

**FAYETTE COUNTY, GA
SITE PLAN APPLICATION**

FAYETTE COUNTY PLANNING & ZONING DEPARTMENT
140 STONEWALL AVENUE WEST
SUITE 202
FAYETTEVILLE, GEORGIA 30214
770-305-5421

The Planning & Zoning Department is located at 140 Stonewall Avenue West, Suite 202, Fayetteville, Georgia 30214. The office is open from 8:00 A. M. until 5:00 P. M Monday through Friday.

SITE PLAN APPLICATION

Owner of Property: _____

Address: _____

Phone: _____ E-mail: _____

Agent for Owner: _____

Address: _____

Phone: _____ E-mail: _____

Location: Land Lot(s) _____ District: _____

Present Zoning: _____ Overlay Zone: _____

Total Number of Acres: _____

Street Access Name: _____

Surface Type: _____

Location of Nearest Water Line: _____

(If Applicable)

I respectfully submit this application and certify that the above information is correct and true to the best of my knowledge.

_____, 20____

Date

Applicant Signature

SITE PLAN REVIEW (NONRESIDENTIAL) AND COMPLIANCE FEES

Less than one (1) acre	\$150.00
One (1) to five (5) acres	\$200.00
Five (5) to ten (10) acres	\$250.00
More than ten (10) acres	\$300.00*

* plus \$50.00 for every five (5) acres or fraction thereof in excess of ten (10) acres.

NOTE: A SITE PLAN APPLICATION FILING FEE IS NOT DUE AT THE TIME OF APPLICATION SUBMITTAL. THE SITE PLAN FEE IS PAID BY THE APPLICANT WHEN THE SITE PLAN IS APPROVED AND THE ZONING COMPLIANCE CERTIFICATE IS ISSUED BY THE ZONING ADMINISTRATOR.

Number of Site Plans to submit/resubmit:

10 hard copies

1 digital PDF file (via e-mail or CD)

SITE PLAN APPLICATION

Deadline for application for the Technical Review Committee is the 3rd of the month by noon. If the 3rd of the month falls on the weekend or a holiday, the deadline is extended to the next business day. The Technical Review Committee (TRC) will meet as needed on the second (2nd) Tuesday of each month at 10:30 a.m. in Suite 202 of the Fayette County Administrative Complex, 140 Stonewall Avenue West, Fayetteville, Georgia.

PROPOSED SCHEDULE FOR 2016 **SITE PLAN APPLICATIONS**

Application Deadline:	TRC Meeting Date:
January 3	January 12
February 3	February 9
March 3	March 8
April 3	April 12
May 3	May 10
June 3	June 14
July 3	July 12
August 3	August 9
September 3	September 13
October 3	October 11
November 3	November 8
December 3	December 13

TRC DATES ARE TENTATIVE AND SUBJECT TO CHANGE

SITE PLAN APPLICATION

DEVELOPMENTS OF REGIONAL IMPACT (DRI)

Site Plan Applicant:

- A. Please review the attached "Developments of Regional Impact Tiers and Development Thresholds" established by the Georgia Department of Community Affairs (DCA) to determine if the proposed project meets or exceeds these thresholds. If the proposed project does not meet the established thresholds (is less than those listed) then skip to section C. below and complete.
- B. If the project does meet or exceed the established thresholds for the type of development proposed, the Georgia Department of Community Affairs (DCA) "Developments of Regional Impact: Request for Review Form" is available online at the following website address: www.dca.state.ga.us/DRI/.
- C. I have reviewed and understand the attached "Thresholds: Developments of Regional Impact".
- [] The proposed project related to this rezoning request DOES NOT meet or exceed the established DRI thresholds .
- [] The proposed project related to this rezoning request DOES meet or exceed the established DRI thresholds and documentation regarding the required DRI Request for Review Form is attached.

Signed this _____ day of _____, 20_____.

APPLICANT'S SIGNATURE

SITE PLAN APPLICATION

Developments of Regional Impact Tiers and Development Thresholds

Type of Development	Metropolitan Regions	Non-metropolitan Regions
(1) Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
(2) Commercial	Greater than 300 000 gross square feet	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 500 000 gross square feet	Greater than 175,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
(5) Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1, 600 workers; or covering more than 400 acres	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
(7) Hotels	Greater than 400 rooms	Greater than 250 rooms
(8) Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
(9) Airports	All new airports runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) Attractions & Recreational Facilities	Greater than 1, 500 parking spaces or a seating capacity of more than 6, 000	Greater than 1, 500 parking spaces or a seating capacity of more than 6, 000
(11) Post-Secondary School	New school with a capacity of more than 2,400 students or expansion by at least 25 percent of capacity	New school with a capacity of more than 750 students or expansion by at least 25 percent of capacity
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility or expansion of use of an existing facility by 50 percent or more
(13) Quarries, Asphalt &, Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(14) Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(15) Petroleum Storage Facilities	Storage greater than 50, 000 barrels if within 1, 000 feet of any water supply; otherwise storage capacity greater than 200, 000 barrels	Storage greater than 50, 000 barrels if within 1, 000 feet of any water supply; otherwise storage capacity greater than 200, 000 barrels
(16) Water Supply, Intakes/Reservoirs	New Facilities	New Facilities
(17) Intermodal Terminals	New Facilities	New Facilities

