

COMMERCIAL/INDUSTRIAL LAND DISTURBANCE PERMIT CHECKLIST

Cherokee County Planning and Zoning

ZONING INFORMATION	
	Project within the Highway 92 Overlay? (Reference Article 16 for overlay requirements)
	Project within the Bells Ferry Overlay? (Reference Article 16, Article 8, and the Bells Ferry LCI Design Guidelines)
	If within Bells Ferry Overlay, include copy of any approved Warrants or Neighborhood Plan Letter on plans
	Retail building greater than 80,000 square feet? (Reference Section 7.5-5)
	Is the proposed use(s) allowed? (Reference Table 7.2)
	Use conditions? (Reference Article 7, if applicable)
	Indicate rezone number and conditions; include copy of signed resolution on plans
	Indicate variance case number and conditions; include copy of signed resolution on plans
	If existing building, is the proposed project expanding a nonconforming use/structure? (Reference Article 13)
	Submit a recombination/subdivision plat (if applicable)
COVER SHEET	
	Tax Identification Number
	Property Identification Number
	Vicinity/Location Map
	Name and e-mail address of property owner/developer
	Name and e-mail of surveyor/engineer or surveyor's/engineer's firm and registration number
	Indicate total site acreage
	Indicate total open space acreage provided, if applicable.
	Indicate the type of use and provide a brief project narrative
	Indicate zoning classification; include overlay zone classification
	Indicate front, side and rear building setbacks
	Indicate all applicable setbacks on corner lots (double frontage) and any exterior setbacks
	Indicate square footage of all buildings
	Underground utilities? Required note on plans
	Indicate if property is served by sewer or septic
	Note stating: "The proposed use and development of the subject site shall comply with the requirements of the Cherokee County Zoning Ordinance"
PLAN NOTES	
	Date plans were prepared including any revisions
	Stated and graphic scale
	North arrow and basis
	Indicate tract lot line length and bearings to the minute
	Indicate Land lot(s) and District(s) of subject property
	Indicate Land Lot/District/County or City boundaries adjacent to property
	Indicate zoning classification
	Label adjoining property zoning classifications, owner information, and land use
	Label zoning and streambank buffers (Reference Table 10.1 and Article 10)
	Label front, side, and rear setbacks

	Label all applicable setbacks on corner lots (double frontage) and any exterior setbacks
	Indicate all existing access or utility easements
	Location of right-of-ways with widths, lengths, road names and designations labelled
PARKING/ACCESS	
	The site plan of each business property shall include a minimum of 20 foot width roadway which shall connect to adjoining business property (Reference 5.11)
	Indicate parking requirements and parking calculations on site plan (Reference Article 12)
	Parking areas shall be set back at least 10 feet from public right-of-ways
LOADING AREAS	
	Where an industrial property adjoins property with a residential use thereon, all areas and facilities devoted to the loading and unloading of goods and merchandise, to the extent possible shall not be adjacent to the residential property.
	Site design must permit on-site maneuvering of all vehicles so as to prevent vehicles from having to back out of or into site from the street.
	Loading and unloading areas shall not front the right-of-way of the adjacent highway or major street, with exceptions (Reference 7.5-3.6, letter C)
	Overhead doors for loading bays shall not face the adjacent highway or major street
	Minimum off-street loading requirements (Reference Table 12.2 in Article 12)
	A loading space has a minimum width of 13.5 feet, minimum depth of 45 feet, and vertical clearance of at least 14.5 feet
LANDSCAPING	
	A minimum (10 ft.) ten-foot wide landscape strip shall be installed and maintained along the entire property fronting the highway or major street, except in cases where access areas are approved. (Reference 7.5-3.3, E)
	The 10 foot strip between the public ROW and the edge of parking area shall be landscaped with evergreen vegetation capable of reaching a height of three feet and / or able to withstand pruning to a height of three feet (Reference 7.5-3.3, F)
	A minimum six-foot wide landscape strip shall be required along all side and rear lot or lease lines, except in cases where shared driveways or access areas are approved.
	All areas devoted to the outside storage of vehicles, merchandise, and/or equipment not intended for display for public rent, lease, or sale, shall be screened from view from the right-of-way of the highway or major street along the entire property frontage (Reference Article 7)
	The outside storage or display of vehicles, equipment, and merchandise to be rented, leased, or sold, shall be visible along no more than fifty percent (50) of the frontage of the property abutting the highway or major street (Reference Article 7)
	If 10 or more automobiles are located closer than 50 feet to a lot which a dwelling is a permitted use and is not entirely screened visually from such lot by an intervening building or structure, there shall be a minimum 6 feet in height visual screen (Reference 12.4, #8)
EXTERIOR LIGHTING	
	Provide a photometric plan with proposed foot-candles measured to the property line (Reference Article 25)
DUMPSTERS	
	3 sides screened by a 6 foot wooden fence or materials substantially similar to the primary building with 4 th side architecturally gated