



Residential Site Plan Checklist Minor Additions and Generators

Project Information	
Permit Number	
Project Address or Parcel ID	
Lot/Building/Suite	
City, State, and Zip Code	
Subdivision/Development Name	
Property Owner Name	

Applicant Information	
Applicant Name	
Business Name	
Business Address	
Business Phone & Email	

The following information must be included in an application package before Sandy Springs will accept the application for review.

REQUIREMENTS:

Provide a scalable Site Plan, which must include the following information:

- Name and Phone Number of 24-hour Contact for the project.
- Complete Street Address of the Site.
- All Property Lines, Building Setback Lines, and Stream Buffers (if applicable).
- Existing conditions at the site, including all buildings, patios, porches, decks and retaining walls. Label these as "Existing."
- Provide a chart showing the existing lot coverage of total existing impervious areas including structures, driveways, walkways, patios, retaining walls, gravel or slate pathways, etc.
- Provide a chart showing the proposed lot coverage including existing impervious surfaces and proposed new or replaced surfaces. Define any impervious areas that will be replaced or offset.

- ❑ Show all trees 10” DBH and over with critical root zones in the area of work to be performed (including loading/unloading of materials). This includes trees on adjacent property with critical root zones that extend into the project site. For more information on critical root zones see the [Tree Ordinance](#). If no trees will be affected, provide a note on the plan to that effect.
- ❑ Proposed Work. For decks and/or porches, provide a dimensioned plan, elevation(s), and sections/detail as needed to communicate the relationship of the construction to the ground, post-to-footing detail, post-to-beam detail, and a detail showing how the guard rail (if required) is fastened to the deck floor structure. Posts and bracing for decks over 14 feet above grade must be designed by a Georgia licensed Professional Engineer. Show details of the attachment to the existing house. Attachment to or through brick veneer is not allowed. Additionally, provide a footing/foundation plan and a framing plan.
- ❑ For Generators show the generator to scale on the site plan and provide screening as required by Section 8.2.9.B.4a and 4b of the Development Code.
- ❑ If you are excavating holes for footings you will need to show erosion control measures around that location. Provide Erosion Control Details in accordance with the current edition of the Manual for Erosion and Sediment Control in Georgia
- ❑ For decks, add the following note to the plan: “This project will require TWO Pre-construction meetings -- a SITE Pre-Construction Meeting with a Site Inspector, and a BUILDING Pre-Construction Meeting with a Building Inspector – both of which should be requested through the portal prior to any land disturbance, building construction, or demolition. (Contractors who skip their Building Pre-construction meeting, or other required inspections, will be fined for doing so.)
- ❑ For generators, only the Building Pre-construction Meeting is required.
- ❑ Provide Construction Exit on the existing driveway. Use standard Symbol "Co" enclosed in an ellipse, and provide the following note (verbatim) on the Site 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."
- ❑ Provide executed Residential Erosion & Sedimentation Control and Tree Conservation Agreement. The form can be found online or at the Community Development front desk.
- ❑ Provide note on plans: “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.” (This includes digging holes for porch, deck, fence piers, etc. footings.)

The plan will be initially screened by the Community Development Department to confirm that the above information is included. If major deficiencies are identified, the plans will be returned to the Applicant without being assigned to the Review Team for review.