



CITY OF GAINESVILLE
Civil Plan Review Process Packet

March 2006



City of Gainesville
Department of Planning & Development
Civil Plan Review Process Packet



Before developing a project in the City of Gainesville, plans must be submitted, reviewed, and approved. Certain city departments review plans to ensure that all development requirements for the site are being met. A committee of city departments has been established to conduct the review process.

1. **Activities Subject to Plan Review** – The following activities are subject to the plan review process before site work can begin on the project:
 - a. Construction of new nonresidential or multifamily buildings or structures including industrial, commercial, governmental, institutional, and multifamily developments.
 - b. Expansion of existing nonresidential or multifamily buildings or structures.
 - c. Conversion of existing residential buildings to a nonresidential or multifamily use.
 - d. Establishment of new nonresidential or multifamily uses not involving buildings or structures such as site work, including driveways.
 - e. Development of new residential and nonresidential subdivisions involving the construction of a new street. (preliminary and final subdivision plats)

2. **Plan Review Committee (PRC)** – The PRC is composed of representatives from Planning, Engineering, Traffic, Soil & Water Conservation District (SWCD), Public Utilities, Environmental Health, and the Fire Department, which meet every Wednesday morning. **Table 1** below provides the contact information for all PRC members.

Table 1 - PRC Committee Members

Department	Address	Staff	Phone Number
Planning Department	440 Prior St.	Rusty Ligon (Coordinator)	770 531-6809
Addressing	440 Prior St.	Grace Grindle	770 531-6809
Public Works	300 Green St.	Glenn Austin	770 535-6882
Hall County Traffic Engineering Division	300 Green St.	Scott Puckett	770 531-6797
Hall County Soil & Water Conservation District	734 East Crescent Dr. Suite 400	Greg Bell	770 531-6827
Gainesville Public Utilities	757 Queen City Blvd	Myron Bennett	770 538-2418
Environmental Health	430 Prior St.	Pat Lacey (Subdivisions) Tim Callahan (Subdivisions) Chad H. (Commercial)	770 531-3973
Fire Department	118 Jesse Jewell Pkwy.	Jerome Yarbrough	770 534-7193
Georgia Dept. of Transportation	PO Box 1057 Gainesville	Joseph Garland	770 532-5563

3. **Plan Review Application Is Filed** – To begin the review process, the Applicant submits the following to the Plans Coordinator, located at 440 Prior Street.
 - a. A Development Permit Application filled out at the time of submittal and, signed by the Applicant.
 - b. The required number of sets of plans to the Plans Coordinator. The number of sets to be submitted is determined by the type of project. (see **Table 2** below and contact the Plans Coordinator prior to submittal) The Plans Coordinator will briefly review the plans when they are submitted to ensure that the correct components are included. If the plans are incomplete, they will not be accepted.

- c. The Development Permit Application Fee is paid to the Plans Coordinator at the time of application. This fee will include plat fees and soil erosion fees.

Table 2 - Initial Plan Submittal Distribution List

Department	Site Plans	Preliminary Plats	Final Plats
Addressing	1 Full Size 1 11X17 Reduced		1 Full Size 1 11X 17 Reduced
Planning Dept.	1	1	1
Public Works	1	1	1
Gainesville Traffic Engineering	1	1	1
Hall County Traffic Engineering	1	1	1
SWCD	1	1	
Public Utilities ¹	2	2	2
Environmental Health ²	2	2	2
Fire Department	1	1	1
Georgia Dept. of Transportation	1 Submitted to DOT	1 Submitted to DOT	1 Submitted to DOT
Total Distribution	12 Full Size 1 11 x 17 Reduced	11	11 Full Size 1 11 x 17 Reduced

1. Required when a public water or sanitary sewer system serves the project.
2. Required when the project is served by a septic system or involves food service (including expansions), personal care homes, tourist accommodations, and pools.

4. **Plan Review Schedule** – The weekly plan submittal deadline is **Tuesday 3:00 p.m.** Plans submitted by the deadline, are distributed at the following Wednesday meeting. After the review period of 2 to 3 weeks, reviews are returned at a Wednesday meeting.
5. **Plans Distribution** – The Plans Coordinator prepares the plans for the distribution to each PRC member. A copy of the Development Permit Application will be attached to the set of plans. The Plans Coordinator will also distribute a Weekly Submittal List of all active plans received from the previous week. The list will contain the scheduled PRC meeting date of each application.

