



SANDY SPRINGS

GEORGIA

SINGLE FAMILY RESIDENTIAL MINOR ADDITIONS AND GENERATORS MINIMUM SUBMITTAL REQUIREMENTS

The following information must be included in an application package before Sandy Springs will accept the application for review.

REQUIREMENTS:

Three (3) copies of a **scalable** Site Plan (24" x 36" maximum size.) Plan must include the following information:

- Name and Phone Number of 24-hour Contact for the project.
- Complete Street Address of the Site.
- All Property Lines, Building Setback Lines, and Stream Buffers (if applicable).
- Existing conditions at the site, including all buildings, patios, porches, decks and retaining walls. Label these as "Existing."
- Show all trees 18" DBH and over with critical root zones in the area of work to be performed (including loading/unloading of materials). This includes trees on adjacent property with critical root zones that extend into the project site. For more information on critical root zones see the [Tree Ordinance](#). If no trees will be affected, provide a note on the plan to that effect.
- Proposed Work. For decks and/or porches, provide a dimensioned plan, elevation(s), and sections/detail as needed to communicate the relationship of the construction to the ground.
- For Generators provide screening as required by Section 8.2.9.B.4a and 4b of the Development Code.
- If you are excavating holes for footings you will need to indicate the location of spoil piles and show erosion control measures around that location.
- Add the following note to the plan: "After the permit is issued contact the department of Community Development through the online portal to schedule a Pre-Construction Meeting with the Site Inspector prior to any land disturbance, building construction, or demolition."
- Provide Construction Exit on the existing driveway. Use standard Symbol "Co" enclosed in an ellipse, and provide the following note (verbatim) on the Site Plan:
"The existing driveway may be used as a Construction Exit provided that all construction vehicles are confined to existing paved areas on Site. Any tracking of Dirt, Silt, Mud, etc. onto street will result in an Immediate "Stop Work" Order. The "Stop Work" order will not be lifted until a Construction Exit in accordance with the current Detail is constructed." (Community Development can stamp the note on your drawings, if you prefer.)



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- Provide executed Residential Erosion & Sedimentation Control and Tree Conservation Agreement. The form can be found online or at the Community Development front desk.
- Provide note on plans: “The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to Land Disturbing Activities.” (This includes digging holes for porch, deck, fence piers, etc. footings.)

The plan will be initially screened by the Community Development Department to confirm that the above information is included for any clarifications or revisions required. If major deficiencies are identified, the plans will be returned to the Applicant.