

TOWN OF BRASELTON
LAND DEVELOPMENT PERMIT APPLICATION INFORMATION

1. Development Activities Authorized

A Development Permit shall be issued to authorize all activities associated with the land development process, including clearing and grubbing, grading, and the construction of such improvements as streets, surface parking areas and drives, sewer systems, storm water drainage facilities, sidewalks, or other structures permanently placed on or in the property except for buildings or other structures requiring the issuance of a building permit.

2. Development Permit Approval Process

A Development Permit shall be issued at the developer's request following approval of a Preliminary Plat for a subdivision or a Site Plan for a non-subdivision project, along with approval of all other associated development plans and documents required to be submitted by the Development Code. Such required development plans may include (but not limited to): Soil Erosion and Sedimentation Control Plan, Grading Plan, Utility Plan (water & sanitary sewer), Street Profiles, and Stormwater Management Plans. Upon submittal of the Preliminary Plat/Site Plan and associated development plans, the applicant shall submit a Development Permit Application. The Town of Braselton WILL NOT ISSUE ANY DEVELOPMENT PERMIT UNTIL THE COMPLETED APPLICATION IS RETURNED TO THE TOWN AND ALL ASSOCIATED FEES HAVE BEEN PAID. The signature of the actual property owner must be provided on the Development Permit Application and notarized by a Notary Public.

Outside Agency Approvals Required under the Responsibility of the Applicant

It will also be the responsibility of the applicant to provide to the town verification of development plan approval from the Georgia Department of Transportation (if access to development will be provided off of a State Highway), County Road Department (if access to development will be provided on a County road), County Fire Marshall, County 911 Street Names/Addressing, and the County Health Department, if the development will be served by septic tank, and other agencies that may be applicable. This verification information from outside agencies must be in document format and must include a date and a signature from the authorized official of that agency. Approval of a Development Permit will not be granted by the Town until such documentation is provided and accepted.

Outside Agency Approvals Required under the Responsibility of the Town

The Town will coordinate and handle all required outside agency approvals from the Georgia Environmental Protection Division (Water and Sewer) and the Georgia Soil and Water Conservation Commission (Soil Erosion and Grading).

Once review and approval of all plans and construction documents has been completed by the Town Engineer and the Planning and Development Department, the applicant and Town shall ensure that all applicable information is provided on the Development Permit Application including: the property owner's signature officially notarized from a Notary

Public; signature from the applicant (if not the owner); all required site information and zoning history; contact information for the owner, applicant, and the professional engineer/surveyor; and authorization information from applicable outside agencies. It will be the responsibility of the Town of Braselton to obtain approval and documentation from those listed under heading no. 8 in the Development Permit Application Form. Once all plan reviews have been completed and development plans approved, plans will be stamped and signed by Town staff and a Development Permit will be issued under the signature of the Planning Director and Town Engineer. **NO DEVELOPMENT PERMIT MAY BE CONSIDERED VALID UNTIL ALL SUCH SIGNATURES HAVE BEEN OBTAINED.** All development activities to take place under the permit must be in accordance with the preliminary plat/site plan/development plans stamped by the Planning Director and Town Engineer.

3. Development Activities Authorized Without a Development Permit

Clearing, grubbing, and grading may be allowed prior to the issuance of a Development Permit based on the issuance of a Clearing and Grubbing or Grading Permit by the Town of Braselton Planning Director. Refer to the Town of Braselton Development Code for requirements that need to be met prior to the issuance of such permits.

Site Development Permit Approval Checklist

(does not include required information to be contained on the Development Plan drawings)

1. **Land Development Review Fees Paid**
2. **Applicant Contact Information**
3. **Owner Contact Information**
4. **Notarized signature from applicant and property owners**
5. **Project Information**
6. **Project Location** (County Tax Parcel ID included)
7. **Plan shows compliance with all applicable Town Development and Zoning Regulations and conditions of zoning approval.**
8. **Approval from Dept. of Transportation or Co. Road Dept.** (if applicable)
(Applicable for curb cuts onto State Hwy or major Co. roads and any construction work undertaken in the State or Co. ROW.)
9. **Street name approval from County 911/Addressing and Town**
10. **Approval from the County Fire Marshall**
11. **Approval from the County Health Dept.** (if site is served by septic tank)
12. **Approval from the Soil and Water Conservation Commission**
(To be obtained by the Town of Braselton.)
13. **A copy of the Notice of Intent (NOI) required for NPDES Permit**
14. **Approval from the Ga. Environmental Protection Div.-Water and Sewer***
(*if applicable. To be obtained by the Town of Braselton.)
15. **Plan approval from the Braselton Town Engineer**
16. **Sewer allocation verification from the Town of Braselton**
17. **Signature of the Town Engineer, and Planning Director***
(*To be provided on the actual Development Permit once all other requirements have been met.)

TOWN OF BRASELTON

DEVELOPMENT PERMIT APPLICATION



Permit No. _____

Name of Project: _____

Date Submitted: _____

Preliminary Subdivision Plat Multi-family Site Plan (non-subdivision)

Commercial/Industrial Site Plan (non-subdivision) P.U.D. Development Plan

1. Description of the Development Project

2. List of Plans and Construction Documents Submitted

3. Applicant(s)

Circle One: Owner Agent Lessee Contract Purchaser Developer Other _____

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

4. Property Owner(s)

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

5. Project Engineer/Design Professional and Surveyor:

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

6. Site Information:

If only part of a parcel is included, then write "Part" after the County Tax Map & Parcel number(s)

County:

Tax Map & Parcel Number:

Address (es) or general street location from closest street intersection: _____

Area (acres or sq. ft.): _____

Current Zoning (including overlay districts, if any): _____

Conditions of Zoning approval (check one): Applicable

Not Applicable

(if conditions were placed by the Mayor and Council on the approval of the zoning classification for the subject property, check the "Applicable" box. If no conditions were imposed on the zoning of the property, check the "Not Applicable" box.)

7. Outside agency approval verification to be obtained by the applicant–

(Documentation of approval must be provided to the Planning and Development Department for each of the applicable agencies listed below. Please attach such documentation to the application.):

Georgia Department of Transportation and/or County Road Dept.

Authorized by: _____ Date Received: _____

County Fire Marshall

Authorized by: _____ Date Received: _____

Health Department (only applicable for subdivisions utilizing septic tanks)

Authorized by: _____ Date Received: _____

County Street Name Approval

Authorized by: _____ Date Received: _____

TO BE COMPLETED BY THE TOWN OF BRASELTON

8. Outside Agency Approval Verification to be obtained by the Town of Braselton

Georgia Soil and Water Conservation Commission (Soil and Erosion Control)

Authorized by: _____ Date Received: _____

Georgia Environmental Protection Division-Water Protection (Sewer)

Authorized by: _____ Date Received: _____

Georgia Environmental Protection Division-Water (Water)

Authorized by: _____ Date Received: _____

THE UNDERSIGNED STATES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. THE UNDERSIGNED BELOW IS AUTHORIZED TO SUBMIT THIS APPLICATION.

Signature(s) of Applicant(s): _____ Date: _____

THE UNDERSIGNED BELOW IS THE OWNER OF THE PROPERTY CONSIDERED IN THIS APPLICATION. THE UNDERSIGNED IS AWARE AND HAS AUTHORIZED THE SUBMITTAL OF A DEVELOPMENT PERMIT APPLICATION FOR THE PROPERTY IDENTIFIED IN THIS DOCUMENT.

Signature(s) of Owner(s): _____ Date: _____

Signature of Notary Public _____ Date: _____

