

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
DEVELOPMENT PLAN AUTHORIZATION

PROJECT INFORMATION		
Project Name		
Project Address		
PROPERTY OWNER INFORMATION		
Name		
Mailing Address		
Telephone		
Email		
APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)		
Name		
Mailing Address		
Telephone		
Email		
PROPERTY OWNER'S 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		
	Development Plan Authorization and Application	☐
	Review Fees	☐
	Project Statement	☐
	Development Plans	☐
	Stormwater Management Report / Hydrology Study	☐
	Water and Sewer Utility letters	☐
	Minimum Submittal Verification form	☐
	GDOT Driveway/Encroachment Permit (if required)	☐
Email the completed applications and all required documents to planningdesk@fayetteville-ga.gov		

**CITY OF FAYETTEVILLE
DEVELOPMENT PLAN APPLICATION**

PROJECT INFORMATION				
Project Name				
Project Address		Parcel ID		
Zoning District		Property Size	Sq. ft.	Acres
DEVELOPMENT INFORMATION				
Disturbed Area:	Sq. ft.	Acres	Is the project located in the Main Street District?	___ Yes ___ No
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 (Review the Fayetteville code of ordinances for details on the measuring the distance)			
Existing Land Use: (check all that apply)	___ Residential ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation			
Type of Project: (check all that apply)	___ Single-Family Development ___ Multi-Family Development ___ Commercial ___ Mixed Use ___ Public/Institutional ___ Industrial ___ Vacant/Undeveloped ___ Agricultural/Parks/Conservation ___ Stream Buffers ___ Land Disturbance > 5,000 sf ___ Impervious > 5,000 sf			
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				

By signing below, I hereby certify that the above listed information and the accompanying materials are accurate.

Applicant Signature: _____

Date _____

CITY OF FAYETTEVILLE
DEVELOPMENT PLAN VERIFICATION FORM

MINIMUM REQUIRED SHEETS:		APPLICANT		CITY	
		YES	NO	YES	NO
01	COVER SHEET				
02	BOUNDARY SURVEY				
	(See Appendix A of the Development Guidebook)				
03	DEMOLITION PLAN (IF REQUIRED)				
04	SITE PLAN				
	(See Appendix E of the Development Guidebook)				
05	PHASED EROSION CONTROL (INITIAL, INTERMEDIATE & FINAL) AND CHECKLIST				
	(See Appendix M of the Development Guidebook)				
06	DRAINAGE & GRADING (WITH STORM PIPE PROFILES AND CHART)				
	(See Appendices J – L of the Development Guidebook)				
07	UTILITY PLAN (WITH SANITARY SEWER PROFILES)				
	(See Appendices O – R of the Development Guidebook)				
08	STANDARD DETAILS				
09	FIRE ACCESS PLAN				
	(See Appendix S of the Development Guidebook)				
10	LANDSCAPE PLAN				
	(See Appendix G of the Development Guidebook)				
11	LIGHTING PLAN				
	(See Appendix F of the Development Guidebook)				
12	OTHER (ROADWAY PLAN-PROFILE SHEET)				
13	ARCHITECTURAL PLANS				
	(See Appendix H of the Development Guidebook)				
ADDITIONAL REQUIRED REPORTS		APPLICANT		CITY	
		YES	NO	YES	NO
14	ENGINEER'S STORMWATER MANAGEMENT REPORT / HYDROLOGY STUDY				
	(See Appendix I of the Development Guidebook)				
15	TRAFFIC STUDY				