

## Supplemental Information Checklist

Northeast Georgia Regional Commission • 305 Research Drive, Athens, Georgia • [www.negrc.org](http://www.negrc.org) • [www.negplanning.org](http://www.negplanning.org)

The Northeast Georgia Regional Commission has identified a variety of information as being necessary to the successful review of DRIs. Submission of this information is the responsibility of the applicant (i.e. developer, builder, or landowner who is proposing the new development). Host government staff may assist in collecting/compiling the data for submission to NEGRC.

The following supplemental information must be submitted to NEGRC before a review can begin:

### Project Summary

*Note: if information does not apply to project, please state N/A*

- Types of uses, acreage of each type use
- Detailed summary of housing units including:
  - Number of new housing units
  - Dwelling type(s)
  - Number of bedrooms for each type
  - Estimated value(s) for each type
  - Square footage for each type
- Types of commercial, industrial, or any other uses and square footage by use
- Estimated completion dates (month and year) for each phase and square footage by use for each phase
- Number of displaced housing units and range of value for any displaced structures
- Detailed summary of Solid Waste Service including:
  - Potential solid waste service providers
  - Anticipated receiving landfill
  - Remaining capacity of receiving landfill
  - Receiving landfill expansion plans (date and expansion capacity)
  - Description of any onsite provisions for recycling waste

Source: <http://www.negrdc.org/solidwaste.asp>
- Percentage of site to be impervious surface at build-out
- Amount of tree canopy to be reduced, and percentage of tree canopy within 5 years of build-out and at tree maturity
- Detailed summary of receiving Schools (if residential units are proposed)including:
  - Affected school district(s) including
  - Name and address of district superintendent
  - Receiving public schools
  - Name and address of schools' principal
  - Capacity of receiving schools

Source: <http://www.doe.k12.ga.us>
- Identify rivers or streams on and adjacent to the subject property that are on the Georgia 305(b)/303(d) List Source: <http://www.gaepd.org/Documents/305b.html>
- Summary of affected fire and emergency services including infrastructure, equipment, and capacity available to service proposed development
- Detailed summary of receiving wastewater and sewage treatment facility including:
  - Design/Permitted Capacity
  - Average Daily Demand
  - Planned expansion (if any) and date of expansion
- Description of any on-site bicycle or pedestrian facilities
- Proximity to public transit
- Identify any best management practices for water quality protection that will be utilized (e.g., bioretention strips, rain gardens, pervious paving materials, or swales as an alternative to conventional inlet gutters)
- Identify any required LEED-certified building materials that promote environmental protection and energy efficiency that will be utilized (e.g., pervious surfaces, low-impact design, insulation, or roofing materials)

### Traffic Summary

- Trip Generation Analysis
- A.M. Peak Hour
- P.M. Peak hour
- 24hr 2-way AADT
- ITE Land Use Code used
- Traffic Volumes of existing roads Source: [http://www.dot.state.ga.us/DOT/plan-prog/transportation\\_data/TrafficCD/index.shtml](http://www.dot.state.ga.us/DOT/plan-prog/transportation_data/TrafficCD/index.shtml)
- Planned road improvements

## *Site Plan Checklist*

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**Project Site Plan/Map**

*Note: if information does not apply to project, please state N/A on Site Plan*

- One 36" x 48" hard copy site plan map
- One digital (PDF) map on CD

**Site Plan should (at minimum) include the following information:**

- Location of the DRI in the county by parcel, with the affected parcel(s) highlighted
- Footprint of structures if known
- Roads with names labeled (differentiate between existing and proposed)
- Political boundaries
- Wetlands *Source: <http://www.fws.gov/nwi>* (differentiate wetlands anticipated to be impacted by development)
- 100 year floodplain
- Rivers and streams (differentiate if on Georgia 305(b)/303(d) List)
- Open space and greenways
- Pedestrian and bike trails
- Stormwater management facilities
- If the project is to be served by wells, map must include:
  - Approximate location of well
  - Wellhead protection zones
- If the project is to be served by onsite wastewater management facility, map must include approximate location of facility
- Map must include the following:
  - Title
  - Legend
  - North arrow
  - Scale bar
  - Date
  - Borderline
  - Location of the DRI (inset map with affected parcels highlighted)
- One 8½" x 11 hard copy of Tax Parcel Map to include:**
  - Affected parcels highlighted
  - Map and Parcel number of affected parcels
  - Existing zoning of affected parcel
  - Existing zoning of surrounding parcels

The applicant may fill out form 2 at any time during the process, however if all the required supplemental information has not been received by the NEGRC within five days after submission of form 2, a certification of incomplete submittal will be automatically issued.

If any of the requested information on Forms 1 and 2 is left blank, the DRI submittal will be deemed incomplete. The NEGRC reserves the right to request additional supplemental information based on staff review.