

City of Dacula
442 Harbins Road P.O. Box 400
Dacula, Georgia 30019
(770) 963-7451

Development Plan Review Process

Note: Initial review of development plans is typically a two-week process.

- 1. Complete the Plan Review Application and submit applicable review fees. Refer to City of Dacula schedule of fees for review fee amounts.**
- 2. Provide City of Dacula with two (2) full size complete sets of plans (faxes not excepted) and one (1) hydrology study. Plans must be bound together as complete sets; plans will not be accepted otherwise.**
- 3. Plan Requirements can be found in Article 3 and Article 4 of the City of Dacula Development Regulations.**
- 4. Provide each agency listed below with one complete set of plans for review (as required):**
 - a. Gwinnett County Fire Services
 - b. Gwinnett County Department of Water Resources
 - c. Gwinnett County Environmental Health Department (*Septic System*)
 - d. Gwinnett County Department of Transportation or Georgia DOT
 - e. Georgia Soil and Water Conservation Commission
(*Erosion Control for over one (1) acre disturbed*)
- 5. Once comments from all agencies, to include the City, have been satisfied, obtain approval signatures and dates on the original plans and approval stamps on at minimum of two (2) sets of final drawings and one (1) hydrology study from all necessary agencies.**
- 6. Deliver all sets of stamped drawings to the City of Dacula for final review, signature, and approval.**

7. When the plans have been approved by the City of Dacula, you will need the following to obtain your permit:

- a. Review fees paid in full.
- b. Permit fees paid in full.
- c. NPDES fees paid in full.

Note: All checks should be payable to the City of Dacula.

8. Make an appointment with the development inspector for a pre-construction meeting prior to project commencement.