

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

(PROJECTNAME)-FORMNAME	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 ations, 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
PROPERTY OWNERS AUTHORIZATION FORM

PROPERTY OWNER INFORMATION	
Project Name	
Project Address	
Project Parcel Numbers	
Date	
PROPERTY OWNER INFORMATION (OWNER #1)	
Name	
Mailing Address	
Telephone	
Email	
Type of Request (Check all that apply)	☐ Rezoning ☐ Variance ☐ Conditional Use ☐ Future Land Use Map
PROPERTY OWNER'S REPRESENTATIVE AUTHORIZATION	
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above under the project information section 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	
PROPERTY OWNER INFORMATION (OWNER #2)	
Name	
Mailing Address	
Telephone	
Email	
Type of Request (Check all that apply)	☐ Rezoning ☐ Variance ☐ Conditional Use ☐ Future Land Use Map
PROPERTY OWNER'S REPRESENTATIVE AUTHORIZATION	
_____ (sign name) I affirm that I am the owner of the tract or parcels of land identified above under the project information section 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	

CITY OF FAYETTEVILLE
PART 2: LAND USE AMENDMENT APPLICATION AND AUTHORIZATION FORM

SITE INFORMATION			
Project Name		Parcel ID	
Project Address		Property Size	
Type of Request (Check all that apply)	☐ Zoning Amendment ☐ Future Land Use Amendment ☐ Conditional Use ☐ Variance		
REQUEST OVERVIEW			
Zoning Amendment Request (If Applicable)			
Impact Form A (Required)			
Existing Zoning		Proposed Zoning	
Future Land Use Amendment Request (If Applicable)			
Impact Form B (Required)			
Existing Land Use		Proposed Land Use	
Conditional Use Request (If Applicable)			
Impact Form C (Required)			
Current Zoning		Type of Use Request	
Variance Request(S) (If Applicable)			
Impact Form D (Required)			
Request 1			
Article/Section			
Request 2			
Article/Section	Use additional sheets if necessary		
Request 3			
Article/Section			
OTHER INFORMATION			
Are there Existing Deed Restrictions or Easements?	☐ Yes ☐ No	Are utilities available on site:	☐ Yes ☐ No
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		
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 request(s) at the listed 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: _____	

PART 3: IMPACT ANALYSIS REVIEW

IMPACT FORM - A	
Analyze the impact of the proposed REZONING and answer the following questions:	
1.	Whether the zoning proposal will permit a use that is suitable in view of the use and development of adjacent and nearby property;
2.	Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property;
3.	Whether the property to be affected by the zoning proposal has a reasonable economic use as currently zoned;
4.	Whether the zoning proposal will result in a use which will or could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
5.	Whether the zoning proposal is in conformity with the policy and intent of the comprehensive plan; and
6.	Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

PART 3: IMPACT ANALYSIS REVIEW

IMPACT FORM - B
Analyze the impact of the proposed amendments to the comprehensive plan and/or future land use map and answer the following questions:
1. Whether the proposed land use change will permit uses that are suitable in consideration of the use and development of adjacent and nearby property or properties;
2. Whether the proposed land use change will adversely affect the existing use or usability of adjacent or nearby property or properties;
3. Whether the proposed land use change will result in uses which will or could cause excessive or burdensome use of existing streets, transportation facilities, utilities, or schools;
4. Whether the amendment is consistent with the written policies in the comprehensive plan text and any applicable small areas studies;
5. Whether there are potential impacts on property or properties in an adjoining governmental jurisdiction, in cases of proposed changes near municipal boundary lines;
6. Whether there are other existing or changing conditions affecting the use and development of the affected land areas which support either approval or denial of the proposed land use change; and
7. Whether there will be an impact on historic buildings, sites, districts or archaeological resources resulting from the proposed change.

PART 3: IMPACT ANALYSIS REVIEW

IMPACT FORM - C
Analyze the impact of the proposed CONDITIONAL USE and provide a written point-by-point response to the following questions:
1. Does the proposed use align or support the policies and objectives of the comprehensive plan, particularly in relationship to the proposed site and surrounding area?
2. Is the proposed use suitable in view of the use and development of adjacent and nearby property?
3. Is the proposed use consistent with the requirements of the zoning district in which the use is proposed to be located?
4. Will the proposed use cause an excessive or burdensome use to existing streets, transportation facilities, utilities or other public facilities?
5. Is there adequate ingress and egress to the subject property, including evaluation of the traffic impact of the proposed use relative to street capacity and safety of public streets and nearby pedestrian uses?
6. Are there other existing or changing conditions which, because of their impact on the public health, safety, morality and general welfare of the community, give supporting grounds for either approval or disapproval of the proposed use?

PART 3: IMPACT ANALYSIS REVIEW

IMPACT FORM D
Analyze the impact of the proposed VARIANCE and provide a written point-by-point response to the following questions:
1. The special circumstances or conditions applying to the building or land in question are peculiar to such premises and do not apply generally to other land or buildings in the vicinity;
2. The granting of the application is necessary for the preservation and enjoyment of a property right and not merely to serve as a convenience to the applicant
3. The condition from which relief or a variance is sought did not result from action by the applicant;
4. The authorizing of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, or increase the danger of fire, or imperil the public safety, or unreasonably diminish or impair established property values within the surrounding areas, or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of the city;
5. The granting of the variance will be in harmony with the general purpose and intent of the comprehensive plan;
6. The granting of the variance will not allow a structure or use in a district restricted against such structure or use; and
7. Reasonable accommodations for citizens with disabilities as required by the U.S. Fair Housing Laws when such accommodation is necessary to afford individuals with disabilities an equal opportunity to housing.