The Plans Coordinator sends a copy of the Development Permit Applications received the previous week to the Tax Commissioner's office for verification that all taxes have been paid for the subject property.

6. **Staff Review of the Plans** – Each PRC member is responsible for picking up and completing the review of plans on the Weekly Submittal List and having them ready for review at the scheduled Wednesday PRC meeting.

All comments returned to the applicant should be in the form of checklists and/or comment sheets. However, to further clarify some comments, redlined plans may be returned to the applicant. It is imperative that all comments be made in writing. PRC members are encouraged to develop checklists to aid in their review. PRC members should retain a copy of their comments for verification that all comments are addressed. The comments should include any additional instructions needed by the applicant to proceed with the project, such as pre-construction meetings or a conference required prior to the start of construction.

7. **PRC Meeting - THE PLAN REVIEW COMMITTEE MEETS EACH WEDNESDAY MORNING AT 8:45 A.M. IN CONFERENCE ROOM A OF THE PLANNING DEPARTMENT.** All PRC members should refer to the Weekly Submittal List to ensure that they have completed their review of all plans that are scheduled for each weekly PRC meeting. PRC members should be prepared to discuss their comments with the applicant and other PRC members.

If the applicant does not attend the meeting, the comments will be left with the Plans Coordinator who will notify the applicant that the comments are ready to be picked up.

8. **Plan Revision Process** – The applicant will receive the PRC comments. Plan revisions will be made from these comments. The applicant may contact a PRC member for clarification on a particular issue. If the applicant receives redline comments as a part of the PRC package, the redlined plans must be returned to the PRC member when the revised plans are reviewed.

Once the applicant has made all the changes to the plans, one revised copy must be delivered to each department that reviewed the plans along with that department's comments and red-lined plans. The PRC then has 3 days to either approve the plans or notify the applicant that comments have not been addressed and a resubmittal will be required.

- 9. Permit Approval** – After each PRC member has notified the Plans Coordinator that the plans have been approved, then the Plans Coordinator will contact the applicant and let them know the number of sets of plans that will be needed for stamping. (see **Table 3**) No work is to begin on any project until the Plans Coordinator has stamped the plans.

For subdivisions, the Planning Department will remove their plans and direct the applicant to the Coordinator with the remainder of plans. One copy of the final subdivision plat must be submitted to the Hall County Tax Assessors Office (300 Green St. second floor) for tax parcel assignment. The tax parcel assignment must be finished before building permits can be issued.

- 10. Distribution** – The Plans Coordinator will return 4 sets of stamped plans back to the applicant. (3 sets to be submitted with architectural plans and one set to keep on the site.)

Table 3 - Approved Plan Submittal Distribution List

(The number of sets each department will keep once the plans are approved. Two additional sets of Final Plats have to be stamped for recording. The applicant may also need additional sets stamped.)

Department	Site Plans	Preliminary Plats	Final Plats
Addressing	1 Full Size 1 11 x 17 Reduced		1 Full Size 1 11 x 17 Reduced
Planning Dept.	1	1	1 Full Size 1 11 x 17 Reduced
Public Works	1 + 1 dwg format in state plain coordinates electronic file	1 + 1 dwg format in state plain coordinates electronic file	1 + 1 dwg format in state plain coordinates electronic file
Gainesville Traffic Engineering			
Hall County Traffic Engineering	1	1	1
SWCD	1	1	
Public Utilities ¹	3	3	3 + 1 Mylar of as-built
Environmental Health ²	1	1	1
Fire Department	1	1	1
Georgia Dept. of Transportation			
Plans Review Coordinator	3		2
Field Copy	1	1	1 11 x 17 Reduced for recording
Total Distribution	14 Full Size 1 11 x 17 Reduced	10	12 Full Size 3 11 x 17 Reduced

1. Required when the project is served by a public water system or sanitary sewer system
2. Required when the project is served by a septic system or involves food service (including expansions), personal care homes, tourist accommodations, and pools.

**City of Gainesville Department of Planning and Development
Civil Plan Review Fees**

Project Type	Fee
Commercial	\$400 + \$10/disturbed acre
Preliminary Subdivision Review	\$400 + \$10/disturbed acre
Final Subdivision Review	\$300 + \$10/lot
Tree Removal	\$100
Minor Land Disturbance	\$100
Resubmittal	Half original submittal fee