

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
FINAL PLAT & AS BUILT AUTHORIZATION**

PROJECT INFORMATION		
Project Name		
Project Address		
PROPERTY OWNER'S 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		
	Plat Application and Authorization	☐
	Review Fees	☐
	Final Plat (CAD/dwg file)	☐
	As-Built record drawings For Water, Sewer, Roadway, and Drainage Plans (if required)	☐
	Stormwater Facilities Maintenance Agreement (if required)	☐
	Maintenance/Performance Bond	
	As-Built Stormwater Management Facility – Engineer's Certificate, Topographic Survey, and Hydrology Study (if required)	☐
	HOA Articles of Incorporation & Declaration of Covenants (if required)	☐
Email the completed applications and all required documents to planningdesk@fayetteville –ga.gov		

CITY OF FAYETTEVILLE
FINAL PLAT & AS BUILT 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		
Are there Existing Deed Restrictions or Easements?	___ Yes ___ No		Street Type	___ Public ___ Private	
Subdivision Type	___ Standard Residential ___ Townhouse Residential ___ Multifamily Duplex ___ Mixed-Use ___ Commercial ___ Industrial ___ Office				
PROJECT TEAM (IF KNOWN OR RETAINED)					
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					

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

Applicant Signature: _____ Date _____

CITY OF FAYETTEVILLE
FINAL PLAT & AS BUILT FORM

MINIMUM REQUIRED SHEETS:					
		APPLICANT		CITY	
		YES	NO	YES	NO
1	Plat Authorization and Application				
2	Final Plat				
3	Stormwater Facilities Maintenance Agreement (if required)				
4	As-Built Stormwater Management Facility – Engineer’s Certificate, Topographic Survey, and Hydrology Study (if required)				
5	As-Built record drawings for Water, Sewer, Roadway, and Drainage Plans (if required)				
6	HOA Articles of Incorporation & Declaration of Covenants (if required)				
7	Minimum Submittal Verification form				