

ELECTRONIC SUBMISSIONS GUIDE

For electronic submissions, our preferred file naming convention plan is provided below

FORMS

FORM NAME_PROJECT NAME	EXAMPLE
Conceptual Application and Authorization Form _Project Name	Concept Application_ City Hall Project
Rezoning Application and Authorization Form _Project Name	Rezoning Application_ City Hall Project
Narrative _Project Name	Narrative_ City Hall Project
Preliminary Plat _Project Name	Preliminary Plat_ City Hall Project
Final Plan _Project Name	Final Plat_ City Hall Project

If the project does not have a name, please use the physical address.

Ex. Final Plat_240 South Glynn

PLANS

(PROJECT NAME) - FORM NAME	EXAMPLE
Conceptual Plan _Project Name	Concept Site Plan_ City Hall Project
Property Survey Project Name	Boundary Survey_ City Hall Project
Development Plan _Project Name	Development Plans_ City Hall Project
Stormwater Management Report / Hydrology Study _Project Name	Stormwater Management Study_ City Hall Project
Other studies/reports _Project Name	Traffic Study_ City Hall Project

Additional Notes:

The development plans which include the engineering plans, landscape plans, property survey, demolition plans and building elevations, should be combined into a single PDF file called "Development Plans".

Resubmittal

For each resubmittal, put the number of the submittal at the end of every document that corresponds to that submittal.

Ex: Second submittal = Development Plans_City Hall Project_2nd Sub

CITY OF FAYETTEVILLE
CONCEPTUAL PLAN AUTHORIZATION

PROJECT INFORMATION		
Project Name		
Project Address		
PROPERTY OWNER INFORMATION		
Property Owners Name		
Mailing Address		
Telephone		
Email		
APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)		
Applicants Name		
Mailing Address		
Telephone		
Email		
PROPERTY OWNER AUTHORIZATION		
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above and I will serve as the primary contact for this application _____ OR _____ I hereby designate _____ (name of project representative) to act in the capacity as my agent for the submittal, processing, representation, and/or presentation of this application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application. If this relationship changes at any time before the completion of this project, it is my sole responsibility to notify the City of Fayetteville Community Development Department of said change in writing.		
ALL APPLICABLE ITEMS ARE DUE AT THE TIME OF SUBMISSION		
1	Conceptual Site Plan Authorization Form and Application	☐
2	Review Fees	☐
3	Project Narrative	☐
4	Boundary Survey	☐
5	Conceptual Site Plan and Color Building Elevations	☐
7	Water and Sewer Utility letters	☐
Email the completed applications and all required documents to planningdesk@fayetteville –ga.gov		

CITY OF FAYETTEVILLE
CONCEPTUAL REVIEW APPLICATION

SITE INFORMATION					
Project Name					
Project Address			Parcel ID		
Zoning District			Property Size	Sq. ft.	Acres
PROJECT INFORMATION					
Disturbed Area:			Is the project located in the Main Street District?	___ Yes ___ No	
	Sq. ft.	Acres			
Number of Existing Lots/Parcels:			Number of Proposed Lots/Parcels		
If the project is for multifamily development, what is the estimated number of units?			Is this a phased development?	___ Yes ___ No If yes, how many phases? ___	
Are there Existing Deed Restrictions or Easements?	___ Yes ___ No		Are utilities available on site:	___ Yes ___ No	
Does the proposed use consist of a restaurant facility?	___ Yes ___ No		Will the project include a fire sprinkler system/ or fire walls?	___ Yes ___ No	
If so, do you plan to serve alcohol?	___ Yes ___ No, If you plan to serve alcohol, what is the distance from the nearest: _____ Church _____ School _____ Residence				
Existing Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation				
Proposed Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation				
PROJECT TEAM (IF KNOWN)					
PRIMARY CONTACT					
Name			Company	Phone	
Address			Email		
PROPERTY OWNER (IF DIFFERENT)					
Name			Company	Phone	
Address			Email		
ENGINEER					
Name			Company	Phone	
Address			Email		
ARCHITECT					
Name			Company	Phone	
Address			Email		
SIGNATURE					
With the signing and submittal of this application, the property owner or authorized representative petitions the City of Fayetteville Planning and Zoning Commission to consider the proposed conceptual site plan at the listed property address. By signing below, I certify that the provided information and the accompanying materials are accurate. I also understand that if I request to table the project, I will be responsible for paying any additional fees.					
Applicant Signature:				Date	

APPENDIX B

SITE PLAN	
	Date, north arrow, and scale
	Name and address of property owner and petitioner
	Location sketch
	Size of subject property (in acres)
	Name and firm address of plan preparer
	Existing zoning classification of subject property
	Property lines and required setbacks
	Location, width and purpose of all easements
	Location and dimensions of all existing structures on the property
	Layout and typical dimensions of proposed parcels and lots (if applicable)
	Number of proposed dwelling units (by type – detached, attached, multiple-family, etc.), including typical floor plans for each type of unit (if applicable)
	Location of all existing driveways, parking areas and total number of existing parking spaces on the property
	Location of all existing structures, driveways and parking areas within 50 feet of the subject property
	Existing water bodies (lakes, streams, wetlands, etc.)
	Size and location of existing utilities (water, sanitary and storm)
	Location of all existing surface water drainage facilities
	Location of all proposed streets, drives and sidewalks
	Location of walls and fences
	Location and type of all proposed surface water drainage facilities (if applicable)
	Preliminary stormwater calculations (if applicable)
	Abutting street right-of-way width (if applicable)
FIRE PROTECTION REQUIRED DETAILS	
	Provide adequate and defined fire department access
	Provide adequate water supply/hydrants
	Indicate whether the building is to be sprinkled or proposed FDC location
BUILDING ELEVATION	
	Building height
	Typical elevation views of all sides of each building type and exterior material
	Any other information required by the Community Development Director, Planning and Zoning Commission, Art and Architectural Advisory Committee, or Technical Review Committee to demonstrate compliance with all applicable provisions of this ordinance
LANDSCAPING	
	Existing landscaping and vegetation on the property (if applicable)
	Location of all specimen trees on the property (if applicable)
	Recreation areas, common use areas, buffer strips, greenways, dedicated open space and areas to be conveyed for common or public use (if applicable)
	Location of proposed landscaped areas (if applicable)