

CITY OF WINDER

PROCEDURES FOR COMMERCIAL DEVELOPMENT SUBMITTALS

1.) Pre-Application Consultation:

The City of Winder recommends that developers contact the City Director of Community Development, City Engineer or Building Inspector about proposed projects within the City of Winder. The City Hall phone number is (770)-867-3106. Recommendations can be made early on that could speed up the review and permitting process.

2.) Submit Preliminary Plans:

- A) Submit a letter of submittal requesting review and approval of the preliminary plans and giving the name and address of a person to whom the notice of a hearing by the Planning Board on the preliminary plat shall be sent.
- B) Submit a preliminary review application along with the appropriate filing fees which are shown below in Figure 1.
- C) Submit five (5) sets of complete plans along with two (2) copies of the hydrology report to the City of Winder. The requirements for Preliminary Plans are shown in Figure 2.

3.) Large and Small Watershed Application:

Most property within the City of Winder lies in the Mulberry River Water Supply Watershed District (a large watershed). Some property may also lie within one of the following Small Watersheds:

- A) Cedar Creek Water Supply Watershed District
- B) Barber's Creek Water Supply Watershed District
- C) Fort Yargo Lake Water Supply Watershed District
- D) Laurel Lane Reservoir Water Supply Watershed District

It is the responsibility of the Owner/Developer to determine which watershed district, if any, the property lies in. The Owner/Developer must then submit an application for the watershed district that applies with the appropriate filing fee shown in shown in Table 1. Note that if the property falls within a small water supply watershed, an application for the Mulberry River Water Supply Watershed is not required.

4.) Wetlands Permit Application:

Some property within the City of Winder lies in a Wetlands area. It is the responsibility of the Owner/Developer to determine if the proposed development lies within a wetland area. If the area proposed for development is located within 50 feet of the Wetland Protection District boundary, as determined from the Generalized Wetland Map, a U.S. Army Corps of Engineers determination shall be required. If the Corps determines that wetlands are present on the proposed development site and that a Section 404 Permit of Letter of Permission is required, a local development permit will be issued only following issuance of the Section 404 Permit of Letter of Permission. The application for a Wetlands Permit must be submitted with the Preliminary Review Application.

Figure 1: City of Winder Required Application Fees

Development	Application	Fee
Commercial	Preliminary Plan Review	\$250.00 + \$5.00 per 1000 Sq Ft. of Building (1 Comm. Bldg.) \$500.00 for 2 to 25 lots, each lot over 25 is multiplied by \$20.00 each
All	Large Watershed Application	\$100.00
All	Small Watershed Application	\$100.00
All	Wetlands Application	\$100.00

Figure 2: Data Required on Preliminary Plans

- 1.) Sheet size shall not be less than 24 inches by 36 inches.
- 2.) Vicinity map showing location of subdivision and its relationship to the rest of the city and surrounding countryside. This may be shown at a smaller scale than is used generally for the subdivision plat.
- 3.) Proposed subdivision or development name or identifying title and acreage to be developed.
- 4.) Name and address of owner of record, subdivider, and owners of adjoining property. Include the name and phone number of the projects 24-hour contact person.
- 5.) State minimum lot size for development as required by current zoning regulations.
- 6.) Plans shall be drawn at a minimum scale of 1"= 50'. Profiles for sewers and streets shall have a minimum horizontal scale of 1"= 50' and a minimum vertical scale of 1"= 20'.
- 7.) State and show setbacks from right-of-way and property lines on the plans.
- 8.) Date and north point.
- 9.) Elevations of the site and adjacent lands within 200 feet of the site at contour intervals of no greater than five (5): and no greater than one foot for slopes less than or equal to two percent. If the proposed development is deemed to be in a wetland area, contour intervals of no greater than two (2) feet are required.
- 10.) Exact boundaries of the tract to be subdivided, by distances and bearings.
- 11.) Existing and proposed easements and their location, widths and distances.
- 12.) Names and dimensions of existing and proposed streets and alleys on and adjacent to the tracts.
- 13.) Location and type of existing and proposed sewerage and storm drainage and water supply facilities and other utilities on or adjacent to the tract, showing proposed connections.
- 14.) Lot lines with dimensions and lot numbers.
- 15.) Sites, if any, and their acreage, to be reserved or dedicated for public uses.
- 16.) A map of all planned excavation and fill, including calculations of the volume of cut and fill involved, cross-sectional drawings showing existing and proposed grades. Elevations, horizontal scale and vertical scale must be shown on the cross-sectional drawings.
- 17.) A map on any wetland boundaries occurring within the site must be provided. This boundary may be included on other maps provided by the applicant.
- 18.) Location, dimensions and area of all impervious surfaces, both existing and proposed, on the site and adjacent to the site for a distance of 200 feet.
- 19.) The orientation and distance from the boundaries of the proposed site to the nearest bank of an affected perennial stream or water body.
- 20.) Location and detailed design of any spill and leak collection systems designed for the purpose of containing accidentally released hazardous or toxic materials.
- 21.) All proposed temporary disruptions or diversions of local hydrology.

NOTE: All development activities or site work conducted after approval of the site plan shall conform with the specifications of said site plan. Significant changes to the site plan, that would alter the amount and velocity of storm-water runoff from the site, increase the amount of impervious surface within the development, alter the overall density of development, result in a considerable increase in the amount of excavation, fill or removal of vegetation during construction or otherwise result in an alteration of the overall appearance of the development as proposed, can be amended only with the approval of the Zoning Board of Appeals. Minor changes, such as realignment of streets or minor alterations to drainage structures and other infrastructure to meet unexpected conditions, can be approved administratively by the City Engineer or his designee.