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(18) Truck Stops	A new facility with more than three diesel fuel pumps; or spaces.	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces

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SITE PLAN APPLICATION

CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED FOR SITE PLAN REVIEW PROCESS

(Application and all required documentation must be complete at the time of application submittal or the application will not be accepted)

- [] A. Application form and all required attachments completed and signed. **(1 copy)**
- [] B. Latest recorded Deed for subject property. **(1 copy)**
- [] C. Copy of recorded plat for subject property. Legal description on recorded deed should match boundaries of recorded plat. **(1 copy)**
- [] D. Site Plan **24" X 36" STANDARD SIZE** (no larger) indicating all certified property lines, prepared (signed & sealed) by an Architect or Engineer registered in the State of Georgia, with all applicable information as required on the attached "Requirements for Site Plans". **(10 folded sets)**
- [] E. Digital PDF file (via e-mail or CD) of Site Plan.
- [] F. Statement of Intent for all proposed use(s), accessory uses, or changes in use of subject property with details regarding building square footage, number of employees, hours of operation, etc. **(1 copy)**
- [] G. Landscape Plan (can submit with site plan or any time prior to final inspections). **(2 copies)**
- [] H. Exterior Building Elevation Plans (showing all four sides). **(2 copies)**

**SITE PLAN CHECKLIST
PLANNING AND ZONING DEPARTMENT**

Project: _____

Applicant: _____

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	1. Provide County, land district, and land lot.
_____	_____	2. Indicate date of site plan preparation; provide scale of drawing, stated and shown graphically.
_____	_____	3. Provide north arrow and vicinity map.
_____	_____	4. Provide name, address, and telephone number of owner and/or developer.
_____	_____	5. Provide name, address, and telephone number, registration number, seal and signature of the project's engineer or architect. The design profession must be licensed in the State of Georgia.
_____	_____	6. Provide signature blocks for County approval: County Engineer, Fire Marshal, Environmental Health, Environmental Management, and Zoning Administrator.
_____	_____	7. Provide a legend for all abbreviations.
_____	_____	8. Provide an index of sheets if more than one sheet is provided.
_____	_____	9. Show property lines with bearings and distances of subject property.
_____	_____	10. Within the general notes, indicate the zoning district; minimum lot sizes; front, side and rear setbacks; and buffer as applicable.
_____	_____	11. Show all land lot lines; land district lines; land section lines; and city and county boundaries intersecting or adjacent to the property.
_____	_____	12. Provide total acreage of subject property to the 1/100 th acre.
_____	_____	13. Provide acreage of Lot Coverage Limit (Structures and parking areas) to the 1/100 th acre.
_____	_____	14.

**SITE PLAN CHECKLIST
PLANNING AND ZONING DEPARTMENT**

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	15. Provide rezoning information, including petition number, date of approval and exact wording of any rezoning conditions as applicable.
_____	_____	16. Provide variances information including petition number, date of approval and exact wording of any variance conditions as applicable.
_____	_____	17. Provide Information regarding the preliminary plat, including date of approval by the Planning Commission and exact wording of any related conditions of approval as applicable.
_____	_____	18. Provide Information regarding the final plat or minor subdivision plat, including date of approval by the Planning Commission and exact wording of any related conditions of approval as if applicable.
_____	_____	19. Provide zoning and property owner name and/or subdivision name of all adjacent properties.
_____	_____	20. Identify all existing structures and features and label as “to remain” or “to be removed”. Structures to remain must be shown and meet all applicable zoning requirements. “Features” include railroads, sewers, bridges, culverts, drain pipes, water mains, cemeteries, etc. Provide a note if there are no existing structures or features on the property.
_____	_____	21. Provide locations and dimensions of all proposed structures including, proposed use(s), distances between buildings, number of stories, number of units per structure, square footage per unit, and total number of units.
_____	_____	22. Provide location of refuse collection area(s), outside storage and/or service areas, off-street loading areas and how such areas will be screened.
_____	_____	23. Indicate how subject property will be served by water and sewage disposal.
_____	_____	24. Provide location of existing and proposed water lines and fire hydrants.
_____	_____	25. Provide location of septic system, initial and replacement drain fields and/or sanitary sewer lines as applicable.

