

PLANNING & COMMUNITY DEVELOPMENT

eastpointcity.org

2757 East Point Street, East Point, GA 30344

Phone: (943) 200-2029, option 1 | Email: permits@eastpointcity.org

CONCEPT REVIEW GUIDELINES

CONCEPT REVIEW MEETINGS OCCUR EVERY THURSDAY STARTING AT 2:00 PM VIA ZOOM. TIME SLOTS ARE CONFIRMED UPON SUBMITTAL OF A COMPLETE CONCEPT REVIEW APPLICATION

PROJECTS THAT REQUIRE A CONCEPT REVIEW

- ☐ Greater than 5000sq ft., or
- ☐ 3 lots or greater, or
- ☐ New commercial construction or renovation.

GENERAL REQUIREMENTS

Digital copies will be accepted in the following scales and page sizes.

- ☐ Sheet size shall be no larger than 24"x36" so that a half scale drawing will be reproducible on standard 11" x17" paper.
- ☐ Lettering, fonts, and the general presentation shall be at such a scale as to be readable at one half the scale of the original drawing
- ☐ All documents shall be presented on standard size paper that is 8½ x 11, 11 x 17. No odd size submittals will be accepted for review.

REQUIRED DOCUMENT REQUIREMENTS

All pertinent items are due at the time of submittal.

Item #	Required Document(s)	Number of Copies	Check ☐
1.	Site Plan	1 original (8½ x 11)	☐
2.	Zoning Conditions	1 original	☐
3.	Project Location Map	1 original	☐
4.	Project Topographical Map	1 original	☐
5.	Project Layout Drawing	1 original	☐
6.	Description of planned Post-Development Best Management Practices (BMPs)	1 original	☐
7.	Entrance sight distance profiles (vertical and horizontal)	1 original	☐

SUPPORTING DOCUMENTS

(As required or available)

Item #	Supporting Document(s)	Number of Copies	Required ☐	Not Required ☐
1.	Location on F.E.M.A. F.I.R.M. panel (dated 1998 or later)	1 original (8½ x 11)	☐	☐
2.	Environmental Impact Study	1 original	☐	☐
3.	Hydrant flow tests (City Water System)	1 original	☐	☐
4.	Previous Submittal Number (Re-Submittals Only)	1 original	☐	☐

Note: Information and documentation in addition to the above-mentioned items may be required. Applicants may request a copy of project reviewer's checklist for information that is being verified and checked during the review process.

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ITEMS DISCUSSED DURING CONCEPT MEETING

1. Infrastructure
2. Zoning
3. Conditions
4. Public Participation Plan
5. Landscape Plan
6. Solid Waste
7. Fire Protection
8. Electrical Services
9. Traffic

NEXT STEPS

1. Land Disturbance Permit (LDP) Process (See Building Plan Review Process)
2. Land Disturbance Permit (LDP) Review (Submit Digitally)
3. Land Disturbance Permit State Review
4. Plan Review

BS&A SUBMITTAL

1. Go to <https://bsaonline.com/?uid=2757>.
2. Under 'All Services', select 'Resident'.

The screenshot shows the BSA Online website interface. At the top, there is a search bar with the placeholder text 'What are you looking for?'. Below the search bar, there are three tabs: 'Address', 'Name', and 'Parcel Number'. A 'Search' button is located to the right of the search bar. Below the search bar, there is a section titled 'All Services' with a sub-header 'For Citizens and Professionals'. Under 'All Services', there are four tabs: 'Popular', 'Resident', 'Contractors', 'Business Owner', and 'All'. The 'Resident' tab is highlighted with a red box.

3. Select 'Apply for a Permit'.

The screenshot shows the BSA Online website interface. At the top, there is a search bar with the placeholder text 'What are you looking for?'. Below the search bar, there are three tabs: 'Address', 'Name', and 'Parcel Number'. A 'Search' button is located to the right of the search bar. Below the search bar, there is a section titled 'All Services' with a sub-header 'For Citizens and Professionals'. Under 'All Services', there are four tabs: 'Popular', 'Resident', 'Contractors', 'Business Owner', and 'All'. The 'Resident' tab is highlighted with a red box. Below the 'Resident' tab, there are six service cards. The first card is 'Pay a Utility Bill', the second is 'Utility Billing Record Search', the third is 'Pay a Building Department Fee', the fourth is 'Apply for a Permit' (highlighted with a red box), the fifth is 'Schedule an Inspection', and the sixth is 'Building Department Record Search'. Each card has a button to either 'Pay' or 'Search'.

4. Read the welcome text and start your application process.



FOR OFFICE USE ONLY

Case #: _____

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APPLICATION FOR CONCEPT REVIEW

Note: Project can not be processed for review unless all information is provided.

Submit Application via BS&A via the [BS&A Portal](#).

