



DESIGN PLAN REVIEW CHECKLIST

The following application materials are *required for all Major applications:*
If applying for an Administrative application, please confirm with Planning and Zoning the submittal requirements – planningandzoning@roswellgov.com

1. Signed/ notarized Owner signature page
2. Letter of Intent describing the proposed scope of work.
3. Proof of a Stormwater Concept (applicant must contact Stormwater Reviewer).
4. Site plan, which must contain all site development statistics:
 - Total site area
 - Primary/side street build-to-zone and building in primary street BTZ (min % of lot width)
 - Building footprint [SF & %],
 - Gross Square Footage
 - Parking space numbers (existing, proposed, and how many are required per UDC)
 - Total impervious surface [SF & %]
 - Outdoor amenity space [SF & %]
 - Landscape open space [SF & %]
 - All required buffers
5. A rendering and all four side elevations which must contain:
 - Dimensions
 - Colors and materials labelled
 - Primary and side street transparency %
 - Upper and ground floor transparency %
 - Maximum blank wall area
 - Floor-to-floor heights
 - If bulk plane is applicable, provide a detailed elevation showing the bulk plane for the proposed building(s).
6. Drawings meeting the intent of section 10.2.8 Screening (both utility and dumpster).
7. Digital copy of material sample board for all doors, windows, paint chips, exterior façade material selections (siding, brick, roof material etc.), awnings, lighting, all exterior structures such as playground equipment or pergolas, fencing, pavers, planters, or any new materials being introduced to the exterior of the building or on the site.
8. Landscape plan(s) and tree survey(s) which must contain all landscape development information (planting list with common name, current & proposed tree density units, buffers and landscape strips, and proposed tree removal).
9. Provide justification for removal of specimen trees in accordance with section 12.1.3, letter B, #1
10. Topographical survey of the property.
11. Proposed grading plan.
12. If there are proposed retaining walls, please
 - Provide information on a grading plan indicating the top of the wall and the bottom of wall(s);
 - Provide an example of the material for the proposed wall(s); and
 - A profile and cross-section of the proposed wall(s).
13. Photometric Plan.
14. Steep slopes analysis and traffic impact study if required (applicant must contact City Engineer and RDOT). If required, this analysis and study must be submitted prior to the application submittal.
15. **Digital copy of all required documentation.**
16. **Application fees must be paid before application can be reviewed. (see fee schedule)**