**SITE PLAN CHECKLIST
PLANNING AND ZONING DEPARTMENT**

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	26. Show location, purpose, and width of any easements of record. Provide a note if there are no existing easements associated with the property.
_____	_____	27. Indicate how number of parking spaces was determined.

Comments: _____

Approval/Date	Resubmit/Date
_____	_____
_____	_____
_____	_____

Planning & Zoning Department
Administrative Complex - Suite 202
140 Stonewall Avenue, West
Fayetteville, Georgia 30214
(T) 770-305-5161
(F) 770-305-5305 or 770-305-5258
E-mail: dsdutton@fayettecountyga.gov

**SITE PLAN CHECKLIST
ENGINEERING**

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	28. Show all existing and proposed streets on and adjacent to property. Label ROW widths; provide acreage of any right-of-way proposed for dedication to the 1/100 th acre, as needed.
_____	_____	29. Show parking layout, including handicapped parking, and typical dimensions.
_____	_____	30. Show exit/entrances and internal circulation pattern including traffic lanes, fire lanes, acceleration/deceleration lanes and typical dimensions.
_____	_____	31. Existing and finished topography at two (2) foot contour intervals.

Comments: _____

Approval/Date	Resubmit/Date
_____	_____
_____	_____

Engineering Department
115 McDonough Road
Fayetteville, Georgia 30215
(T) 770-320-6010
E-mail: engineering@fayettecountyga.gov

SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	32. Provide name and location of the development (including land lot and district). Include Subdivision name on recorded plat as applicable.
_____	_____	33. Provide name, address, and telephone number of developer/owner and applicant.
_____	_____	34. Provide name, address, telephone number, and professional seal of person preparing plan.
_____	_____	35. Show locations and dimensions of all existing and proposed structures (principal and accessory).
_____	_____	36. Delineate FEMA Area of Special Flood Hazard (ASFH) and identify source used for delineation. Reference the correct September 26, 2008 FIRM Panel. The MFFE must be at least 3 ft above the base flood elevation or 1 ft above the future-conditions flood elevation whichever is greater. Indicate whether the development parcel shares a common property line with another parcel containing an ASFH.
_____	_____	37. Delineate all watershed protection buffers and setbacks outlines in the Development Regulations, Section VII, Watershed Protection Ordinance.
_____	_____	38. Pavement edges, centerlines of roadways, and all easements.
_____	_____	39. Show parking layout, including landscaping.
_____	_____	40. Provide Landscape Plan. (Article V)
_____	_____	41. Provide Tree Protection Plan. (Article VI)
_____	_____	42. Delineate drainage basins across the site. Show offsite drainage areas for both previous and post developed conditions. Include drainage areas, CN values, and Tc estimates.
_____	_____	43. Provide Stormwater Management Plan as required in Sec. 104-561 (b).

SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	44. Identify the project receiving waters and describe adjacent areas – neighboring areas such as streams, lakes, residential areas, etc., which might be affected.
_____	_____	45. Provide location on-site with footprint of system and all pipes that are to be part of system. Note approval from health department required.
_____	_____	46. Provide construction details or standards for drainage structures.
_____	_____	47. Note if project in Groundwater Recharge Area. If not add note stating it is not.
_____	_____	48. Show 100-yr backwater limits of all yard inlets and culverts.
_____	_____	49. Show ditch or channel x-section with min. depth of flow needed.
_____	_____	50. Ditches must be designed to 100-yr capacity & 25-yr velocity protection. Outlet velocity should be less than or equal to 4.0 ft./sec. or provide energy dissipater.
_____	_____	51. Provide the flow rate (cfs) and velocity (fps) for all pipes and outlets.
_____	_____	52. Show catch basin and pipe invert and top elevations
_____	_____	53. Show existing and proposed ground surface over centerline of pipe.
_____	_____	54. Graphically show 25/100-year Hydraulic Grade Line (HGL) on profiles.
_____	_____	55. Show all impoundment details.
_____	_____	56. Provide control structure details (weirs, retrofits, etc.)
_____	_____	57. Show drainage structure details (headwalls, yard drains, lateral subdrains, etc.)
_____	_____	58. Provide pipe construction details (bedding class, pipe gage, etc.)
_____	_____	59. Provide unified stormwater sizing criteria (water quality, channel protection, overbank flood protection, and extreme flood protection)

SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	60. Provide a completed GSWMM Site review tool. (All sites must removed 80% of TSS per the review tool)
_____	_____	61. Parcels Zoning and Surrounding Parcels Zoning.
_____	_____	62. Note if the project requires a State Route/Overlay Zone. If not add note stating it does not.
_____	_____	63. Landscape plans shall be prepared by a professional landscape architect, or other licensed professional of similar design discipline.
_____	_____	64. Provide name and telephone number of person preparing plan.
_____	_____	65. Show the boundary lines of all buffer and landscape areas.
_____	_____	66. Show locations of existing plant materials to be retained and/or new plant materials to be installed, with all details drawn at a scale of one (1) inch to 100 feet or greater.
_____	_____	67. Provide a plant material list, which shall include:
_____	_____	68. " Common and/or botanical names of all proposed plants.
_____	_____	69. " Plant quantities.
_____	_____	70. " Size and condition of plants (Example: 1 ½ caliper, 8-foot height, balled and burlapped.)
_____	_____	71. " Spacing
_____	_____	72. " Remarks as necessary to proper plant selection upon installation.
_____	_____	73. Show groundcovers, flowers, stones, and mulch utilized as needed to meet coverage requirements.
_____	_____	74. Show grass coverage not exceeding 25 percent (25%) of required street frontage, parking lot, and side yard landscape areas.

SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan Page#	Included Y/N/NA	(Items marked with * are missing or deficient)
_____	_____	75. Provide islands at the ends of interior parking aisles and one island per each 150 feet of continuous aisle length. (10 ft by 20 ft min)
_____	_____	76. Note required plant heights listed in Landscape and Buffer Requirements shall be height at time of planting.
_____	_____	77. Show applicable Street Frontage, Parking Lot and Side Yard landscape requirements.
_____	_____	78. Show Zoning Buffer when required by Zoning District Regulations.
_____	_____	79. Note buffers and landscape areas fronting on County maintained roads are measured from the right-of-way. (*please specify if located in overlay area per zoning ordinance)
_____	_____	80. Provide trees with a minimum caliper of two and one-half inches (2 ½) at time of planting.
_____	_____	81. All disturbed areas not otherwise addressed in the Ordinance shall have a vegetative ground cover for erosion control purposes.
_____	_____	82. Allow at least 200 sq. ft. of contiguous soil space per over story tree.
_____	_____	83. No parking space shall be more than 40 feet from a tree.
_____	_____	84. Plants with vigorous root systems shall not be planted within the drip line area of said plant next to any nitrification field, sanitary sewer, or public water easement including but not limited to the Eastern Cottonwood, Willow, and Lombardy Poplar.

SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT

Plan	Included	(Items marked with * are missing or deficient)
Page#	Y/N/NA	
_____	_____	85. Show locations of all-existing trees and specimen trees which will be retained to fulfill density requirements and their size, dripline area and species. Note: With the exception of specimen trees, five or more trees whose dripline combine into one tree protection area may be outlined as a group and their number, size and species listed in a summary table. If construction is limited to streets, drainage easements and utilities the TPP only needs to show all specimen trees located within 100 feet of the centerline of any right-of-way, or drainage/utility easements.
_____	_____	86. Summary table listing DBH and species name of each RDU and EDU tree used to obtain SDU.
_____	_____	87. ..
_____	_____	88. The replacement tree requirements listed in Sec. 104-153 (3) have been satisfied.
_____	_____	89. Written justification for specimen tree designated for removal meets the conditions outlined in Sec. 104-153 (2) d of the Fayette County Tree Protection and Replacement Ordinance. Note: The County may require additional information including, but not limited to, a certified arborist's appraisal of the tree's viability and anticipated life span.
_____	_____	90. "Specimen Tree Note" included if necessary.
_____	_____	91. Location, depth and height of all existing and proposed utility lines that could impact any trees.
_____	_____	92. "Property is greater than or equal to 3.0 acres has or exceeds an average existing tree density of 100 TDU's per acre OR is less than 3 acres has or exceeds an average existing tree density of 50 TDU's per acre.
_____	_____	93. "Existing trees are given credit toward this requirement at the rate of one (1) TDU per inch DBH.
_____	_____	94. At least fifty percent (50%) of the TDU's per acre are located outside of any zoning or watershed buffers.

**SITE PLAN CHECKLIST
ENVIRONMENTAL MANAGEMENT DEPARTMENT**

Plan Page# Included Y/N/NA (Items marked with * are missing or deficient)

_____ _____ 95. Note: "No land disturbance, construction processes, or storage of equipment or materials shall take place within a designated tree protection area in order to prevent direct physical root damage that occurs during site clearing and grading and can cause transport or feeder roots to be cut, torn, or removed; indirect root damage caused from grade changes; and trunk and crown damage caused by direct contact with land clearing machinery or galling of adjacent trees."

Comments: _____

Approval/Date	Resubmit/Date
_____	_____
_____	_____

Environmental Management Department
Administrative Complex - Suite 203
140 Stonewall Avenue, West
Fayetteville, Georgia 30214
(T) 770-305-5145
E-mail: emd@fayettecountyga.gov