

## Conceptual Site Plan Checklist

- An accurate, up-to-date and certified survey of the property on which the project is to be built.
- A vicinity map showing the property in relation to the general area of the City in which it is located.
- The name of the proposed project.
- Name, address, phone number, and fax number of the owner, the developer and the designer who prepared the plan.
- Graphic scale, north arrow, and date of preparation.
- Zoning of the property with required setbacks shown.
- Zoning, use, and ownership of all adjoining property.
- Total area of the site and the area of the site proposed to be devoted to impervious surfaces.
- Approximate topography of the site.
- Significant natural features on and adjacent to the site, including the 100 year flood-plain, if appropriate.
- Existing man-made features on the site.
- Proposed site layout including buildings, drives, parking, walkways, landscaped areas, buffer easements, utilities and any other features necessary to properly present the concept.
- Proposed off-site improvements which may be necessary to properly develop site.
- Architectural elevations to show the intended architectural character of the proposed building and the nature of the materials to be used.
- If the site plan is for an addition to or change in an existing site plan, the drawings must clearly show the changes that are being proposed.
- Provide vehicular use area landscaping requirements

# CITY OF FAIRBURN

## Planning & Zoning 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: \_\_\_\_\_

<u>Sketch Plan</u>	<u>Conceptual Site Plan</u>	<u>Construction Plans w/Hydro</u>	<u>Landscape Plan</u>
<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>  <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Planning & Zoning	<b>7 Copies- Staff Routes to:</b>  <input type="checkbox"/> Building/Prop. Manager <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Engineer <input type="checkbox"/> Fire Marshal <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Planning & Zoning <input type="checkbox"/> Water & Sewer	<b>7 Copies- Staff Routes to:</b>  <input type="checkbox"/> Building / Prop. Manager <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Engineer <input type="checkbox"/> Fire Marshal <input type="checkbox"/> Landscape Architect <input type="checkbox"/> Planning & Zoning <input type="checkbox"/> Water & Sewer	<b>2 Copies- Staff Routes to:</b>  <input type="checkbox"/> Comm. Dev. Director <input type="checkbox"/> Landscape Architect

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