

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
CUP/LUP/SUP AUTHORIZATION

PROJECT INFORMATION		
Project Name		
Project Address		
PROPERTY OWNER INFORMATION		
Property Owners Name		
Mailing Address		
Telephone		
Email		
APPLICANT INFORMATION (IF DIFFERENT FROM THE PROPERTY OWNER)		
Applicants Name		
Mailing Address		
Telephone		
Email		
PROPERTY OWNER 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	CUP/LUP/SUP Authorization Form and Application	☐
2	Review Fees	☐
3	Project Narrative	☐
4	Boundary Survey	☐
5	Conceptual Site Plan	☐
6	Impact Form	☐
Email the completed application and all required documents to planningdesk@fayetteville –ga.gov		

CITY OF FAYETTEVILLE
CUP/LUP/SUP APPLICATION

SITE INFORMATION					
Project Name					
Project Address		Parcel ID			
Zoning District		Property Size	Sq. ft.	Acres	
PROJECT INFORMATION					
Number of Existing Lots/Parcels:		Number of Proposed Lots/Parcels			
Type of request:	☐ Conditional Use ☐ Limited Use ☐ Special Use				
Briefly describe the request:					
For a LUP request, check all that apply:	☐ Redevelopment ☐ Renovation ☐ Expansion				
For a SUP request, what building types are proposed?					
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					
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 Conditional Use, Limited Use, or Special Use request at the listed property address. By signing below, I certify that the provided 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 - 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 E	
Analyze the impact of the proposed Limited Use and provide a written point-by-point response to the following questions:	
1.	Whether the proposal is consistent with the needs of the neighborhood or the community as a whole and would not be in conflict with the overall objective of the comprehensive plan;
2.	Whether the proposal is compatible with the zoning and/or intensity of the adjoining properties;
3.	Whether the proposal is suitable for the subject site(s) based on required yard setbacks, buffers open space, off-street parking, stormwater facilities and all other applicable requirements of the zoning district in which the use is proposed to be located;
4.	Whether the proposal includes buildings or structures that are compatible with the size, scale and massing of buildings on adjoining or nearby lots;
5.	Whether the proposal will or could cause excessive or burdensome use of existing public streets, transportation facilities, utilities or other public facilities;
6.	Whether the proposal has provided buffers, fencing and/or landscaping to ensure appropriate transitions between the subject property and adjoining properties;
7.	Whether the proposal will adversely affect the public health, safety and welfare or the quiet enjoyment of the surrounding properties or neighborhoods by reason of noise, smoke, odor, dust, or vibration, or by hours of operation;
8.	Whether there are 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 F	
Analyze the impact of the proposed SPECIAL USE and provide a written point-by-point response to the following questions:	
1.	Whether the aesthetics and architectural design of the proposed use is compatible with the intent and requirements of this UDO and all applicable zoning ordinance regulations;
2.	Whether the proposed use is consistent with the needs of the surrounding neighborhood or the community as a whole;
3.	Whether the size, scale and massing of proposed use are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings;
4.	Whether adequate land area is available for the proposed use including provision of all required yards, open space, off-street parking, transitional buffer zones, and all other applicable requirements of the zoning district in which the use is proposed to be located;
5.	Whether the proposed use is compatible with adjacent properties and land uses and with other properties and land uses in the district;
6.	Whether the proposed use will create adverse impacts upon any adjoining land use by reason of traffic volume/congestion, noise, smoke, odor, dust, or vibration generated by the proposed use;
7.	Whether public services, public facilities and utilities are adequate to serve the proposed use;
8.	Whether the proposed use would result in an over-concentration of similar building types within the neighborhood in which the proposed use will be developed;
9.	Whether there is sufficient traffic carrying capacity on the adjoining roadways for the use proposed so as not to unduly increase traffic and create congestion in the area;
10.	Whether there is sufficient ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;
11.	Whether there are adequate provisions for refuse and service areas.