



SITE DEVELOPMENT PERMIT APPLICATION

Name of Project: _____

Date Submitted: _____

☐ Preliminary Residential Subdivision Plat ☐ Multi-family Site Plan (non-subdivision)

☐ Commercial/Industrial Site Plan (non-subdivision) ☐ Commercial/Industrial Subdivision

1. Description of the Development Project

2. List of Plans and Construction Documents Submitted

3. Applicant(s)

Circle One: Owner Agent Lessee Contract Purchaser Developer Other_____

Name: _____

Address: _____

Applicant Phone Number: _____

Applicant E-Mail Address: _____

4. Property Owner(s)

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

5. Project Engineer/Design Professional:

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

6. Site Information:

If only part of a parcel is included, then write "Part" after the County Tax Map & Parcel number(s)

County:

Tax Map & Parcel Number:

Address (es) or general street location from closest street intersection: _____

Area (acres or sq. ft.): _____

Current Zoning (including overlay districts, if any): _____

Conditions of Zoning approval (check one): Applicable ☐ Not Applicable ☐

(if conditions were placed by the Mayor and Council on the approval of the zoning classification for the subject property, check the "Applicable" box. If no conditions were imposed on the zoning of the property, check the "Not Applicable" box.)

THE UNDERSIGNED STATES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. THE UNDERSIGNED BELOW IS AUTHORIZED TO SUBMIT THIS APPLICATION.

Printed Name(s) of Applicant(s):

Date:

Applicant Signature:

Date:

THE UNDERSIGNED BELOW IS THE OWNER OF THE PROPERTY CONSIDERED IN THIS APPLICATION. THE UNDERSIGNED IS AWARE AND HAS AUTHORIZED THE SUBMITTAL OF A DEVELOPMENT PERMIT APPLICATION FOR THE PROPERTY IDENTIFIED IN THIS DOCUMENT.

Printed Name(s) of Property Owner(s):

Date:

Owner Signature:

Date:

Signature of Notary Public

Seal

Date:

Name of Notary Public:

Site Development Permit Submittal Checklist

1. Plan Review Fees
2. Site Development Permit Application
3. Four (4) Sets of Development Plans
4. One Digital Set (to be transmitted via e-mail)
5. Erosion and Sedimentation Control Plan Cover Sheet
6. Water and Sewer Plan Review Form (if applicable)
7. Sanitary Sewer Extension Submittal Form (if applicable)
8. Drinking Water Project Submittal Form (if applicable)
9. Three (3) Copies of the Hydrology/Stormwater Management Study

Site Development Permit Approval Checklist

1. Approval from Dept. of Transportation or Co. Road Dept. (if applicable)
(Applicable for curb cuts onto State Hwy or major Co. roads and any construction work undertaken in the State or Co. ROW.)
2. Street name approval from County 911/Addressing and Town
3. Approval from the County Fire Marshall
4. Approval from the County Health Dept. (if site is served by septic tank)
5. Approval from the Soil and Water Conservation District
(To be obtained by the Town of Braselton.)
6. A copy of the Notice of Intent (NOI) for the NPDES Permit.
7. Site Plan/Preliminary Plat Approval from the Planning Director.
8. Sewer Allocation Verification
9. Utility, Roads and Stormwater Plan Approval from the Town Engineer.

10. Signature of the Town Engineer, and Planning Director*

(*To be provided on the actual Development Permit once all other requirements have been met.)

TOWN OF BRASELTON

SITE DEVELOPMENT PERMIT APPLICATION INFORMATION

1. Development Activities Authorized

A Development Permit shall be issued to authorize all activities associated with the land development process, including clearing and grubbing, grading, and the construction of such improvements as streets, surface parking areas and drives, sewer systems, storm water drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings or other structures requiring the issuance of a building permit.

2. Development Permit Approval Process

A Development Permit shall be issued at the developer's request following approval of a Preliminary Plat for a subdivision or a Site Plan for a non-subdivision project, along with approval of all other associated development plans and documents required to be submitted as part of the application. Such required development plans may include (but not limited to): Soil Erosion and Sedimentation Control Plan, Grading Plan, Utility Plan (water & sanitary sewer), Access Management, Street Profiles, and Stormwater Management Plans. Upon submittal of the Preliminary Plat/Site Plan and associated development plans, the applicant shall pay the applicable review fees and also submit a Development Permit Application along with other required applications and documents (see application submittal checklist). The Town of Braselton WILL NOT START REVIEW ON ANY PROJECT FOR A PERMIT UNTIL ALL REQUIRED DOCUMENTS ARE SUBMITTED AND REVIEW FEES PAID. The signature of the actual property owner must be provided on the Development Permit Application and notarized by a Notary Public.

Outside Agency Approvals Required under the Responsibility of the Applicant

It will also be the responsibility of the applicant to provide to the town verification of development plan approval from the Georgia Department of Transportation (if access to development will be provided off of a State Highway), County Road Department (if access to development will be provided on a County road), County Fire Marshall, County 911 Street Names/Addressing, Georgia Environmental Protection Division (Notice of Intent-NPDES Permit), the County Health Department, if the development will be served by septic tank, and other applicable agencies. This verification information from outside agencies must be in document format and must include a date and a signature from the authorized official of that agency. Approval of a Development Permit will not be granted by the Town until such documentation is provided and accepted.

Outside Agency Approvals Required under the Responsibility of the Town

The Town will coordinate the required review from the Oconee River Soil and Water Conservation District for the Soil Erosion and Sedimentation Control Plans. The Town will be responsible for submitting plans to the District for the 1st review and shall also pick up plans once they are approved. The applicant/developer shall be responsible for re-submitting revised plans directly to the District office.

Once review and approval of all plans and construction documents has been completed by all applicable outside agencies and the Public Utilities and Planning and Development Department, the applicant and Town shall schedule a pre-construction conference at which a Site Development Permit is issued. All development activities to take place under the permit must be in accordance with the preliminary plat/site plan/development plans stamped by the Planning Director and Town Engineer.

3. Development Activities Authorized Without a Development Permit

Clearing, grubbing, and grading may be allowed prior to the issuance of a Development Permit based on the issuance of a Clearing and Grubbing or Grading Permit by the Town of Braselton Planning Director. Refer to the Town of Braselton Development Code for requirements that need to be met prior to the issuance of such permits.