

**COMMERCIAL DEVELOPMENT  
SITE PLAN CHECKLIST**

A **Site Plan** must be provided that is based on a **Survey** prepared by a **Registered Surveyor**. The **Site Plan** shall be prepared and signed by a **Registered Surveyor, Landscape Architect, Engineer, or Architect**. **Provide three (3) copies.**

This **Site Plan** must include:

- \_\_\_ 1) A statement describing in narrative form the character and intended use of the development and the current zoning classification of the property
- \_\_\_ 2) **Owner's name, address, and phone number**
- \_\_\_ 3) **Vicinity Map**
- \_\_\_ 4) Name of the project, name of the planner, name of the developer
- \_\_\_ 5) **Date** and revision dates of the Site Plan
- \_\_\_ 6) **North Arrow**
- \_\_\_ 7) Based upon an **exact survey of the property**, drawn to a scale of **not less than 1" = 40'**, show the following:
  - \_\_\_ **Boundaries** of the project, adjacent existing streets, state waters within 200 linear feet, lakes, creeks, wetlands, etc., as well as building setbacks, easements or other encumbrances
  - \_\_\_ **Exact location and dimensions of all existing and proposed buildings and structures including each floor level and roof peak relative to mean sea level (MSL)**
  - \_\_\_ Access ramps, sidewalks, highway curb cuts, existing and proposed
  - \_\_\_ All screens and buffers existing and required by zoning
  - \_\_\_ Refuse collection provisions (dumpsters and pads are not allowed in setbacks)
  - \_\_\_ Access to all utilities and details of connections
  - \_\_\_ A Right-of-Way Permit is required for any work performed in City of Jesup rights-of-way in addition to all other permits
- \_\_\_ 8) **Drainage Design Report prepared by a licensed Georgia Professional Engineer** including:
  - A. Narrative of the proposed drainage plan
  - B. Drainage area map with time of concentration pathway
  - C. Runoff coefficient calculations with pipe size calculations
  - D. Pre-development and post-development runoff calculations
- \_\_\_ 9) **Signage** – show location and size of all exterior visible signage
- \_\_\_ 10) Tree survey of all trees 24" diameter or more at 4.5' from base
- \_\_\_ 11) **Flood Hazard Area Statement** – show specific zone(s) and demarcation lines between any zones on the site
- \_\_\_ 12) **Sedimentation and Erosion Control Permit**, if required
- \_\_\_ 13) **Storm Water NOI** must be submitted to GA EPD with copy to City of Jesup a minimum of 14 days prior to beginning construction on site larger than 1 acre