

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
CONSTRUCTION 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	
REQUIRED ITEMS	CHECK
Construction Plan Authorization and Application	☐
Review Fees	☐
Project Statement	☐
Construction Plans	☐
Stormwater Management Report / Hydrology Study	☐
Traffic Study (if required)	☐
Water and Sewer Utility letters	☐
Construction Plan Verification form	☐
GDOT Driveway/Encroachment Permit (if required)	☐
Email the completed applications and all required documents to planningdesk@fayetteville-ga.gov	

**CITY OF FAYETTEVILLE
CONSTRUCTION PLAN APPLICATION**

PROJECT INFORMATION					
Project Name					
Project Address		Parcel ID			
Zoning District		Property Size			
				Sq. ft.	Acres
DEVELOPMENT 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?		Are utilities available on site:		___ Yes ___ No	
Does the proposed use consist of a restaurant facility?		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 certify that the above listed information and the accompanying materials are accurate.

Applicant Signature: _____ Date _____

CITY OF FAYETTEVILLE
CONSTRUCTION PLAN VERIFICATION FORM

PROJECT INFORMATION					
		APPLICANT		CITY	
		YES	NO	YES	NO
	COVER SHEET				
	BOUNDARY SURVEY				
	(See Appendix A of the Development Guidebook)				
	DEMOLITION PLAN (IF REQUIRED)				
	PRELIMINARY PLAT				
	(See Appendix C of the Development Guidebook)				
	PHASED EROSION CONTROL (INITIAL, INTERMEDIATE & FINAL)				
	(See Appendix M of the Development Guidebook)				
	DRAINAGE & GRADING (WITH STORM PIPE PROFILES AND CHART)				
	(See Appendices J – L of the Development Guidebook)				
	STORMWATER MANAGEMENT FACILITY				
	UTILITY PLAN (WITH SANITARY SEWER PROFILES)				
	(See Appendices O – R of the Development Guidebook)				
	STANDARD DETAILS				
	FIRE ACCESS PLAN				
	(See Appendix S of the Development Guidebook)				
	LANDSCAPE PLAN				
	(See Appendix G of the Development Guidebook)				
	LIGHTING PLAN				
	(See Appendix F of the Development Guidebook)				
	OTHER (ROADWAY PLAN-PROFILE SHEET)				
ADDITIONAL REQUIRED REPORTS (IF APPLICABLE)					
		APPLICANT		CITY	
		YES	NO	YES	NO
	ENGINEER'S STORMWATER MANAGEMENT REPORT / HYDROLOGY STUDY				
	(See Appendix I of the Development Guidebook)				
	TRAFFIC STUDY				