

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

SUBMITTAL REQUIREMENTS

	CONCEPTUAL SITE PLAN	ADMINISTRATIVE VARIANCE	REZONING	VARIANCE	FUTURE LAND USE/COMP PLAN	CONDITIONAL USE	MINOR PLAT/PRELIMINARY PLAT	DEVELOPMENT/ CONSTRUCTION PLANS	FINAL PLAT	REFERENCE MATERIAL
Application	▪	▪	▪	▪	▪	▪	▪	▪	▪	-
Authorization Form	▪	▪	▪	▪	▪	▪	▪	▪	▪	
Review Fees	▪	▪	▪	▪	▪	▪	▪	▪	▪	
Project Narrative /Statement	▪	▪	▪	▪	▪	▪	▪	▪	▪	
Boundary Survey	▪	▪	▪	▪	▪	▪	▪	▪	▪	Appendix A
Conceptual Site Plan	▪	▪	▪	▪	▪	▪	▪			Appendix B
Impact Form			▪	▪	▪	▪				
Minor Plat								▪	▪	Appendix T
Preliminary Plat Document							▪			Appendix C
Addressing – GIS Checklist										Appendix D
Final Plat Document										Appendix T
Development/Construction Plan								▪		
Site Plan										Appendix E
Landscaping Plan								▪		Appendix G
Grading and Drainage Plan (with storm pipe profiles and chart)								▪		Appendix J
Utility Plan (Water and Sewer Plans)								▪		Appendix O
Fire Plan								▪		Appendix S
Lighting Plan								▪		Appendix F
Architectural Plan							▪	▪		Appendix H
Stormwater Management Report / Hydrology Study								▪		Appendix I
Traffic Study								▪		
As Built								▪	▪	Appendix U
Recording Checklist									▪	Appendix V

CITY OF FAYETTEVILLE
PRELIMINARY PLAT APPLICATION AND AUTHORIZATION FORM

PROJECT INFORMATION		
Project Name		
Project Address		
PROPERTY OWNER INFORMATION		
Applicants Name		
Applicants Mailing Address		
Applicants 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		
1	Plat Authorization and Application	☐
2	Application Fee	☐
3	Project Narrative	☐
4	Preliminary Plat	☐
5	Legal Description	☐
6	Building elevations	
Email the completed applications and all required documents to planningdesk@fayetteville –ga.gov		

CITY OF FAYETTEVILLE
PRELIMINARY PLAT APPLICATION

PROJECT 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		
Are there Existing Deed Restrictions or Easements?	___ Yes ___ No				
Street Type	___ Public ___ Private		Are utilities available on site:	___ Yes ___ No	
Subdivision Type	___ Standard Residential ___ Townhouse Residential ___ Multifamily Duplex ___ Commercial ___ Industrial ___ Office ___ Mixed-Use				
PROJECT TEAM (IF KNOWN)					
PRIMARY CONTACT					
Name			Company		Phone
Address			Email		
PROPERTY OWNER (IF DIFFERENT)					
Name			Company		Phone
Address			Email		
SURVEYVOR					
Name			Company		Phone
Address			Email		
ENGINEER					
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 preliminary plat at the listed property address. By signing below, I certify that the above listed 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 C

SUBMITTAL REQUIREMENTS	
	The PRELIMINARY PLAT shall be drawn clearly and legibly in black ink at a recommended scale of 1" = 10' to 1" = 100'. The scale shall be stated as "1" inch to ____ ft. and shown graphically. If the complete plat cannot be shown on one sheet, then said plat shall be shown on several sheets with an index map indicated on each sheet. The recommended sheet size shall be 24" x 36"
	Provide a name or title for all maps or plats. The name of the former subdivision, Deed Book and Page number shall be stated on all sheets, if applicable.
	Provide the following in the Title Block: City, County, District, and Land Lot; Date of plat preparation and each individual revision of record.
	Provide a note stating the zoning of the property, (if applicable) the zoning case number, and the minimum requirements per the zoning conditions.
	Provide the name, phone, and address of the owner of record.
	Provide the name and address of the sub-divider.
	Provide a north arrow (state plane GA West) and graphic scale on all sheets.
	Show all land lot lines, district lines, and city and county boundaries labeled appropriately with words and figures. Provide distances and bearings on all boundary or lot lines. Lot lines with dimensions, internal angles, arcs, chords, and tangents, or radii of rounded corners.
	Show lot number and front, rear, and side setback lines with dimensions.
	Provide in the notes the reference for the angular bearings shown on the plat.
	Provide the closure precision of the survey data shown on the plat as follows: "This plat has been calculated for closure and is found to be accurate within one foot in ____ feet."
	Land lot lines must be accurately shown on the subdivided tract by distance and angles when such lines traverse the tract.
	Provide a copy of the F.I.R.M. panel and the F.I.R.M. panel front cover on the plat. Show and label the location of the site. Show the limits of the floodplain on the site plan, if applicable. Include the following statement under the F.I.R.M. panel: "According to the F.I.R.M. of Fayette County, panel number ____ dated ____, a portion of this property (is) or (is not) located in a Special Flood Hazard Area."
	Provide in the notes the total number of lots and acreage of the tract of land being subdivided or combined.
	Provide the width to the centerline of the right-of-way and the right-of-way width. Show the angles of deflection and standard curve data of intersection, radii, length of tangents, arcs, and degree of curvature with basis of curve data for all roads on a curve. Label the names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks.
	Label the R/W to indicate whether the road is a public or private street.
	Show state water buffers (25' State Undisturbed Buffer, 50' City Undisturbed Buffer, and 75' City impervious setback), zoning buffers, easements, 100-yr floodplain and other applicable setbacks.
	Show conceptual storm water management facility locations
	Include the following statements on the plans: "Water service provided by _____." "Wastewater service provided by _____."
	The following drainage statements shall appear on all plats: NOTE: Stream Buffers are to remain in a natural and undisturbed condition. NOTE: Structures are not allowed in drainage easements