

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**CONSERVATION SKETCH PLAT REVIEW CHECKLIST**

Date: \_\_\_\_\_

PROJECT  
NAME \_\_\_\_\_

FILE NO. \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_ MAP REFERENCE \_\_\_\_\_

**CODE SECTION**

**14-87:** Conference with Planning Director

14-89: Required Information:

- \_\_\_ (1) Boundary lines.
- \_\_\_ (2) Streets on or adjacent to tract.
- \_\_\_ (3) Contour data.
- \_\_\_ (4) Tree survey.
- \_\_\_ (5) Historic resources.
- \_\_\_ (6) Natural features.
- \_\_\_ (7) Soils.
- \_\_\_ (8) Geographical data.
- \_\_\_ (9) Prior subdivisions.
- \_\_\_ (10) Zoning district.
- \_\_\_ (11) Permits.
- \_\_\_ (12) Variances.
- \_\_\_ (13) Septic tanks.
- \_\_\_ (14) Sewers.
- \_\_\_ (15) Sewer easements.
- \_\_\_ (16) Water mains.

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\_\_\_(17) Water main easements.

\_\_\_(18) IRF.

\_\_\_(19) Wetlands.

\_\_\_(20) Receiving waters.

\_\_\_(21) Certificate of conformity.

\_\_\_(22) Bury pits.

\_\_\_(23) Seal.

### 14-90: Proposed Physical Layout:

\_\_\_ (1) Title.

\_\_\_ (2) Street names.

\_\_\_ (3) Rights-of-way

\_\_\_ (4) Sidewalks.

\_\_\_ (5) Lots.

\_\_\_ (6) Dedications.

\_\_\_ (7) Yards.

\_\_\_ (8) Zoning conditions.

\_\_\_ (9) Corner lots.

\_\_\_(10) Transitional buffers.

\_\_\_(11) BMPs.

\_\_\_(12) IRF

\_\_\_(13) Covenants.

\_\_\_(14) Sewer easements

\_\_\_(15) Water main easements.

\_\_\_(16) Fire Hydrants

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\_\_\_(17) Fencing

\_\_\_(18) Electrical service.

**14-91: Additional Information:**

\_\_\_(1) Owner consent.

\_\_\_(2) Taxes.

\_\_\_(3) Location.

\_\_\_(4) Vicinity map.

\_\_\_(5) Owners names and zoning of adjacent properties.

\_\_\_(6) Engineer.

\_\_\_ **14-92:** Scale.

**14- (This section for Planning Department Use**

\_\_\_ (1) Water supply.

\_\_\_ (2) Adequacy of sewer.

\_\_\_ (3) Stormwater management.

\_\_\_ (4) Flood Plains, watercourses, wetlands, woodlands.

\_\_\_ (5) Non-conforming lots.

\_\_\_ (6) Abutting state highway.

\_\_\_ (7) Meets all code requirements.

\_\_\_ (8) Certificate of Appropriateness.

\_\_\_ (9) Municipal / County boundaries.

\_\_\_(10) All requirements of Sections 14-89 & 14-90 have

\_\_\_ **14-96 (10) (c):** Add wording:

This sketch plat has been submitted to and approved by the Planning

Commission of DeKalb County, on this \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_ (By Dir.)

Planning Commission Chairman  
DeKalb County, Georgia

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### 14-166: Adequate Public Facilities:

- (1) Comprehensive Plan Consistency.
- (2) Water.
- (3) Wastewater.
- (4) Stormwater Management.
- (5) Roads.
- (6) Extension policies.

### 14-167: Conservation of Natural Resources:

- (a) (1) Wetlands.
- (a) (2) Intermediate regional floodplain.
- (b) (1) Avoid adversely affecting watercourses, ground water, and aquifer recharge.
- (b) (2) Minimize cut and fill.
- (b) (3) Minimize impervious cover and the environmental impacts of roads and access points.
- (b) (4) Minimize flooding.
- (b) (5) Minimize adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties.
- (c) (1) Areas set aside.
- (c) (2) Compliance with subsection (b).
- (c) (3) Proposed subdivision not in the best interest of the public health, safety, and general welfare of the county.
- 14-181 (b):** Street arrangements, character, extent, width, grade and location.
- 14-182:** Arrangement where not shown on thoroughfare plan.
- 14-183:** Minor street / Minor arterial.
- 14-184:** Thoroughfare plan.

