



COBB COUNTY COMMUNITY DEVELOPMENT AGENCY DEVELOPMENT AND INSPECTION DIVISION

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Cobb County **ePlan** Land Disturbance Permit Process

1. Wednesday: Plan Submittal Day
 - a. Applicant submits plan set to Community Development Site Plan Review ePlan portal
 - [Access the ePlan portal](#)
 - b. Plan set includes:
 - Cover Sheet
 - Site Plan
 - Grading Plan
 - Storm drainage plan and profiles
 - Sanitary sewer plan and profiles
 - Tree plan
 - Street plan and profiles
 - Erosion control plans and details
 - Hydrology report
2. SPR coordinator distributes the plan set to review departments. Reviewers access plans and data on their computers and post their comments to the system.
 - a. Reviewers include representatives from:
 - Storm Water Management
 - Water Systems
 - Planning Division
 - Department of Transportation
 - Zoning Division
 - Arborist
 - Fire Department
 - Erosion Control
3. Reviewer Comments
 - a. Applicant receives staff comments and marked drawings from SPR staff
4. Plan Revisions
 - a. Applicant revises plans in response to staff comments. The Applicant then must send revised plans (PDF) to each reviewer.
5. Revised Plan Upload

- a. Once all departments have given preliminary approval, applicant uploads revised plans into the ePlan system.
- 6. Plan Redistribution to Reviewers
 - a. SPR Coordinator distributes the uploaded revised plans to review departments for final review. Reviewers verify that plans in the ePlan system match what was provided in PDF format.
- 7. Departmental Approval and Stamping
 - a. Project is eligible for final stamping once all departments have confirmed project eligibility. Reviewers apply their department approval stamp. The SPR Coordinator notifies the applicant of final approval and availability or plan download.
- 8. Final LDP Requirements
 - a. The Applicant downloads plans and supplies hard copy sets and Permit Fees to the Site Plan Review Division at 1150 Powder Springs Street, Suite 400, in Marietta, GA. The LDP is issued once the plans and payment are received.