
 Subdivision     Combination Plat

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

Disturbed acres: \_\_\_\_\_ LL/Par/Zoning \_\_\_\_\_

Address/Location: \_\_\_\_\_

Developer/Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (include zip): \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineering Company: \_\_\_\_\_

Contact Name/Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Please note which contact will be the main point of contact)

## PLAN REVIEW FEES

Fees are required at the time plans are brought to the City of Kennesaw Community Development Department for Review.

Preliminary Plat Review – 1 <sup>st</sup> submittal	\$650	\$ _____
Preliminary Plat Review – Resubmittal	\$350 (Each)	\$ _____
Final Plat Review – 1 <sup>st</sup> submittal	\$500	\$ _____
Final Plat Review-Resubmittal	\$250 (Each)	\$ _____

**Note: Fees do not include \$250 Application fees to go to Mayor/Council. Application and fees can be submitted at this time.**

### Construction Document Review

Landscape/Tree Review	\$400	\$ _____
Civil/Site Plan-Under 5 Acres	\$650	\$ _____
Civil/Site Plan-5 to 15 Acres	\$900	\$ _____
Civil/Site Plan-Over 15 Acres	\$1150	\$ _____
<b>Construction Document Resubmittal (If revised from approved plans or more than 3 revisions based on comments)</b>		
Landscape/Tree Resubmittal	\$250 (Each)	\$ _____
Civil/Site Plan-Under 5 Acres-Resubmittal	\$350	\$ _____
Civil/Site Plan-5 to 15 Acres-Resubmittal	\$475	\$ _____
Civil/Site Plan-Over 15 Acres-Resubmittal	\$600	\$ _____

Fees Received: \$ \_\_\_\_\_ Cash/Charge/Check #: \_\_\_\_\_ Date: \_\_\_\_\_ Rec. By: \_\_\_\_\_