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- 14-185:** Subdivisions bordering on or containing arterial streets, railroad right-of-way, or limited access highway right-of-way.
- 14-186:** Reserve strips.
- 14-187:** Street intersection spacing.
- 14-188:** Intersections – right angle.
- 14-189:** Property line to be curved or mitered.
- 14-190:** Street classification and right-of-way width.
- 14-191:** Improvements, right-of-way dedication.
- 14-191 (e):** Board of Commissioners waiver of right-of-way, road improvements.
- 14-192:** Half streets.
- 14-193:** Temporary dead-end streets.
  - 14-194:** Permanent dead-end street; cul-de-sac required.
    - (a) Cul-de-sac required.
    - (b) Minimum radius; provide a landscaped island.
- 14-195:** Alleys.
- 14-196:** Street grades.
- 14-197:** Minimal horizontal curve radius.
- 14-198:** Minimum sight distance.
- 14-199:** Design of intersections.
- 14-200:** Access management.
- 14-200 (e):** Number of access points.

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- 14-200 (j):** Deceleration
- 14-201:** Planting Strips
- 14-217:** Permission for easement dedication required.
- 14-218:** Floodplain easements – on-site.
- 14-219:** Drainage easements – off-site.
- 14-220:** Pedestrian and bicycle easements and paths.
- 14-236:** Length, width, and shape of blocks.
- 14-237:** Desirable maximum and minimum block length.
- 14-238:** Mid-block easements and pedestrian paths.
- 14-256:** Lot compliance with zoning ordinance.
- 14-257:** Corner lots.
- 14-258:** Frontage.
- 14-259:** Through lots and reverse frontage lots prohibited.
- 14-260:** Side lot lines
- 14-275:** Open space required; purposes.
- 14-276:** Restrictions on open space.
- 14-277:** Dedication of parks, open space, recreation areas, and conservation easements.
- 14-286:** Reservation of sites for civic use.
- 14-351(e):** Dry sewer waiver.
- 14-356:** Comments, recommendations to be marked on preliminary plat.

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- \_\_\_ **14-379(d)**: Contour intervals.
- \_\_\_ **14-383**: Sidewalks and bicycle lanes.
- \_\_\_ **14-384**: Parking on public right-of-way.
- \_\_\_ **14-385**: Underground utilities.
- \_\_\_ **14-386**: Street lights.
- \_\_\_ **14-396**: Septic tank data.
- \_\_\_ **14-397**: Contour intervals.
- \_\_\_ **14-398**: Soil analysis.
- \_\_\_ **14-399**: Analysis.
- \_\_\_ **14-404**: Board of Health recommendations.
- \_\_\_ **14-405**: Impoundment permit.

### ZONING CODE

- \_\_\_ **27-31** – Definitions. Refer to \_\_\_\_\_.
- \_\_\_ **27-**\_\_\_\_\_ Zoning District\_\_\_\_\_ Principle uses and structures, accessory uses, buildings and structures, special permits, lot width, lot area, setbacks, building spacing, transitional buffer zone, building height, floor area, lot coverage, off-street parking requirement, landscape requirement, parking lot landscape requirement.
- \_\_\_ **27-**\_\_\_\_\_,\_\_\_\_\_ Overlay district. District boundaries. applicability of regulations, use restrictions, hazard marking / lighting, principle use / structures, accessory use / structures, lot coverage, clearing and grading of lot, height limitation, tree removal / replacement, protection of steep slopes, driveway, conservation easement, lighting, density bonus.
- \_\_\_ **27-753**: Landscape requirements for parking lots.
- \_\_\_ **27-756**: Lots.
- \_\_\_ **27-757**: Lots, corner.
- \_\_\_ **27-758**: Lots served by septic tanks

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\_\_\_ **27-759:** Lots with well and septic tank.

