

## Land Disturbance Permit (LDP) Checklist

- A completed site development permit application form;
- Email an electronic copy of the plans to **communitydevelopment@fairburn.com**
- One complete set of the site development plans and specifications to include:
  - A copy of the approved conceptual site plan with a copy of any conditions that Mayor and Council may require;
  - A site layout plan;
  - A grading plan;
  - A utilities plan;
  - A drainage plan;
  - An erosion and sedimentation control plan;
  - Engineering details as necessary;
  - Tree protection plan; and
  - Landscape plan;
- A proposed sign program;
- A proposed site lighting plan;
- Specifications as to the design of accessory features like fences, retaining walls and paving;
- A hydrological study and such other studies and reports as may be required by the City Engineer and Fire Marshal; and
- The appropriate plan review and inspection fees.

All plans shall be drawn as a reasonable scale on sheets of a 24 X 36. All plans must be clearly and accurately drawn by a design professional licensed to practice in the state. All plan sheets must be signed and sealed by the professional who prepared the plans.

**CITY OF FAIRBURN**  
Community Development Department  
Site Plan Review- Submittal Form

**Submittal Date:** \_\_\_\_\_ **Deadline:** \_\_\_\_\_  
(Minimum 5 weeks prior to P & Z Commission meeting)

**PROJECT INFORMATION**

Project Name: \_\_\_\_\_  
Address/Location of Project: \_\_\_\_\_  
Access to Property: \_\_\_\_\_  
Tax Parcel ID #: \_\_\_\_\_ Size of Project: \_\_\_\_\_  
Zoning: \_\_\_\_\_ No. of Lots (if applicable): \_\_\_\_\_  
Zoning & Use of Adjacent Properties: \_\_\_\_\_

Narrative/ Description for use of property/project (attach additional pages as necessary to provide greater detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION**

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**UTILITY SERVICE PROVIDERS**

Water: \_\_\_\_\_ Sewer: \_\_\_\_\_  
Electric: \_\_\_\_\_ Gas: \_\_\_\_\_  
Cable: \_\_\_\_\_ Other: \_\_\_\_\_

<b><u>Sketch Plan</u></b>	<b><u>Conceptual Site Plan</u></b>	<b><u>Construction Plans w/Hydro</u></b>	<b><u>Landscape Plan</u></b>
<input type="checkbox"/> <b>1<sup>st</sup> Submittal- No Fee</b> Submit to P & Z for review	<input type="checkbox"/> <b>1<sup>st</sup> Submittal \$150 + \$20/acre</b> <input type="checkbox"/> <b>Resubmittal*</b>	<input type="checkbox"/> <b>1<sup>st</sup> Submittal \$500 + \$20/ acre</b> <input type="checkbox"/> <b>Resubmittal*</b>	<input type="checkbox"/> <b>1<sup>st</sup> Submittal \$300 + \$20/acre</b> <input type="checkbox"/> <b>Resubmittal*</b>
If necessary, 2 extra copies (If legible, .pdf file is acceptable).  <b>Staff routes to:</b>  ___ Comm. Dev. Director ___ Planning & Zoning	<b>1 Hard Copy- Staff Routes to:</b>  ___ Building Manager ___ Comm. Dev. Director ___ Engineer ___ Fire Marshal ___ Landscape Architect ___ Planning & Zoning ___ Water & Sewer	<b>1 Hard Copy- Staff Routes to:</b>  ___ Building Manager ___ Comm. Dev. Director ___ Engineer ___ Fire Marshal ___ Landscape Architect ___ Planning & Zoning ___ Water & Sewer	<b>1 Hard Copy- Staff Routes to:</b>  ___ Comm. Dev. Director ___ Landscape Architect

**Resubmittals- Each subsequent resubmittal will incur a fee of \$100.**