FEES ARE NON-REFUNDABLE

SECTION I PROJECT OVERVIEW

DATE: _____ RECEIVED BY: _____ PROJECT NUMBER: _____

PROJECT NAME: _____

PROJECT PROPOSED USE: _____

LAND LOT (S): _____ DISTRICT: _____ SECTION: _____

ZONING CASE #: _____ G.I.S. TILE #: _____

Please check the appropriate box: RESIDENTIAL ☐ COMMERCIAL ☐ OTHER _____

PROJECT ACREAGE: _____ TOTAL SQUARE FEET: _____

NUMBER OF RESIDENTIAL LOTS: _____ (If non-residential) Number of buildings : _____

FRONTAGE ROAD NAME: _____ COUNCIL WARD _____

SECTION II PROJECT DESIGN FIRM

Architect: _____

Engineering Firm: _____

Telephone Number: _____ Email: _____

SECTION III OWNER/DEVELOPER

Name: _____

Address: _____

Telephone Number: _____ Email: _____

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DOCUMENT SUBMITTAL TIPS

SECTION I DRAINAGE

- ☐ Show exact boundary lines of the tract indicated by a heavy line giving lengths and bearings. The boundary lines shall include the entire tract to be subdivided eventually and data as required herein shall apply to the entire tract.
- ☐ Existing and proposed contours, clearly distinguishable, minimum interval to be 2 feet, maximum to be 5 feet. Contour lines based on mean sea level datum.
- ☐ Show the scale or scales of the drawings.
- ☐ Identify drainage structures as existing or proposed.
- ☐ Show magnetic or grid north indicator.
- ☐ Show a project location sketch to a minimum scale of 1 inch to 2,000 feet, with land lot and street intersections.
- ☐ Show drainage easements, drawn with width dimensions specified.
- ☐ Show the limits of the Intermediate Regional Flood (the 100-year frequency flood) clearly indicated by a heavy line.
- ☐ F.I.R.M. panel number. State if located or not within a flood zone.
- ☐ Address (1.2" per 48 hours) water quality.
- ☐ Conceptual finished grade elevations.
- ☐ Downstream Analysis (concept).
- ☐ Clearly delineate detention pond on separate lot for subdivision plans.
- ☐ Limits on construction.
- ☐ Zoning conditions.

SECTION II ZONING CONDITIONS

- ☐ Provide a complete copy of the final zoning conditions and the Planning and Zoning Commission agenda item number and meeting date. No concept plan will be accepted for review prior to the Planning and Zoning Commission approval of rezoning if applicable.
- ☐ Provide Preliminary Storm Water Capacity Analysis.
- ☐ For non-residential and attached residential dwelling units, comply with any applicable overlay district requirements. Contact Planning and Community Development at 943-200-2029, option 2 or zoning@eastpointcity.org for guidelines.

SECTION III PROJECT LOCATION INFORMATION

- ☐ Provide project name, project address, zoning case number, design firm, point of contact, and contact phone number, scale, north arrow (on all sheets), acreage, and location map. Repeat pertinent information on applicable sheets.
- ☐ Depict project boundary.

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SECTION III PROJECT LOCATION INFORMATION CONTINUED

- ☐ Depict project site on F.E.M.A. F.I.R.M. panel with effective date.
- ☐ Provide the following publicly available maps to the City with the proposed site boundaries clearly noted thereon:
 - National Wetland Inventory Map
 - USDA soil map with County hydric soils noted
 - Recent true color infrared aerial photograph

SECTION IV PROJECT LAYOUT DRAWING

- ☐ Depict the location of proposed buildings.
- ☐ Show grades at buildings and other critical areas.
- ☐ Depict internal circulation and proposed grades.
- ☐ Illustrate proposed or anticipated road frontage drainage systems improvements including upgrades of impacted existing inlets to meet City of East Point requirements.
- ☐ Illustrate proposed storm water management facilities (structural B.M.P.s)
- ☐ Indicate speed limits on all relevant roadways.
- ☐ Depict proposed water service type(s) (irrigation, domestic, or fire) size and locations, water meter size, location, size and type of backflow device, daily consumption in gallons per day (G.P.D.) and peak requirement in gallons per minute (G.P.M.).
- ☐ Show proposed type of fitting/appurtenances and or materials to be used to tie into the City of East Point water system.
- ☐ Show location and size proposed connection to sanitary sewer system.
- ☐ Include hydrant flow tests for projects served by the City of East Point Water System.

SECTION V STREAM BUFFER AND NPDES

- ☐ Provide NPDES/NOI permitting information, if infrastructure in place, obtain from primary permittee.
- ☐ Maintain 50' City of East Point buffer along state waters.
- ☐ E&SC measures must be maintained until site is 60% complete.

SECTION VI ENTRANCE SIGHT DISTANCE PROFILES

- ☐ Provide ground-run topographic survey of the road including the edges of pavement, curb line if applicable, centerline, and the rights of way, a minimum of 600 feet on each side of the proposed driveway. Survey the entire frontage and 300 feet on either side of each property line. Survey data may be required dependent on unique site features.
- ☐ Locate all utilities and fire hydrants.
- ☐ Locate all trees and bushes that have the potential to compromise sight distance.
- ☐ Locate all curb cuts or driveway aprons within sight distance as specified in the Fulton County Driveway Manual
- ☐ Provide a drawing at a 1' = 20' scale showing the proposed driveway, roadway improvements, and the stripping and marking plan. Assume that the driver's eye is at a height of 3.5 feet and at the centerline of the exiting lane of the proposed curb cut behind the stop bar. The object should be assumed at a height of 3.5 feet and at the centerline of the closed oncoming lane.