



**SANDY SPRINGS**  
COMMUNITY DEVELOPMENT

**SINGLE FAMILY ADDITION SITE PLAN  
CHECKLIST**

Building Permit Number: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Assigned by Staff

Subdivision Name (if any): \_\_\_\_\_ Tax/Parcel ID #: \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Permittee: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name Signature

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Accepted/Denied by: \_\_\_\_\_

Please submit completed forms and supporting documents at <https://build.sandyspringsga.gov/>.

**Requirements: The following Permits or documents are not required at the time of submittal but are required prior to Permit issuance. Copies of approved Plans by other review Agencies are required at least five business days prior to Permit issuance.**

1. Retaining Wall Permit if any Retaining Walls on Site Plan exceeds four feet in height.
2. Copy of approved Building Plans with Septic, if the Property is on a Septic System. Note: Additions to a structure served by Septic may require approval from the Fulton County Health Department.
3. Demolition Permit if an existing Structure needs to be demolished.

**Required SFASP Items**

**Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.**

**General Requirements**

- \_\_\_\_ 1. Three (3) copies of Single Family Addition Site Plan (SFASP).
- \_\_\_\_ 2. Submittal fee and completed application.



Plan Requirements

- \_\_\_ 1. Maximum sheet size shall be 36" x 48" (24" x 36" preferred) (All lettering shall be readable).
- \_\_\_ 2. Project name and address, subdivision name and lot number (if applicable), land lot, district, and zoning.
- \_\_\_ 3. Owner's name and complete address including zip code.
- \_\_\_ 4. Name, and telephone number of a 24-hour contact.
- \_\_\_ 5. Design firm name/address/phone, point of contact and contact phone number.
- \_\_\_ 6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
- \_\_\_ 7. Boundary information including bearings and distances along all property lines and a Location Sketch. Provide Source.
- \_\_\_ 8. Street name and Lot address.
- \_\_\_ 9. Lot building setback lines (per Sandy Springs Zoning Ordinance) labeled.
- \_\_\_ 10. Names of Adjoiner's and respective Zonings.
- \_\_\_ 11. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, water lines, nearest Fire Hydrant, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- \_\_\_ 12. Provide existing Topography of disturbed and surrounding area such that drainage patterns can be readily determined, including appropriate Trees, all existing pipes with their appropriate Easements. Provide Source.
- \_\_\_ 13. Locations of all proposed structures (including houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures.
- \_\_\_ 14. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
- \_\_\_ 15. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- \_\_\_ 16. Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin fire hydrant, and the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.



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- \_\_\_ 17. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date.  
Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 \_\_\_\_\_ for unincorporated Fulton County, Georgia. (Use September 18, 2013 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

- \_\_\_ 18. Provide a complete Grading Plan showing proposed contours, pipes, retaining walls, etc.
- \_\_\_ 19. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.
- \_\_\_ 20. Retaining Walls over four feet in height require a separate Retaining Wall permit in accordance with the City of Sandy Springs' development regulations Section 103-27(d) and Section 103-107.
- \_\_\_ 21. Driveway Entrance to be in accordance with Fulton County Standard Detail 304.
- \_\_\_ 22. If this Property is in the City of Sandy Springs' Sidewalk network, provide a five foot sidewalk with a two foot grass strip between sidewalk and curb. Provide curb and gutter if none exists, or if the existing curb height is less than five inches. (Note: This is only applicable if the addition doubles the existing structure square footage or the Limits of Disturbance are greater than 30% of the site area.
- \_\_\_ 23. Two driveway entrances are allowed only on Single family Residential Lots that front on Local Streets. The driveways will require Sight Distance Certification in accordance with the City of Sandy Springs' Development Regulations Section 103-77((f).

Storm Water

- \_\_\_ 1. ARC approval, if required.
- \_\_\_ 2. Location of any City of Sandy Springs tributary buffers, or state water buffers, if applicable.
- \_\_\_ 3. If land disturbance is 1,000 square feet or greater, provide stormwater management facilities that will provide stormwater storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ<sub>v</sub> exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the stormwater management facilities. Provide supporting calculations with the site plan.
- \_\_\_ 4. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.
- \_\_\_ 5. Provide calculations for Water Quality.