\_\_\_ **27-763:** Open space.

\_\_\_ **27-772:** Regional impact.

\_\_\_ **27-776:** Site plan preparation.

\_\_\_ **27-783:** Traffic and street improvements.

\_\_\_ **27-785:** Transitional buffer zone.

\_\_\_ **27-788:** Yard requirements.

**27-793.2:** Eligible Property

\_\_\_ **(a):** Zoning Classification.

\_\_\_ **(b):** Minimum size of tract.

\_\_\_ **(c):** Public sanitary sewer.

\_\_\_ **27-793.3:** Applications.

### GREENSPACE ORDINANCE:

**27-793.5: Lot Width; Lot Area; Setbacks.**

\_\_\_ **(a):** Agreement to allot greenspace.

\_\_\_ **(b)(1):** Lot width.

\_\_\_ **(b)(2):** Minimum lot area.

\_\_\_ **(b)(3):** Minimum yard adjacent to public street.

\_\_\_ **(b)(4):** Interior side yard setbacks.

\_\_\_ **(b)(5):** Rear Yard.

\_\_\_ **27-793.6:** Minimum Exterior Requirements.

**27-793.7: Development Standards and Permitted Uses.**



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\_\_\_ **(a)(2)**: Permitted uses.

\_\_\_ **(a)(3)**: Compliance with Tree Protection Ordinance.

\_\_\_ **(b)**: Greenspace uses.

\_\_\_ **(c)**: Encourage greenspace features.

### 27-793.8: Calculation and Design of Greenspace.

\_\_\_ **(a)(1)**: Minimum 20 % area.

\_\_\_ **(a)(2)**: Minimum two (2) acres.

\_\_\_ **(a)(3)**: Minimum 50% must be contiguous with minimum fifty (50) foot width.

\_\_\_ **(a)(4)**: Village Greens / Trails.

\_\_\_ **(a)(5)**: Greenspace calculation.

\_\_\_ **(a)(6)**: Impervious Surface in Greenspace.

\_\_\_ **(a)(7)**: Maximum twenty (20) percent wetlands / rock outcroppings.

\_\_\_ **(a)(8)**: Preservation of historic buildings.

\_\_\_ **(a)(9)**: Maximum twenty (20) percent utility easement areas.

\_\_\_ **(a)(10)**: Greenspace accessibility.

\_\_\_ **(a)(11)**: Greenspace connectivity.

\_\_\_ **(a)(12)**: Natural storm water management facilities.

\_\_\_ **(a)(13)**: Grassed playing fields.

\_\_\_ **(a)(14)**: Grading prohibited within certain greenspace.

\_\_\_ **(a)(15)**: Minimal grading allowed.

\_\_\_ **(a)(16)**: Construction accessibility.

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\_\_\_ **(a)(17):** Grading should not damage tree roots.

27-793.9: Ownership, Control, and Maintenance of Required Greenspace.

\_\_\_ **(a):** Program for unified control.

\_\_\_ **(b):** Maintenance and protection of land held in common.

\_\_\_ **Sec. 1139 (b):** Show name and address of a person to whom notice of a public meeting on the proposed sketch plat may be sent.

**ADDITIONAL REQUIRED PLAT REVIEW ITEMS**

\_\_\_ Show developer's name, address, and phone number.

\_\_\_ Show number of lots / units in development.

\_\_\_ Who will provide water service?

\_\_\_ Who will provide sewer service?

\_\_\_ Add note: A 75' tributary buffer will be maintained on all state waters that are not approved for a buffer encroachment variance by DeKalb County or GA. E.P.D.

\_\_\_ Add note: Sketch plat approval does not constitute approval of the storm drainage or sanitary sewer systems. No construction shall begin until construction plans are approved and a development permit is obtained.

\_\_\_ Add note: The owner of the property is responsible for compliance with the Corps of Engineers requirements regarding wetlands.

Reviewed by \_\_\_\_\_.