



CHECKLIST FOR CONCEPT PLANS

65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

This Checklist must be uploaded to [ePlan](#) under "Open Files" and submitted with Plans.

All Concept Plans must include the following:

Page No.	Project Information
	<input type="checkbox"/> Project Name/Subdivision
	<input type="checkbox"/> Project Description
	<input type="checkbox"/> Date of Survey, North Arrow and Graphic Scale
	<input type="checkbox"/> Date of drawing and revision dates as appropriate
	<input type="checkbox"/> Zoning District/Land Lot
	<input type="checkbox"/> Lot Acreage/Total Acreage
	<input type="checkbox"/> Street Names, Addresses
	<input type="checkbox"/> Location of Existing Structures, including notation if they are to be retained or demolished. (Existing and future rights-of-ways of streets, pavement, width, street names and political boundary lines.)
	<input type="checkbox"/> Distances and Bearings for Boundary and Lot Lines, setback lines
	<input type="checkbox"/> Utility Lines
	<input type="checkbox"/> Statement as to the source of domestic water supply
	<input type="checkbox"/> Statement as to the provision of sanitary sewage disposal
	<input type="checkbox"/> Natural Features (100 yr flood plain, stream buffers, protected wetlands, steep slopes and the location of any specimen trees)
	<input type="checkbox"/> Name, Address, and Telephone Number of Owners of Record
	<input type="checkbox"/> Name, Address, and Telephone Number of Subdivider (if not the owner)
	<input type="checkbox"/> Name, Address, and Telephone Number of Surveyor

Signature Blocks

Page No.	<p style="text-align: center;">Concept Plan Owner's Statement</p> <p>The following statements shall appear in the concept plan application package, and shall be signed by the owner or owner's authorized agent:</p> <p>I hereby submit this Concept Plan as the owner, or his/her/its authorized agent, for all property shown thereon.</p> <p>_____</p> <p>Signature of Owner/Authorized Agent _____</p> <p>_____</p> <p>Name of Owner/Authorized Agent _____</p> <p style="text-align: right;">Date</p>
	<p style="text-align: center;">Concept Plan, Approved Plan Certification</p> <p>The following certification statement shall appear in the approved concept plan application package.</p> <p>The undersigned hereby certifies that this Concept Plan has been reviewed and approved by the City of Norcross in accordance with the City's Unified Development Ordinance. This approval expires in one year from this date if the owner/developer fails to secure Preliminary Plat approval by that time.</p> <p>_____</p> <p>Community Development Director _____</p> <p style="text-align: right;">Date</p>