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- \_\_\_ 6. Provide Test Data to insure that the Soil underneath all Water Quality devices using infiltration has a minimum 0.5 Inches per Hour Infiltration Rate.
- \_\_\_ 7. Infiltration type BMPs should be a minimum of 10 Feet away from property Lines and/or Foundations and a minimum of 20 Feet away from Septic Systems, subject to Fulton County Health Department approval.
- \_\_\_ 8. The Modified Taft Method is not acceptable to determine Infiltration Rates. A Percolation Test may be used to obtain Infiltration rates provided it is performed using the "Porchet Method".
- \_\_\_ 9. Provide a GPS (Georgia State Plane Zone West) Coordinate for each Water Quality BMP on the Site Plan.

Utilities and Other Structures (Not Including the House)

- \_\_\_ 1. If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: a Pool Permit will be required prior to SFASP approval. See Pool Permit Checklist).**
- \_\_\_ 2. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require an executed OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS. For wall heights 6 feet and over, plans must bear a State of Georgia Professional Engineer Seal signed and dated, and an executed ENGINEER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS.
- \_\_\_ 3. If a fence is proposed, the location of the fence must be shown on the plan. Provide dimensions relating the fence to the house, other structures, and the property lines. **(Note: a Fence Permit may be required prior to SFASP approval).**

Trees

- \_\_\_ 1. Location, size, and species of all Protected, Landmark, and Boundary trees as defined by the City of Sandy Springs' Tree Conservation Ordinance.
- \_\_\_ 2. Location of all landscape strips and tree save areas.
- \_\_\_ 3. Location of any "Waters of the State" and associated Buffers.
- \_\_\_ 4. Show critical root zone (1.25 feet/inch (DBH)) of all trees in 1 above.
- \_\_\_ 5. Indicate all trees proposed for protection/removal.
- \_\_\_ 6. Landmark Trees:
  - a. Sandy Springs Arborist determines the survivability of Landmark Trees.
  - b. Landmark replacement of comparable species and size.
  - c. Provide canopy mitigation.
- \_\_\_ 7. Funds placed in escrow for removal and replacement costs, if required for all impacted Boundary Trees.



- \_\_\_ 8. Show location, species, and caliper size of all trees proposed to be planted.
- \_\_\_ 9. Provide location of Tree Protection Fencing and appropriate Detail.
- \_\_\_ 10. Provide Tree Canopy calculations which includes (1) Protected Canopy (measured); (2) replacement Canopy (attributed by species; and (3) Sandy Springs Tree Bank contribution.
- \_\_\_ 11. Provide the following Note on the Site Plan:  
Contact the City of Sandy Springs' Department of Community Development at (770) 730-5600 to arrange a pre-construction meeting with the Site Inspector prior to commencement of any Construction or land Disturbing activity.

**Sediment and Erosion Control**

All Erosion Control BMPs shall be labeled using Symbols from the Manual for Erosion and Sediment Control in Georgia Sixth Edition. Provide Details for all BMPs from the Manual for Erosion and Sediment Control in Georgia Sixth Edition.

- \_\_\_ 1. Show and quantify the Limits of Disturbance.
- \_\_\_ 2. Provide Structural BMPs in accordance with the Manual. Note that some Structural BMPs require worksheets or specifications to be shown on the Plans.
- \_\_\_ 3. The following Note should be on the Site Plan or the Erosion Control Plan:  
Any tracking of Dirt, Silt, Mud, etc. onto street will result in an immediate "Stop Work" Order.
- \_\_\_ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.
- \_\_\_ 5. In certain instances where there is minimum Land Disturbance, the existing driveway may be used as a Construction Exit, provided the following Note appears on the Plan.  
The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc. onto Street will result in an immediate "Stop Work" Order. The "Stop Work" Order will not be lifted until a Construction Exit in accordance with the current Detail is constructed.

**Add the following General Notes**

- \_\_\_ 1. Topography is based on field run data by (Company) on (date).  
The field run topography date should not be earlier than the Site's Final Plat date.
- \_\_\_ 2. No decks, patios, or permanent structures permitted in buffers or easements.
- \_\_\_ 3. Non-exempt activities shall not be conducted within the 25 or 50-Foot undisturbed buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits.



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- \_\_\_ 4. Waste materials shall not be discharged to waters of the State, except as authorized by a Section 404 Permit.
- \_\_\_ 5. The escape of sediment from the Site shall be prevented by the installation of Erosion and Sediment Control measures and practices prior to land disturbing activities.
- \_\_\_ 6. Erosion and Sediment Control measures shall be maintained at all times. If full implementation of the approved Plan does not provide for effective erosion control, additional Erosion and Sediment Control measures shall be implemented to control or treat the sediment source.
- \_\_\_ 7. Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.